

Certification in Faculty ITC Master's Programmes and Courses

Rules and Regulations

Applicable for students graduating in the academic year 2021-2022 in:

- Master's programme Geoinformation Science and Earth Observation (M-GEO)
- Master's programme Spatial Engineering (M-SE)
- Postgraduate Diploma course (PGD)
- Diploma course
- Credit-bearing Short courses
- Non-credit bearing short courses

This document describes the rules and regulations for certification, following the regulations for the academic year as specified.

The practical implications of these rules and regulations to produce diplomas, diploma supplements, certificates, and course records are described in the Certification Handbook.

Certification Committee

Colophon

UNIVERSITY OF TWENTE
FACULTY OF GEO-INFORMATION SCIENCE AND EARTH OBSERVATION

DATE LAST MODIFIED: 12-7-2022

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Version control

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2.0	16-2-2015	Approval by the Dean of RRC for students starting their studies after February 2015	Published on the Internet with number FB15.1629/TV
3.3	9-2-2016	Approval by the Dean of RRC: For students falling under the Assessment Regulations of September 2013 For students falling under the Assessment Regulations of September 2015	Published on the Internet with number FB16.1863 Published on the Internet with number FB16.1864
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9.3	7-5-2020	Final version for the academic year 2019-2020	Approved by the Dean
10.4	10-11-2020	Final version for the academic year 2020-2021	Published on the Internet with the number EB2020-1096. Small change on 4-5-2021 in art. 4.2
11.2	12-7-2022	Final version for the academic year 2021-2022	Approved by the Faculty Board

1. Master's Programmes and Courses Regulations

The Rules and Regulations for Certification in ITC Master's programmes and Courses (RRC-MC) are inferred from the Education and Examination Regulations of ITC Master's programmes, the Rules and Regulations of the Examination Board of ITC Master's programmes, and the Assessment Regulations of the Diploma course. These documents are available on the Faculty ITC website¹.

This RRC-MC applies for Master's programmes and courses registered in the Student Information System (SIS), and students who are admitted and enrolled in the Master's programme or course.

The Education and Examination Regulations of the Master's programmes and the Assessment Regulations of the Diploma course define the terminology used in this document.

2. Authorisation and Approval

Faculty Board

The Faculty Board assigns working committees and approves the Faculty ITC policy and regulations. The Faculty Board formally approves the RRC-MC and the certification document templates.

Examination Board of ITC Master's programmes

The Examination Board monitors and is involved in all aspects of assessment from the policy on assessment via the appointment of examiners to the decision about requests related to assessment. The Examination Board is the official body to approve and authorize the issuance of Diplomas and Certificates. The Examination Board is asked for feedback and consent on matters of certification before the final versions are sent to the Faculty Board for approval. When the Examination Board is mentioned in this document, the Examination Board of ITC Master's programmes is meant.

Certification Committee

The Certification Committee reviews and updates the RRC-MC ensures compliance with University of Twente (UT) regulations and develops and maintains the working procedures for the execution of the certification documents. The committee chair is a member of the Examination Board of ITC Master's programmes. The committee chair invites the committee members, and the Faculty Board approves them.

The Certification Committee consists of representatives from the Examination Board of ITC Master's programmes, the educational management, Bureau Education and Research Support (Faculty ITC-BOOZ), and an education specialist and prepares the RRC-MC and the Certification documents templates for approval by the Faculty Board. The Examination Board is responsible for managing this process.

Bureau Education and Research Support (Faculty ITC-BOOZ)

Faculty ITC-BOOZ is responsible for mark record keeping in the SIS and the coordination of the production of certification documents. As such, it bears the responsibility to ensure the issuing of awards according to policy and the agreed-upon standard as described in the Certification handbook.

The different roles of staff members involved in certification are fully described in the Certification handbook.

¹ <https://www.itc.nl/education/studying-at-itc/study-details/studyguides/> and <https://www.itc.nl/education/studying-at-itc/study-details/regulations/>

3. Certification Documents

Table 1 lists the programmes and courses, the certification documents issued, and the qualification mentioned for the Master's programmes and courses registered in the SIS of the Faculty ITC:

Table 1: Faculty ITC Programmes and Courses and Certification Documents

Programme/ Course	Number of ECTS Credits (EC)	Certification Documents issued	Qualification mentioned on the Diploma or Certificate
Master's programme in Geoinformation Science and Earth Observation	120 EC	Diploma and Diploma Supplement	Diploma (Academic Education) of the Master's degree Programme in Geo-Information Science and Earth Observation with a specialisation in ... which entitles to the degree Master of Science
Master's programme in Spatial Engineering	120 EC	Diploma and Diploma Supplement	Diploma (Academic Education) of the Master's Degree Programme in Spatial Engineering which entitles to the degree Master of Science
Postgraduate Diploma course	60 EC	Certificate and Course Record	Certificate – Postgraduate Diploma course - Academic Education in Geo-Information Science and Earth Observation + specialisation
Diploma course	No credits awarded	Certificate and Course Record	Diploma - Diploma course - Technologist in Geoinformatics
Short course²	Leading to a Certificate Credits are awarded, number of credits variable	Certificate and Course Record	Certificate. The student has followed one or more study units in Geo-Information Science and Earth Observation + course title
	Leading to a Certificate of Attendance No credits awarded	Certificate of Attendance	Certificate of Attendance. The student has attended a course in Geo-Information Science and Earth Observation + course title
	Short course of the Diploma course No credits awarded	Certificate and Course Record	Certificate. The student has followed one or more study units in Geoinformatics
In case of fail on or early termination of the Master's programmes; a PGD, Diploma or a Short course leading to a certificate	At least one study unit exam passed	Certificate and Course Record	Certificate. The student has followed one or more study units in Geo-Information Science and Earth Observation + specialisation Certificate. The student has followed one or more study units in Spatial Engineering
	No study unit exams passed	Course Record	No Diploma or Certificate
	Not participated in any exams	Certificate of Attendance ³	Certificate of Attendance. The student has attended one or more study units in Geo-information Science and Earth Observation/ Spatial Engineering/ Geoinformatics

The Education and Examination Regulations of ITC Master's programmes and the Assessment Regulations of the Diploma course state the rules for issuing certification documents.

² Short courses are defined as all courses consisting of one or more study units, both credit bearing and non-credit bearing (i.e., Distance Education, Individual Study Program, and Tailor Made and Refresher Courses).

³ This is not applicable for students in Joint Education Programmes. Students from these programmes who do not pass any exam do not receive certification documents from the Faculty ITC.

3.1 Terminology

1. Diploma supplement

A Master's programme Diploma is accompanied by a Diploma Supplement. The Diploma Supplement describes the nature, level, context, content, study load in ECTS Credits (EC), and status of the Diploma and the awarded degree. It also states the names of the study units and marks obtained.

2. Certificate

A Certificate is awarded to a student in a Short course who has passed the exam of at least one study unit. The Certificate states that the student 'has followed one or more study units in <Title Programme>. The subtitle is the name of the course as advertised. The Course Record specifies the study unit names as listed in the study guide. In case the course contains only one study unit, the Course Record mentions the name of the study unit as advertised.

3. Course Record

Certificates of the PGD and Short courses and the Diploma of the Diploma course are accompanied by a Course Record. The Course Record shows the course name, study load in EC or hours, and the period of study. It also states the names of the study units, the completion date of the study units (date of the last test to pass the study unit exam), the location of the assessment of the study unit, and marks obtained.

4. Study Progress Overview

It is at all times possible to receive a study progress overview with all exam results obtained up till that date recorded in the SIS if this is necessary for external sponsors or other administrative reasons.

Students can download a study progress overview themselves from [OSIRIS student](#).

If necessary, the Certification Officer of the Faculty ITC-BOOZ can sign and stamp this study progress overview for authentication reasons and/or provide an explaining letter to accompany the study progress overview by submitting the form on this page:

<https://www.itc.nl/intranet/education/created-webforms/study-progress-overview/>.

5. Official transcript/Certified copies

The archiving system of the university contains digital versions of all certification documents. A certified copy of the digital version of the certification document can be requested through this website: <https://www.itc.nl/alumni/services/diploma-transcript/>

6. Certificate of Merit

Students who participate as:

- a member of the Programme Committee
- a member of the Faculty Council
- a member of the Student Association Board
- Student Assessor in the Faculty Board

will receive at the end of their study programme, a Certificate of Merit in recognition for their contribution. The certificate states name, date, and country of birth of the student and a short description of their tasks. The certificate is signed by the Dean and the Chair of the specific Board.

4. Rules for the Issuance of Certification Documents

1. Issuance and signing

- By the WHW (Dutch Higher Education and Research Act) all certification documents for credit-bearing courses are issued by the Examination Board.
- Signing complementary documents (Diploma Supplements and Course Records) can be mandated by the EB to ITC-BOOZ certification officers who should consult with the programme manager on the final marks.
- A detailed overview of which Examination Board member signs which document, is available in Appendix B.

2. University of Twente (UT) format and production

All certification documents follow a prescribed format as outlined by the Certification Committee, are printed on formal UT stationery in the English language, and follow the official UT and EU templates. The Bureau Education Support (Faculty ITC-BOOZ) produces the certification documents.

3. Graduation Date

The graduation date on all certification documents is the date of the last passed test required for graduation. If the signing date is more than one month after the official end date of the course, the signature date is used.

If the student has requested a postponement of graduation based on Article 5.2-8 of the Education and Examination Regulations, the graduation date is the postponed final examination date.

4. Certificate number

Diplomas and Certificates have unique numbers. Complementary certification documents (Diploma and Diploma Supplement, Certificate, and Course Record) carry the same number. The Certificate number is generated automatically. The Certificate number serves solely administrative purposes and has no legal implications. The signing by the EB makes the certification document valid.

5. Specialisation

The specialisation (if applicable) is stated on all the certification documents (see table 1). A free specialisation is not mentioned on the certification documents.

6. Average mark

An average mark is listed on a:

- Diploma Supplement corresponding to a Master's Diploma
- Course Record corresponding to the PGD course Certificate
- Course Record corresponding to the Diploma course Diploma

No average mark is given for:

- All types of courses for which a Certificate is issued, except the Postgraduate Diploma course Certificates.
- Students who have made changes in the formal curriculum of their Master's programme (exemptions) that affect more than 28 EC study load

7. Cum Laude

Cum Laude can only be issued on a:

- Master's Diploma
- Postgraduate Diploma course Certificate
- Diploma course Diploma

No Cum Laude can be awarded for short courses.

The EER describes how a Cum Laude must be calculated.

8. Replacement of study units in the examination programme

With explicit approval of the Examination Board, a Faculty ITC study unit of the formal curriculum can replace another study unit. In this case, the name of the new study unit is mentioned.

9. Additional study units

The names of study units (and the results obtained) that are taken in addition to the formal curriculum of the course are listed on the Diploma Supplement or Course Record under the heading Additional.

10. ECTS Credits (EC)

EC is a measure of the study load. See EER Art. 1.2 Definitions.

- The number of ECs is stated per study unit on the marks overview in the Diploma Supplement and on the Course Record and are added to the 'Total ECs obtained', as stated at the bottom of the certification document when the study unit is passed.

- If a student fails a study unit, the EC is mentioned between brackets and not added to the 'Total ECs obtained'.
- If a student failed a study unit but is entitled to a Master's Diploma or Postgraduate Diploma course Certificate, a fixed total of ECs for the course is stated.
- No EC credits are allocated for a diploma course and therefore not stated.
- ECTS Credits (EC) are an indicator of study load. Following the international standard, EC is posted for all credit-bearing study units regardless of the mark received.

11. Combined programme

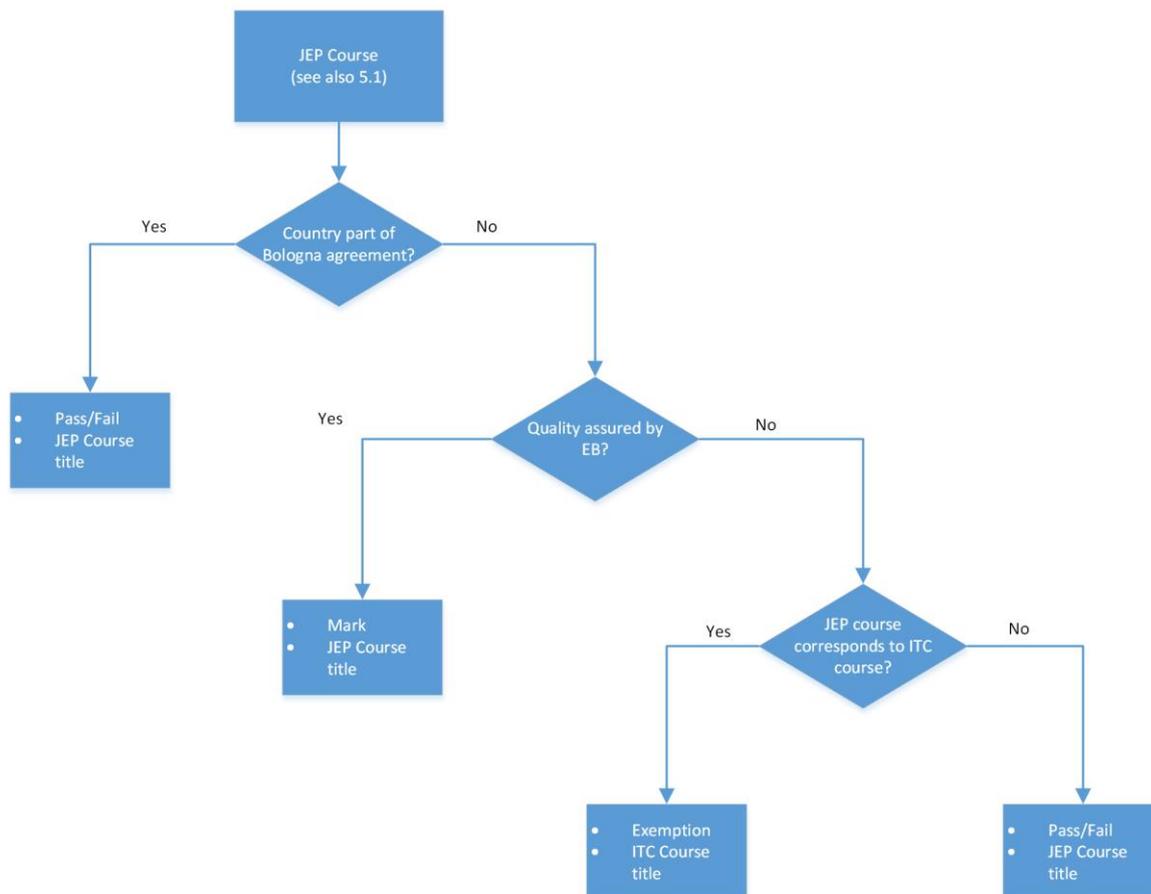
In the case of a combined programme, as mentioned in the ITC Master's programmes EER Article 3.10, the student receives a regular Diploma and Diploma Supplement without referral to the other programme studied.

In case a Master's Diploma is handed out based on the completion of different short courses or the PGD course, the graduate must hand in the original Certificates and Course Records of these courses to the Certification Officer.

12. Study units followed at other (JEP) institutions

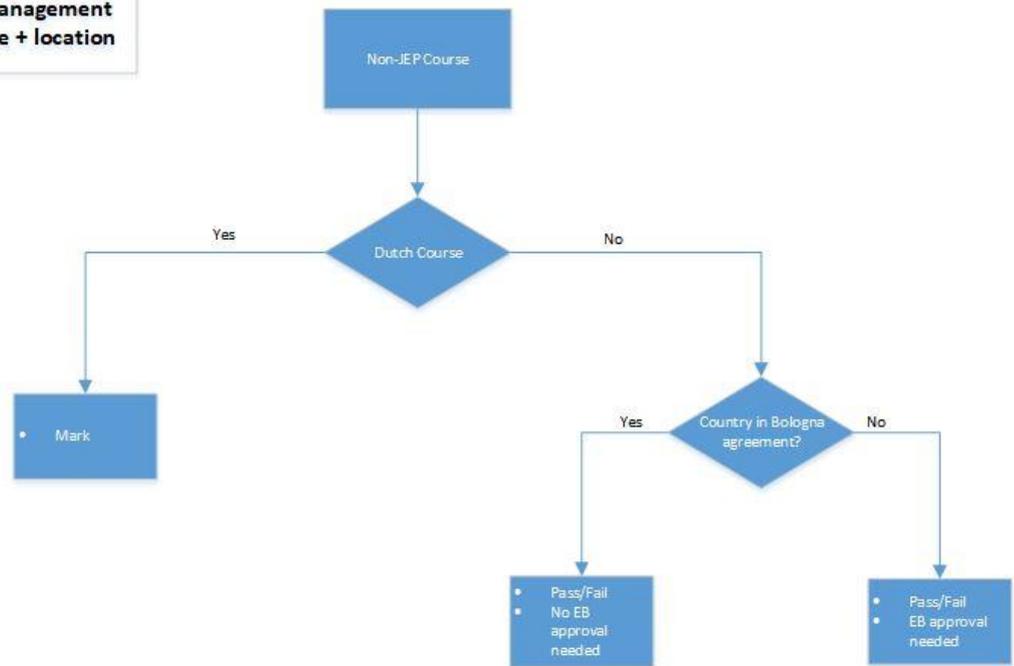
The decision trees below display what must be stated and in which situation for both JEP and non-JEP courses:

JEP Courses



Non-JEP courses

- Always check by Programme Management
- Always list non-JEP course name + location



- As for the criteria, see also the EER and the JEP Agreement if applicable.
- If a student fails a Master's/PGD course or Diploma course and receives a Certificate, then study units completed at the other institute are not stated on the Course Record (except for IIRS).

5. Joint Education Programmes (JEP)

The Master's programmes and courses are offered full-time at the Faculty ITC and as a Joint Education Programme (JEP). This means that the student studies partly at the Faculty ITC and partly at one of the Joint Education Programme partners. Where certification of Joint Education Programmes is concerned, the same rules apply as described above. The following further specifications apply:

1. Multiple Degree:

If it concerns multiple degrees, each institution generates its certification documents according to its policy. The Memorandum of Understanding and/or Implementation Plan specifies the criteria and layout of the certification documents.

2. Study units and marks:

- a. The study unit titles and study load mentioned in the Diploma Supplement/Course Record of a Joint Education Programme are the titles of the study units and study load in the Master's programme, as mentioned in the study guide. The institute/s that did the assessment is/are mentioned on the Diploma Supplement/Course Record.
- b. The Diploma Supplement/Course Record shows the marks obtained for all study units. For study units attended at the partner university, the Diploma Supplement/Course Record shows the ITC name of the exempted/passed study unit, the location of study, and the study unit exam date.
- c. If the Examination Board has approved the study unit content and the level and quality of the assessment at the partner university, the study unit names of the partner institution and the marks obtained at the partner university are listed in the Diploma Supplement/Course Record.
- d. See 4.12 of this document for specified information.

3. Joint Course Record

In addition to the Diploma Supplement/Course Record, a Joint Course Record can be issued with the signatures and logos of all participating partners. This Joint Course Record is meant to emphasize the cooperation between the partners and bring together the study results of the course as a whole. This document has no legal status and is not signed under the authority of the Examination Board. It is signed by the Joint Education Programme coordinator or Specialisation Coordinator.

4. Logos and signatures

- a. The Diploma and Diploma Supplement of the Master's programmes do not bear the logo and signatures other than those of the UT and the Faculty ITC (M-GEO only).
- b. The Diploma Supplement specifically mentions the collaboration with the Joint Education Programme partner.
- c. Certificates and Course Records can mention the partnership with the Joint Education Partner with the use of both logos and signatures.

5. Study Progress Overview

A student of a Joint Education Programme can request a study progress overview for the study units followed at ITC and studied in the Joint Education Programme conform Chapter 4, Articles 11 and 12.

6. Types of Certification documents per JEP

An overview of the certification documents handed out in the Joint Education Programmes of the Faculty ITC is available as Appendix A in this document.

6. Premature Ending of a Programme or Course

1. In case a student does not qualify (leave early or fail) for the Master's programme, Joint Education Programme, PGD course, Diploma course, or a Short course the student receives one of the following documents:
 - a) If the student has passed the exam of at least one study unit, the student receives a Certificate and a Course Record.
 - b) If the student has failed all exams, the student only receives a Course Record.
2. **Postgraduate Diploma course Certificate after failing MSc**
Failing M-GEO Master's programme candidates who qualify for a PGD course Certificate (conform to the procedure stated in the Education and Examination Regulations of *ITC Master's programmes*) receive a PGD course Certificate and Course Record as specified in the respective paragraphs. In case a student has passed more study units than necessary for the PGD course Certificate, the Course Record specifies these courses under the heading 'Additional'.
3. **Fraud**
In case of fraud, students can, at their request, receive a study progress overview with all study units attended and marks obtained as described in Chapter 4, Articles 11 and 12.
4. **The premature ending of Programme/Course**
In case a student who has prematurely ended his/her course returns to finish his/her studies, the Certificate(s), and Course Record(s), as specified in Chapter 6, Paragraph 1, is expected to be returned to the Faculty ITC before new certification documents are handed out to the student.

Appendix A: Overview Certification Joint Education Programmes

I. Credit-bearing courses

Joint Educational Programme (JEP)	Course title (as mentioned on Cert. document)	Partner University	Coordinator	Spec.	Country in Bologna Agreement	Quality assured by Examination Board	JEP courses corresponds to ITC course	Master's programme Diploma	Master's programme Diploma Supplement	Postgraduate Diploma course Certificate	Postgraduate Diploma course Record	Certificate	Cert. Course Record	Course Record	Joint Course Record
Master's Programme: INDIGEM	Geo-information Science and Earth Observation with a specialisation in Geo-informatics	Indian Institute of Remote Sensing (IIRS), India	Sander Oude Elberink	GFM	No	Yes	Not applicable	Yes	Yes, incl. marks IIRS, Thesis assessed by ITC/IIRS	Yes, Fail MSc PGD course Certificate when successfully completed a PGD course Final Assignment, incl. logo IIRS and signature Director IIRS	Yes, Fail MSc, incl. logo IIRS, Signature Director IIRS, incl. marks IIRS, PGD course Certificate upon successful completion of PGD course Final Assignment. Assignment/Thesis assessed by ITC/IIRS, incl. marks and course titles IIRS	Yes, Fail MSc, No PGD course, incl. logo IIRS, Signature Director IIRS	Yes, Fail MSc, No PGD course, incl. logo IIRS, Signature Director IIRS, PGD course Final Assignment/Thesis assessed by ITC/IIRS (if applicable)	Yes, Fail all study units, incl. logo IIRS, Signature Director IIRS, incl. marks and course titles IIRS	No
Postgraduate Diploma (PGD) course: INDIGEM	Geo-information Science and Earth Observation with a specialisation in Geo-informatics	Indian Institute of Remote Sensing (IIRS), India	Sander Oude Elberink	GFM	No	Yes	Not applicable	No	No	Yes, incl. logo IIRS, Signature Director IIRS	Yes, incl. logo IIRS, Signature Director IIRS, incl. marks and course titles IIRS	Yes, Fail PGD course, incl. logo IIRS, Signature Director IIRS. Has followed one or more study units...	Yes, Fail PGD course, incl. logo IIRS, Signature Director IIRS, incl. marks and course titles IIRS.	Yes, Fail all study units, incl. logo IIRS, Signature Director IIRS, incl. marks and course titles IIRS	No
Master's programme SINOJEP/CHIGIM	Geo-information Science and Earth Observation with a specialisation in *Specialisation title*	Chang'an University, China (CAU)	Menno-Jan Kraak/Lyande Eelderink	All M-GEO specialisations	No	Yes	Not applicable	Yes	Yes, incl. marks CAU, Thesis assessed by ITC/CAU (in case student defends at CAU)	Yes, Fail MSc after successfully completed a PGD course Final Assignment.	Fail MSc, after successfully completed a PGD course Final Assignment. Incl. marks and course titles CAU	Yes, Fail MSc, No PGD course	Yes, Fail MSc, No PGD course. Only for courses followed at ITC	Yes, Fail all ITC study units	No
Master's programme: ITB	Geo-information Science and Earth Observation with a specialisation in Development Planning and Infrastructure Management	Institut Teknologi Bandung (ITB), Indonesia	Dimo Todorovski	UPM	No	No	No	Yes, no cum laude possible	Yes, Results are marked as Pass and incl. course titles ITB	Yes, Fail MSc after successfully completed a PGD course Final Assignment.	Fail MSc, after successfully completed a PGD course Final Assignment. Results are marked as Pass and incl. course titles ITB	Yes, Fail MSc, No PGD course	Yes, Fail MSc, No PGD course. Only for courses followed at ITC	Yes, Fail all ITC study units	No

Joint Educational Programme (JEP)	Course title (as mentioned on Cert. document)	Partner University	Coordinator	Spec.	Country in Bologna Agreement	Quality assured by Examination Board	JEP courses corresponds to ITC course	Master's programme Diploma	Master's programme Diploma Supplement	Postgraduate Diploma course Certificate	Postgraduate Diploma course Record	Certificate	Cert. Course Record	Course Record	Joint Course Record
Master's programme: CNU	Geo-information Science and Earth Observation with a specialisation in *Specialisation title*	Capital Normal University (CNU), China	Arno van Lieshout	All M-GEO specialisations	No	Yes	Not applicable	Yes	Yes, incl. marks and course titles CNU, Thesis assessed by ITC/CNU (in case student defends at CNU)	Yes, Fail MSc after successfully completed a PGD course Final Assignment.	Fail MSc, after successfully completed a PGD course Final Assignment. Incl. Marks and course titles CNU	Yes, Fail MSc, No PGD course	Yes, Fail MSc, No PGD course. Only for courses followed at ITC	Yes, fail all ITC study units	No
Master's programme: JKIP	Geo-information Science and Earth Observation with a specialisation in Geo-informatics	Khajeh Nasir Toosi University of Technology (KNTU), Iran	Wan Bakx	GFM	No	No	No	Yes	Yes, Results are marked as Pass and incl course titles KNTU, Thesis assessed by ITC/KNTU	Yes, Fail MSc PGD course Certificate when successfully completed a PGD course Final Assignment.	Yes, Fail MSc, PGD course Certificate upon successful completion of PGD course Final Assignment/Thesis assessed by ITC/KNTU, Results are marked as Pass and incl. course titles KNTU	Yes, Fail MSc, No PGD course	Yes, Fail MSc, No PGD course, PGD course Final Assignment/Thesis assessed by ITC/KNTU (if applicable) only for courses followed at ITC	Yes, Fail all ITC study units	No
Master's programme: IGEON	Geo-information Science and Earth Observation with a specialisation in Environmental Modelling and Natural Resource Management	Lund University, Sweden	Raymond Nijmeijer/Louise van Leeuwen	NRM	Yes	Not applicable	Not applicable	Yes, only possible when student obtained a minimum of 30 ECTS at ITC, no cum laude possible	Yes, only possible when student obtained a minimum of 30 ECTS at ITC. Results are marked as Pass and incl. course titles for marks Lund	No, Fail MSc: No PGD course will be awarded	No	Yes, only when a student followed study units at ITC and will not receive a Lund MSc Degree. Signature (Vice) Chair Examination Board	Yes, only when a student followed study units at ITC and will not receive a Lund MSc Degree. Signature (Vice) Chair Examination Board	Yes, Fail all ITC study units. Signature (Vice) Chair Examination Board	No

II. Non-Credit bearing courses

Joint Educational Programme (JEP)	Course title (as mentioned on Cert. document)	Partner University	Coordinator	Spec.	Country in Bologna Agreement	Quality assured by Examination Board	JEP courses corresponds to ITC course	Diploma course Diploma	Dipl. course Record	Dipl. course Certificate (at least one study unit passed)	Dipl. course Record (at least one study unit passed)	Dipl. course Course record
Diploma Course: ARDI	Geo-informatics	Ardhi University (ARU), Tanzania	Wim Feringa	GFM	No	Yes	Not applicable	Yes, incl. logo ARU and signature Principal ARU	Yes, incl. logo ARU and signature Principal ARU incl. course titles and marks ARU	Yes, incl. logo ARU and signature Principal ARU	Yes, incl. logo ARU and signature Principal ARU incl. course titles and marks ARU	Yes, Fail all study units, incl. logo ARU and signature Principal ARU incl. Marks and course titles ARU
Diploma Course: GSSM	Geo-informatics	Ghana School of Survey and Mapping (GSSM), Ghana	Wim Feringa	GFM	No	Yes	Not applicable	Yes, incl. logo GSSM and signature Vice-Chancellor (GSSM)	Yes, incl. logo GSSM and signature Vice-Chancellor (GSSM), incl. Marks and course titles GSSM	Yes, incl. logo GSSM and signature Principal GSSM	Yes, incl. logo GSSM and signature Vice-Chancellor (GSSM), incl. Marks and course titles GSSM	Yes, Fail all study units, incl. logo GSSM and signature Vice-Chancellor (GSSM) incl. Marks and course titles GSSM

Appendix B: Overview of who signs which certification documents

Course type:	Study result	Document	Authority to sign*
Master's programme	Completed:	Master's Diploma + Diploma Supplement	Chair/Vice-Chair EB
	Fail MSc Research proposal/MSc Research:	M-GEO: PGD course Certificate + Course Record or M-GEO/M-SE: Certificate + Course Record	Chair/Vice-Chair EB Any member EB
	Fail, at least one study unit completed:	Certificate + Course Record	Any member EB
	Fail, no study unit completed:	Course Record	Any member EB

DD Master's programme	Completed:	Master's Diploma + Diploma Supplement	Chair/Vice-Chair EB
	Fail MSc Research proposal/MSc Research:	M-GEO: PGD course Certificate + Course Record or M-GEO: Certificate + Course Record	Chair/Vice-Chair EB Any member EB
	Fail, at least one study unit completed:	Certificate + Course Record	Any member EB
	Fail, no study unit completed:	Course Record	Any member EB

Joint Master's programme	Completed:	Master's Diploma + Diploma Supplement Joint Course Record (incl. logo+ signature partner)	Chair/Vice-Chair EB JEP coordinator
	Fail MSc Research proposal/ MSc Research:	M-GEO PGD course Certificate + course Record Joint Course Record (incl. logo+ signature Partner) or Certificate + Course Record Joint Course Record (incl. logo + signature partner)	Chair/Vice-Chair EB JEP coordinator Any member EB JEP coordinator
	Fail, at least one study unit completed:	Certificate + Course Record Joint Course Record (incl. logo + signature partner)	Any member EB JEP coordinator
	Fail, no study unit completed:	Course Record	Any member EB

M-GEO Postgraduate Diploma course	Completed:	PGD course Certificate + course Record	Chair/Vice-Chair EB
	Fail, at least one study unit completed:	Certificate + Course Record	Any member EB
	Fail, no study unit completed:	Course Record	Any member EB

M-GEO: Joint Postgraduate Diploma course	Completed:	PGD course Certificate + course Record Joint Course Record (incl. logo + signature partner)	Chair/Vice-Chair EB JEP coordinator
	Fail, at least one study unit completed:	Certificate + Course Record Joint Course Record (incl. logo + signature partner)	Any member EB JEP coordinator
	Fail, no study unit completed:	Course Record (incl. logo+ signature partner)	Any member EB
Joint Diploma course	Completed:	Diploma course Diploma (incl. logo + signature partner) + joint Course Record (incl. logo + signature partner)	Any member EB
	Fail, at least one study unit completed:	Certificate + Joint Course Record (incl. logo + signature partner)	Any member EB
	Fail, no study unit completed:	Course Record (incl. logo)	Any member EB
Short course	At least one study unit completed	Certificate + Course Record	Any member EB
	Fail, no study unit completed:	Course Record	Any member EB
	No assessment	Certificate of Attendance	Course Coordinator
Short course within Diploma course	At least one study unit completed	Certificate + Course Record	Any member EB
	Fail, no study unit completed:	Course Record	Any member EB
	No assessment	Certificate of Attendance	Course Coordinator
Tailor-made course	At least one study unit completed	Certificate + Course Record	Any member EB
	Fail / no assessment	Certificate of Attendance	Course coordinator
Refresher course	No assessment	Certificate of Attendance (incl. logo)	Course coordinator (+Signature partner(s))
Other	No assessment	Certificate of Attendance (incl. logo)	Course coordinator (+Signature partner(s))
	Participated as: - a member of the Programme Committee - a member of the Faculty Council - a member of the Student Association Board or - Student Assessor in the Faculty Board	Certificate of Merit	Dean and Chair of Board/Committee

***Note:** Signing complementary documents (Diploma Supplements and Course Records) can be mandated by the EB to ITC-BOOZ certification officers who should consult with the programme manager on the final marks.