

ITC REGULATIONS FOR COURSES LEADING TO AN ITC MASTER DEGREE

- September 2008 -

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These ITC Regulations for the Master degree courses were approved by the Rector and the Academic Board on 17 September 2008. These regulations apply to all Master degree courses commencing September 2008 onwards and replace all former ITC Regulations for the Master Degree Courses.

1. Range of application

- 1.1 These assessment regulations apply to all courses leading to an ITC Master degree, starting from September 2008 onwards and replace all previous ITC Regulations for the Master Degree Courses.
- 1.2 The Master course can be an ITC course only (fully taught at ITC) or joint course (fully taught by one or more of ITC's partners or partly by the partner and partly by ITC). The course can be taught fully face-to-face or be a combination of face-to-face and distance components. In all cases, ITC monitors and assures the quality of the whole Master course.
- 1.3 In most cases where the Master course is taught in conjunction with a partner, the two institutes will agree upon new procedures which may take precedence over these 'ITC regulations for courses leading to an ITC Master degree'. The Course Director of the course concerned will inform the participants which assessment regulations and procedures apply.
- 1.4 In all cases that are not dealt with in these rules, the Course Director of the course concerned will decide upon an appropriate course of action. Disputes about the interpretation of these regulations shall be referred to the Rector of ITC, who will determine the interpretation and action that should be taken.
- 1.5 In exceptional circumstances, the Academic Board, Degree Assessment Board, Head Education and/or Course Director may deviate from these regulations, but only with the approval of the Rector.

2. Management, structure and organization of the Master course

- 2.1 The Master course is organized into 15 modules¹ and one or two starting weeks for introductory and remedial activities. Some 10 modules consist of coursework including lectures, tutorials, practical work, case studies, project work, assignments and self-study. The remaining modules consist of an extended group project of two modules duration and an Individual Final Assignment (IFA) of three modules duration.
- 2.2 The duration of the course is 12 months fulltime. Participants may spread the modules over a maximum of three and a half years.
- 2.3 The formal curriculum of the Master course has been approved by the Academic Board.
Responsibility for detailed development and implementation of the approved course rests with Head Education, who delegates this responsibility to the Course Director. Responsibility for quality assurance of the course rests with the Academic Board. The Degree Assessment Board decides on the eligibility of the Master participant to receive the Master degree.
(See also the appendix 'Bodies and persons involved in management and quality assurance of the Master course').
- 2.4 During and at the end of the course, a participant's competence in the field of study will be assessed through tests, examinations and/or assignments (in written, oral and/or practical form) and/or based on participation. Assessments will be used to:
 - Provide feedback to participants so that they may improve their performance (formative assessment), or,

¹ A module consists of related subjects and has duration of 3 weeks. Courses may contain project-oriented elements of two or more combined modules.

- Grade participants' work with a mark or quality description on a scale which indicates their competence in the field of study (summative assessment).

Before any assessment, participants shall be told which of the above two functions applies.

These regulations describe the conditions and procedures concerning summative assessments.

2.5 At the beginning of the Master course each participant shall receive a study guide that contains:

- Descriptions of the content of the course and modules
- A copy of these regulations
- The name of the Master degree to be received on successful completion of the course
- The course-specific conditions relating to that Master degree
- Which module assessments will result in a mark and which modules in 'completed/fail'.

2.6 The relationship between mark ranges, 'completed / fail' and grades is as follows:

Mark:	Grade:
90 - 100	Excellent
80 - 89	Very good
70 - 79	Good
60 - 69	Pass
00 - 59	Fail
'completed'	Pass or higher
'fail'	Fail

3. Admission to the Master course and exemptions

3.1 Applicants who meet the entry requirements, as stipulated in the current course brochure, may be registered for the Master course at the discretion of the Course Director.

3.2 Participants may be given exemption for a module of the course when they have shown they have already mastered the content of the module. An exemption for a module may lead to direct admission to the next module or to exchange of the module for a module in another course. Exemptions are subject to the approval of the Degree Assessment Board (and in case of exchange for a module in another course, approval of the Course Director of that course).

3.3 Exemption for a module will be given when this module was successfully completed by the participant:

- (1) As part of another course in the same ITC domain as the Master course and
- (2) No longer ago than three and a half years before the participant is expected to complete the Master course.

At least 50% of the Master course has to be taken to be eligible for the Master degree. Therefore, exemption can be given for a maximum of seven modules.

Requests for exemption that do not meet these conditions will be considered on an individual basis, at the discretion of the Degree Assessment Board. In such cases, exemption can be given for a maximum of five modules.

Exemption can never be given for (part of) the Individual Final Assignment.

- 3.4 In exceptional cases, a participant may also exchange a module of which the content has not been mastered for a module given in other courses, provided that the Course Director of that course approves. This is up to a maximum of two modules and subject to the approval of the Degree Assessment Board of the own Master course and of the Course Director of the receiving course.
- 3.5 Rules 3.2, 3.3 and 3.4 concerning exemptions do not apply to joint courses and other cases where ITC has an agreement with a partner institute that students who have successfully completed a specific curriculum in the partner institute can be given direct admission to a later part of the Master course.

4. Assessment of modules (excluding IFA)

4.1 Organization of module assessment

- 4.1.1 Each module will be assessed by means of a test, examination, assignment and/or based on participation. More than one assessment per module is allowed but must result in a single module mark (0 - 100) or 'completed / fail'. For combined modules (e.g. core modules, Individual Final Assignment), one overall assessment is allowed.

Up to four modules in the course may be assessed by 'completed / fail'. All other module assessments must result in a mark.

- 4.1.2 One overall assessment for combined modules is allowed. However, for admission to the Individual Final Assignment (see rule 5.2.1) and for the calculation of the average of all modules (see rule 6.2), the result obtained for combined modules will be given to each separate module.
- 4.1.3 Participants shall be informed of the date, subject, objectives and form of the assessment (practical, written, oral or computer-based, open or closed book), at least one week before an assessment.
- 4.1.4 The maximum duration of each assessment shall be as follows:
- | | |
|------------------------------------|-----------------------------------|
| Written theoretical exam | 3 hours |
| Computer-based theoretical exam | 2 hours |
| Practical assignment | determined by the Course Director |
| Oral theoretical or practical exam | 45 minutes |

Participants shall be informed at the start of each assessment of:

- the duration of the assessment;
- if there is a choice, the number of questions to be answered;
- the weight of each question;
- whether books and/or notes may be used.

Two staff members must be present at an oral assessment.

4.2 Feedback to participants and re-sits

- 4.2.1 Participants shall be informed, individually, of the results of an assessment by the staff responsible for the assessment or by the Course Secretary, normally within two weeks of an assessment. The marks awarded for each question or assignment will be made known to each participant.

- 4.2.2 Marked scripts shall be shown to participants so that they may know the strengths and weaknesses of their answers. Answers to questions and results of assignments shall be reviewed in a class session, through the distribution of answer sheets or through comments on scripts. Staff responsible for the assessment is required to give an explanation of the marks awarded.

Scripts shall be retained for at least one year after the results are officially recorded.

- 4.2.3 The following rules apply to re-sits:

- (1) Only those participants who fail an assessment at the first attempt (i.e. who achieve a mark less than 60 or 'fail') may re-sit that assessment. Only one re-sit per assessment is allowed.
- (2) Participants who re-sit an assessment may obtain only a maximum mark of 69 (or PASS grade) or 'completed'.
- (3) The previous mark or 'fail' will only be superseded when participants achieve a higher mark or 'completed' in the re-sit.
- (4) Only the final grade will be shown on the Course Record or Certificate, without any indication whether the final grade was obtained through a re-sit or not.
- (5) Participants who have failed due to serious circumstances (at the discretion of the Course Director) can apply for a new assessment, provided they have reported their circumstances in writing to the module coordinator or staff member responsible for the assessment before the scheduled assessment time.

- 4.2.4 In the case of practical assignments of long duration (practical exercises, a case study with fieldwork) the possibility of repetition can be considered only in exceptional circumstances and subject to approval by the Course Director.

- 4.2.5 A participant not attending a scheduled assessment, not completing an assignment or not presenting the required work within the specified time, will be considered as having failed. The participant will be given a 'fail' or a mark of 40 (or the lowest mark, if lower than 40, scored by the other participants on this assessment). If an acceptable reason (at the discretion of the Course Director) can be offered, the participant can apply in writing for a new assessment or extension of the deadline for submission of the assignment.

- 4.2.6 In case of plagiarism or other types of fraud, the participant(s) concerned will be considered to have failed and a mark 0 (zero) will be given (see also rule 8.5).

- 4.2.7 The grade sheets managed by the Course Secretary are the official record of the results of assessments. In case of discrepancies between this official record and marks and grades presented to participants in other ways, the marks and grades in the official record apply.

5. Individual Final Assignment

- 5.1 The Individual Final Assignment and report

- 5.1.1 The IFA period focuses on the application of knowledge, methods and techniques in the subject of the course to the task performed or to the problem investigated. The IFA work requires that the Master participant:

- (1) Presents a draft IFA proposal (approx. 2 pages) to the Course Director as required by the course. Proposals (prepared in discussion with members of staff) must be related to geo-information and fall within the domain of the course and the chosen stream (i.a.).

- (2) Prepares a final IFA proposal (approximately 5 pages), in consultation with the supervisor(s), to be submitted to the supervisor(s) before the deadline set by the Course Director.
- (3) Carries out the IFA plan and reports on progress to the supervisor(s) according to an agreed schedule for the IFA and preparation of the IFA report.
- (4) Makes oral presentations to staff and participants on the nature and progress of the IFA, when and as required by the Course Director.
- (5) Prepares and submits the IFA report and presents and defends the IFA report when and as required by the Course Director.

5.1.2 The IFA work will be assessed on two occasions:

- (6) The final IFA proposal, leading to approval of the proposal or to disapproval and an official warning in writing (see rule 8.1).
- (7) The IFA report and oral examination.
- (8) In addition to these two formal assessments the participant will receive feedback on his/her performance from the supervisors.

5.1.3 A participant not presenting the (draft) IFA proposal, not submitting the IFA report or not attending the final oral examination within the specified time, will be considered to have failed. Only in exceptional cases, and for reasons beyond the control of the participant (at the discretion of the Course Director), the participant may apply in writing for a new opportunity to meet the above requirements.

5.1.4 The IFA report, approximately 30 pages of text (approximately 350 words per page and presented in the standard ITC format for IFA reports), excluding appendices, shall constitute an ordered and logical description of the IFA. This includes the task performed and/or problem investigated, the applied knowledge, methods and techniques, the way they are executed and the evaluation of the results.

5.1.5 The IFA report may describe work done in conjunction with a supervisor or any other person, but the extent of the participant's personal contribution must be certified by the supervisor concerned.

5.1.6 With the explicit approval of the supervisor a participant may be permitted to incorporate in his/her IFA report a limited amount of unpublished work undertaken by the participant prior to the start of the Individual Final Assignment. A participant may not incorporate in his/her IFA report material which has been submitted for achieving the award of a degree from any other educational institution.

5.1.7 The source of any photograph, map, or other illustration shall be indicated, as shall the source, published or unpublished, of any material not resulting from the participant's own work.
If material from other work is incorporated verbatim, without proper acknowledgement of the source (plagiarism), the IFA Assessment Board may decide not to assess the IFA. This means that the Master degree cannot be awarded. (See also rules 8.3 and 8.5.)

5.2 Admission to the IFA period

5.2.1 For admission to the Individual Final Assignment, at least all but two of the previous modules (see rule 6.2 to see which modules are to be included) must have been successfully completed and no mark below 50 is allowed. The Academic Board may set additional requirements, which must be described in the Study Guide.

- 5.2.2 A participant who is not eligible for admission to the IFA, may however be allowed to continue with an individual special project (assessment will result in 'completed' or 'fail'). At the end of the course, the participant cannot be awarded a Master degree but will receive a Certificate.
 - 5.2.3 The Course Director will assess the eligibility to the IFA period. He/she will also assess the IFA proposal and presentation by the participant or delegate this to an IFA Admission Committee.
 - 5.2.4 When the participant is eligible to the IFA but the Course Director and/or the IFA Admission Committee is of the opinion that the IFA proposal does not have the required level, the participant gets one week to develop and write a better proposal. If still not satisfactory the participant will receive an official warning of the Course Director (see rules 8.1 and 8.2) but may still continue the IFA work and has still access to the IFA examination.
- 5.3 Supervision of the IFA
- 5.3.1 Based on the draft IFA proposal and in consultation with members of staff and the Master participant, the Course Director shall recommend a primary and secondary supervisor to the supervisor's department(s). Supervisors are appointed by the management team of the department.
 - 5.3.2 The two supervisors shall divide the supervision tasks and make a supervision plan and meeting schedule with the participant.
 - 5.3.3 Supervisor(s) shall:
 - (1) Guide the participant in the formulation of the final IFA proposal.
 - (2) Establish a schedule of supervisory meetings with the Master participant (on an average once per fortnight). Additional meetings may be arranged by agreement.
 - (3) Provide general advice and guidance on the execution of the IFA
 - (4) Provide feedback on draft written work, normally within five days of submission.
 - (5) Forward, where appropriate, any comments on the performance of the participant to the Course Director.
 - (6) Inform the Course Director when the progress of a participant gives cause for concern so that action can be taken in accordance with these regulations (see rules 8.1 and 8.2).
 - 5.3.4 If a Master participant considers that he/she is not receiving the quality of supervision required in the regulations, the participant should report this to the Course Director.
 - 5.3.5 Replacement of a supervisor may be considered if the subject of the Individual Final Assignment is found to be outside a supervisor's area of expertise, or at the request of the supervisor and/or of the participant.
- 5.4 Submission of the IFA report
- 5.4.1 The participant must submit a well-organized copy of all digital files associated with the IFA work on DVD, and a hard-copy of graphic output, at least one week before the examination date or as specified by the Course Director.
 - 5.4.2 ITC will produce sufficient printed copies of the IFA report, including two for the participant. The participant must bring one of his/her copies of the IFA report to the oral examination.

- 5.4.3 One copy of the IFA report will be sent to each member of the IFA Assessment Board. The Institute will retain two bound copies if a degree is awarded, one of the copies being lodged with the Institute Librarian and the second copy in the course archive.
- 5.4.4 Where work submitted has been executed in cooperation with others, the supervisor must submit a written statement to the IFA Assessment Board indicating the extent of the participant's share of the work.

5.5 IFA examination

- 5.5.1 For the examination of the IFA, the Course Director nominates and the Degree Assessment Board approves a separate IFA Assessment Board for each participant. The IFA Assessment Board is accountable to the Course Director.

Each IFA Assessment Board has 2 to 3 members: (one of) the supervisor(s) of the participant, a professor or associate professor in a relevant discipline (chair) and, if needed, one other staff member of the ITC.

- 5.5.2 The IFA examination consists of the assessment of the IFA report and the oral examination. The oral examination is the defence of the IFA work that may be preceded by the participant presenting the results of his/her Individual Final Assignment. The oral examination has a maximum duration of one hour.
- 5.5.3 The Course Director assigns a date for an oral examination and informs the participant of this date at least three weeks in advance.
- 5.5.4 All members of the IFA Assessment Board shall read and assess the quality of the Individual Final Assignment report as an ordered and logical exposition of the application of knowledge, methods and techniques in the subject of the course to the task performed or to the problem investigated. A minimum of two members of the IFA Assessment Board must be present at the oral examination. (In case the ITC (associate) professor can not attend, Head Education will appoint another ITC (associate) professor to replace him or her.) They shall assess the participant's competence in the professional field, problem-solving skills and practical orientation.
- 5.5.5 The oral examination is open and will be announced as such. In exceptional cases the Course Director can decide to have the defence of individual participants closed to observers other than ITC staff.
- 5.5.6 On the basis of the assessment of the participant the IFA Assessment Board shall take one of the following decisions:
 - (1) That the IFA is satisfactory. One single mark is given.
 - (2) Subject to minor corrections (that can be implemented within three working days and implemented before the official end of the course) in the IFA report, the IFA is satisfactory. One single mark is given, subject to the corrections in the IFA report being made.
 - (3) The IFA is not satisfactory and is given the FAIL grade.
- 5.5.7 No changes may be made in the IFA report after submission for the IFA examination, only an errata list may be added. If the IFA Assessment Board requires minor corrections to the report, these, and only these, corrections must be made and must be checked and approved by one of the supervisors. In all other cases changes can only be made when the report is to be re-examined by the IFA Assessment Board.
- 5.5.8 In exceptional cases extension to the IFA work may be given, but only before the IFA examination and only when:

- (1) Funding for the extension is available, and
- (2) The main cause of the unsatisfactory level of the IFA has been beyond the control of the participant (see 5.1.3), at the discretion of the Course Director.
- (3) The participant will take the initiative and apply in writing for extension. If the Course Director is of the opinion that condition 2 is met he/she will forward the request to Head Education for decision.

5.5.9 Extensions have a maximum duration of one month. Extensions are only allowed when the participant stays at ITC or, in case of a joint course, at the institute of the partner.

This does not apply to participants who study part-time. They are allowed to work on the IFA in the home organization and since the Master course may be spread over a period of maximum three and a half years (see rule 2.2) they may work on the IFA until about a month before the end of the three-year period. In such cases, no extensions are possible.

5.6 Access to the IFA report

5.6.1 The primary function of the Institute is the development and dissemination of knowledge. IFA reports are lodged with the Institute Librarian and shall be made available for consultation, inter-library loan and photocopying. For reasons of commercial confidentiality, access to digital files may be subject to restriction.

5.6.2 Any staff member who publishes results from an IFA report is obliged to make a proper reference to the Master participant's work.

6. Master degree assessment

6.1 On the basis of the assessment results of the participant, the Degree Assessment Board decides whether the participant will be awarded the Master degree,.

6.2 For the award of a Master degree the average of all module marks must be at least 60, no more than 2 modules may have a mark below 60 and no module mark below 50 is allowed. This implies that the Individual Final Assignment must have a mark of at least 60.

Only results of modules that are part of the formal curriculum of the Master course are included in the calculation of the average and counted for the number of marks below 60 and below 50. Therefore results of a module that is taken in addition to the formal curriculum or in exchange for a module of the formal curriculum for which exemption was given will not be included. However, a module that was taken in exchange because of a reason other than exemption (see rule 3.4), is (only for the application of this rule 6.2) considered as part of the formal curriculum.

When a module is assessed with 'completed', this will not be included in the average. When a module is assessed with 'fail', this will be counted as a mark of 50.

If results of modules were obtained more than three and a half years before the end of the course, then the validity of these modules must be confirmed by the Degree Assessment Board (see rule 3.3.).

- 6.3 To be entitled to receive a Master degree 'with distinction' the average of all module assessments (see rule 6.2 which modules are to be included) must be 80 or above. No marks below 70 or 'fails' are allowed and the Individual Final Assignment must have a mark of 80 or above.

Participants who have taken 11 or fewer modules of the formal curriculum (max. three exemptions or exchanged modules) are not entitled to receive a Master degree 'with distinction'.

- 6.4 The Degree Assessment Board shall take one of the following decisions:
- (1) That the IFA and overall course performance of the participant are satisfactory. The degree of Master shall be awarded.
 - (2) That the IFA and overall course performance of the participant are such that the Master degree shall be awarded 'with distinction'.
 - (3) That subject to minor corrections in the IFA report, the IFA and overall course performance are satisfactory. The degree of Master shall be awarded subject to the corrections in the IFA report being made before the official end of the course.
 - (4) That the IFA and/or overall course performance are not satisfactory. The degree of Master shall not be awarded.
- 6.5 In case the Degree Assessment Board decides that the Master degree shall not be awarded, the participant will receive a Certificate.

7. Awards and certification

- 7.1 A "**Master Degree**" (with Course Record) will be awarded to a participant who has been officially admitted to a Master course (as approved by the Academic Board) and has fulfilled the assessment requirements of that course.

A "**Certificate**" (with Course Record) will be awarded to a participant who (1) has been officially admitted to a Master course but has not fulfilled the assessment requirements for that course, and (2) has fulfilled the assessment requirements of at least one summatively assessed module of that Master course.

The Certificate will mention that the participant 'has followed a course in Geo-information Science and Earth Observation' and the study load. Only the modules that have been completed and the modules in which the participant has participated for at least 80%, will be included in the study load.

A "**Certificate of Attendance**" (no Course Record) will be given to participants who have been officially admitted to a Master course, but have not fulfilled the assessment requirements of any summatively assessed module.

The Certificate of Attendance will mention that the participant 'has attended a course in Geo-information Science and Earth Observation' and the study load. Only the modules in which the participant has participated for at least 80% will be included in the study load.

No qualification other than 'with distinction' will be indicated on any Master degree.

- 7.2 Master degrees are issued under the responsibility of the Rector. Certificates and Certificates of Attendance are issued under the responsibility of the Course Director.
- 7.3 Signatures:
- (1) Master degrees are signed by the Rector of the ITC and Head Education.
 - (2) Certificates and Certificates of Attendance are signed by the Course Director.
- 7.4 Master degrees and Certificates are accompanied by a Course Record, signed by the Course Director. The Course Record will show the period of study, the study load, the

titles of and marks or grades obtained for the modules that have been finished successfully or that the participant has participated in for at least 80% but not finished successfully.

The assessments 'completed' or 'fail' will appear as such in the Course Record.

- 7.5 Only the names and marks and/or grades of the modules that are taken are mentioned on the Course Record.
In case of exemption the number and not the name of the module will be mentioned (e.g. "Modules 1-3: exemption"). In case a new module was taken in exchange for a module for which exemption was given, the name of the new module will be mentioned also (e.g. "Module 3: exemption. Extra module: Database design"). In case of exchange of a module for another reason than exemption only the name of the new module will be mentioned (e.g. "Module 3: Database design").
The names of modules (and the results obtained) that are taken in addition to the formal curriculum of the course are also listed on the Course Record (e.g. "Extra module: Database design").

8. Early termination of the course

- 8.1 Where a Course Director and/or Head Education are/is of the opinion that a participant's progress gives cause for concern the participant shall be informed of the situation by the Course Director. Where a participant's performance is such that she/he is unlikely to obtain a Master degree without a significant improvement in performance, the participant shall be advised in writing by the Course Director of the situation and the implications. (Oral and/or written advice by the Course Director may not be given when the concern arises after the approval of the Individual Final Assignment proposal.)

- 8.2 In cases of obvious non-performance, a Course Director and/or Head Education may decide at any time that a participant must discontinue his/her course. Such a decision will not be taken without consulting the Degree Assessment Board and the participant having received one written warning and being given time to improve performance.

- 8.3 In case of fraud during an exam or in assignments, the participant(s) concerned will be considered to have failed and a mark 0 (zero) will be given.

In case of plagiarism in the submitted Individual Final Assignment, the IFA Assessment Board may decide not to assess the IFA. No extensions are possible then. This will mean that the Master degree cannot be awarded, the participant will get a Certificate.

- 8.4 In case of other types of misbehaviour, the Course Director will consider expulsion from the course.

- 8.5 In case of severe or repeated fraud, plagiarism or other types of misbehaviour, the Course Director, in consultation with the Academic board, will decide that the participant is expelled from the course.
Expulsion from the course means that the participant will not receive any certification.

- 8.6 ITC will use plagiarism detection software or other tools to detect fraud.

In submitting a text, the participant implicitly consents to the text being entered in the database of the detection software concerned.

9. Student appeal procedures

- 9.1 In case of problems of a general or structural nature in the course, the Student Association Board (SAB) may be consulted.
- 9.2 In the event that a participant disagrees with decisions taken by a lecturer or IFA Assessment Board, he/she may present this decision for reconsideration to the Course Director.
Where a Master participant finds that he/she is not receiving the quality of IFA supervision required in the regulations, the participant should also seek action from the Course Director.
- Only in the event that a Master participant disagrees with decisions taken by the Degree Assessment Board he/she may present this decision for reconsideration to Head Education directly (see rule 9.3).
- 9.3 If not satisfied with the decision of the Course Director, the participant can seek action from Head Education. If Head Education rejects the complaint of the participant he/she will respond in writing describing the reasons.
- 9.4 If still not satisfied, participants have a final right of appeal with the Student Appeals Board. An appeal will only be accepted if:
- The formal methods of dealing with complaints (see rules 9.2 and 9.3) have not led to agreement,
 - The appeal concerns the implementation of these 'ITC Regulations for the Master Degree courses' or the assessment of the Individual Final Assignment and
 - The appeal has been made before the official end of the course. Appeals concerning the assessment of the IFA can be made up to a maximum of four weeks after the mark was received.
- Appeals should be addressed in writing to the Chairman of the Student Appeals Board, through the Rector, and be accompanied by the argued written response to the appeal by Head Education.
- 9.5 Where unequal treatment of participants is claimed, copies of all relevant scripts shall be made available for review by those investigating the appeal.
- 9.6 The Student Appeals Board consists of three staff members to be appointed by the Rector. These staff members should not have been involved in the situation leading to the appeal. For appeals concerning the assessment of the IFA, staff members representing fields related to the subject of research will be invited to sit on the Student Appeals Board.
- 9.7 The Student Appeals Board will take a final decision on the appeal, after having heard all parties involved (including the Course Director) for relevant information. The decision on an appeal will be passed on to the Rector only if the Appeals Board cannot reach consensus. No further appeal will be possible.
- 9.8 The Student Appeals Board can reject the appeal or support it. In the latter case, the Appeals Board shall suggest remedial actions, which may include extension of the fellowship.

- 9.9 The Student Appeals Board should deal with the case within two weeks of receipt of the appeal. If necessary the fellowship will be extended for the duration of the appeal procedure. In case of an appeal concerning the assessment of the IFA, the fellowship may only be extended when the appeal is made before the official end of the course.
- 9.10 Support to a request for reconsideration or appeal concerning the assessment of the Individual Final Assignment cannot lead to overruling the assessment of the IFA by an IFA Assessment Board that is composed according to these regulations. Acceptable remedial actions do include a re-sit for the oral part of the IFA examination (only when a reason beyond the control of the participant has caused underperformance in the oral part).

Appendix 1

Bodies and persons involved in management and quality assurance of the Master course

The mentioned tasks and responsibilities must be carried out in accordance with these 'ITC Regulations for the Master degree courses'.

Rector

The Rector has the overall responsibility for all tasks of ITC.

The Rector has delegated the academic, quality and policy aspects of the educational programmes and courses to the Academic Board and the implementation of the programmes and courses to Head Education.

The Rector appoints the Head Education, Course Director and Student Appeals Board.

Scientific Council

The Scientific Council advises the Rector and Academic Board on the quality of education and research of the ITC. This responsibility includes:

- Advice on degrees offered by the ITC
- Advice on course curricula, including admission criteria.
- Advice on ITC's quality assurance system
- Advice on degree and assessment regulations, including these 'ITC Regulations for the Master degree courses'

The Scientific Council is a mainly external body; two third of the members are professors of Dutch universities.

Academic Board (AB)

The Academic Board is responsible for the quality of ITC's courses and for development of policy on education. This responsibility includes:

- Advice on the degrees offered by the ITC
- Approval of the curricula of the Master courses
- Approval of ITC's quality assurance system and monitoring of the implementation
- Advice on course-specific elements of the quality assurance system
- Approval of policy on education
- Approval of degree and assessment regulations, including these 'ITC Regulations for the Master degree courses'
- Acting as Degree Assessment Board

The Academic Board consists of the Rector (chair) and all full and visiting professors of ITC.

Head Education

Head Education is responsible for:

- Monitoring of the implementation of the Master course, ITC's quality assurance system and ITC's educational policy as approved by the Academic Board and the Rector. Head Education delegates the actual implementation to the Course Director.
- Coordination and implementation of supra-course aspects.

Course Director (CD)

The Course Director is responsible for:

- Implementation of the Master course, ITC's quality assurance system and ITC's educational policy, as delegated by Head Education
- Implementation of decisions taken by Head Education
- Day-to-day co-ordination and execution of the course.
- Counselling of participants in matters concerning their studies.

Degree Assessment Board

The Degree Assessment Board assures that participants who are awarded the Master degree have the required level.

This responsibility includes:

- Decision on deviation of the formal curriculum by individual participants
- Appointment of the IFA Assessment Boards
- Decision on award of the degree to individual participants

The Academic Board acts as Degree Assessment Board.

IFA Assessment Board

The IFA Assessment Board is responsible for assessment of the IFA report and oral examination of the participant on completion of the IFA work.

Student Appeals Board

The Student Appeals Board is a semi-permanent committee, which will be appointed by the Rector when an appeal from a participant is received.

Appendix 2

Examples

ITC Master Regulations

Structure of the course used in the examples: 10 modules of course work, 2 modules for a group project and 3 modules for the Individual Final Assignment. The assessment of modules 1 and 6 resulted in 'completed / fail'.

Admission to the Individual Final Assignment

- 5.2.1 For admission to the Individual Final Assignment, at least all but two of the previous modules (see rule 6.2 to see which modules are to be included) must have been successfully completed and no mark below 50 is allowed. The Academic Board may set additional requirements, which must be described in the Study Guide.
- 4.1.2 One overall assessment for combined modules is allowed. However, for admission to the Individual Final Assignment the result obtained for combined modules will be given to each separate module.
- 6.2 Only results of modules that are part of the formal curriculum of the Master course are included in the calculation of the average and counted for the number of marks below 60 and below 50. Therefore results of a module that is taken in addition to the formal curriculum or in exchange for a module of the formal curriculum for which exemption was given will not be included. However, a module that was taken in exchange for a reason other than exemption, is considered as part of the formal curriculum.

Examples of 4 participants:

Module	1	2	3	4	5	6	7	8	9	10	11+12	13+14+15
participant 1	c	65	63	71	78	f	51	80	91	70	90	
participant 2	f	63	e	74	70	c	60	60	61	73	58	
participant 3	c	60	63	71	70	f	ee 43	78	90	82	71	
participant 4	c	60	63	71	70	f	ne 43	78	90	82	71	

c = completed
f = fail

e = exemption
ee = exemption, extra module
ne = new module, exchange for other reason than exemption

- Participant 1: admission to IFA
Participant 2: no admission to IFA
Participant 3: admission to IFA
Participant 4: no admission to IFA

Award of the Master degree

6.2 For the award of a Master degree the average of all module marks must be at least 60, not more than 2 modules may have a mark below 60 and no module mark below 50 is allowed. The Individual Final Assignment must have a mark of at least 60.

Only results of modules that are part of the formal curriculum of the Master course are included in the calculation of the average and counted for the number of marks below 60 and below 50. Therefore results of a module that is taken in addition to the formal curriculum or in exchange for a module of the formal curriculum for which exemption was given will not be included. However, a module that was taken in exchange for a reason other than exemption (see rule 3.4), is (only for the application of this rule 6.2) considered as part of the formal curriculum. When a module is assessed with 'completed', this will not be included in the average. When a module is assessed with 'fail', this will be counted as a mark of 50.

6.3 To be entitled to receive a Master degree 'with distinction' the average of all module assessments must be 80 or above. No marks below 70 or 'fails' are allowed and the Individual Final Assignment must have a mark of 80 or above. Participants who have taken 11 or fewer modules of the formal curriculum (max. three exemptions or exchanged modules) are not entitled to receive a Master degree 'with distinction'.

4.1.2 One overall assessment for combined modules is allowed. However, for the calculation of the average of all modules (see rule 6.2) the result obtained for combined modules will be given to each separate module.

Examples of 5 participants:

Module	1	2	3	4	5	6	7	8	9	10	11+12	13+14+15
participant 1	c	65	63	71	78	f	51	80	91	70	90	80
participant 5	c	61	69	71	78	c	62	90	63	81	65	55
participant 6	c	70	87	75	90	c	90	80	95	68	80	90
participant 7	c	82	70	86	77	c	73	81	88	73	78	85
participant 8	e	e	e	ee 81	80	c	83	73	70	70	90	85

c = completed f = fail e = exemption ee = exemption, extra module

Participant 1: Average = $\frac{65+63+71+78+50+51+80+91+70+2*90}{14} + (3*80)$ = 74.2

The Master degree will be awarded.

Participant 5: No Master degree will be awarded, since the IFA has a mark below 60. The participant will receive a Certificate.

Participant 6: Average = $\frac{70+87+75+90+90+80+95+68+(2*80)}{13} + (3*90)$ = 83.5

The Master degree will be awarded. The participant will not receive the degree 'with distinction', since the mark of module 10 is below 70.

Participant 7: Average = $\frac{82+70+86+77+73+81+88+73+(2*78)}{13} + (3*85)$ = 80.1

The Master degree 'with distinction' will be awarded.

Participant 8: Average = $\frac{80+83+73+70+70+(2*90)+(3*85)}{10} = 81.1$

The Master degree will be awarded. The participant will not receive the degree 'with distinction' since exemption was given for more than three modules.

