

Additional rules for short courses and individual study programmes leading to an ITC CERTIFICATE¹

- September 2008 -

Short courses and individual study programmes consist of modules of an ITC (Postgraduate) Diploma, Master and/or Master of Science (M.Sc.) course. The regulations that apply to the latter courses apply to the parts as well. Only the rules described below take precedence over the Diploma, Master and M.Sc. regulations.

1. Range of application

These additional rules apply to all courses and individual study programmes leading to an ITC Certificate starting from September 2008 onwards. These courses consist of one or more modules of a Diploma, Master and/or Master of Science course.

Short courses have specific course objectives. These courses may start and/or finish with a few days for introductory respectively rounding-off activities. The individual study programmes consist of one or more separate modules chosen by the participant.

2. Management of the course

The curriculum of short courses has been approved by the Academic Board. Individually chosen combinations of separate modules need the approval of the Course Director. In case the individual study programme consists of modules of block 3 of the M.Sc. course only or of a combination of modules from more than one domain, approval of Head Education is needed. Individual changes made in the course curriculum of the short course lead to the course being seen as an individual study programme.

Responsibility for implementation of the approved short course or individual study programme rests with Head Education, who delegates this responsibility to the Course Director(s) or, in the case of elective modules, to Module Coordinators.

Responsibility for quality assurance rests with the Academic Board.

3. Assessment

Courses leading to a Certificate are summatively assessed.

The right to re-sit for an examination exists only when the date of the re-sit falls within the official study period of the participant.

4. Certification

A "Certificate", mentioning that the participant has followed the course, will be awarded to a participant in a short course who has fulfilled all assessment requirements for that course.

¹ *These rules were approved by the Rector and by the Academic Board on 17 September 2008; they apply to all courses commencing September 2008 onwards.*

A "Certificate", mentioning that the participant 'has followed an individual study programme in Geo-information Science and Earth Observation', will be awarded to

- A participant in a short course who has fulfilled the assessment requirements of one, but not all, modules of the short course and to
- A participant in an individual study programme who has fulfilled the assessment requirements of at least one module.

A "Certificate of Attendance", mentioning that the participant 'has attended an individual study programme in Geo-information Science and Earth Observation', will be awarded to all other participants who have participated for at least 80% in one or more modules. The titles of these modules will be mentioned on the Certificate of Attendance.

Certificates and Certificates of Attendance mention the study load. Only the study load of the modules that have been completed and the study load of the modules that the participant has participated in for at least 80%, are included in the study load.

Certificates are accompanied by a Course Record mentioning the period of study, the study load and the titles of the modules that the participant has completed or participated in for at least 80%.

Certificates, Certificates of Attendance and accompanying Course Records are signed by the Course Director or, in case the short course or individual study programme consists of modules 14 and 15 of the M.Sc. course only or of a combination of modules from more than one domain, by Head Education.

Certificates and Certificates of Attendance of distance courses are signed by the Course Coordinator and by the Course Director or, in case of new distance courses, by Head Education.

5. Building blocks for Diploma or Degree

Successfully completed modules of short courses and individual study programmes can be used as building blocks for obtaining an ITC (Postgraduate) Diploma, Master degree or M.Sc. degree, provided the participant has been formally admitted to the (Postgraduate) Diploma, Master or Master of Science course.

Participants have three and a half years to meet all requirements of the (Postgraduate) Diploma, Master or M.Sc. course. 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 (M.Sc. and Master courses) or Academic Board (Diploma courses).

Appendix: ITC Regulations for courses leading to an ITC Master of Science (M.Sc.) degree or ITC Postgraduate Diploma,
ITC Regulations for courses leading to an ITC Master degree or
ITC Regulations for courses leading to an ITC Diploma.