

**ITC GUIDELINES FOR COURSES LEADING TO AN
ITC CERTIFICATE OF ATTENDANCE**

- September 2008 -

- 1. Range of application**
- 2. Management, structure and organization of the course**
- 3. Admission to the course and individual changes in the course**
- 4. Assessment of participation**
- 5. Certification**
- 6. Early termination of the course**
- 7. Student appeal procedures**

These ITC Regulations for courses leading to an ITC Certificate of Attendance were approved by the Rector and the Academic Board on 17 September 2008. These regulations apply to all courses commencing September 2008 onwards and replace all former ITC regulations for courses leading to an ITC Certificate of Attendance.

1. Range of application

- 1.1 These assessment regulations apply to all courses leading to an ITC Certificate of Attendance, starting from September 2008 onwards. Certificate of Attendance courses are not summatively assessed (see rule 2.4 for explanation), the award of the Certificate of Attendance is based on participation only.
- 1.2 The course can be an ITC course only (fully taught by ITC) or a 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 face-to-face, at a distance or can be a combination of both formats. In all cases, ITC monitors and assures the quality of the whole course.
- 1.3 In most cases where the 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 Certificate of Attendance'. The Course Coordinator will inform the participants which regulations and procedures apply.
- 1.4 In all cases that are not dealt with in these rules, the Course Coordinator will decide upon an appropriate course of action. Disputes about the interpretation of these regulations shall be referred to the Rector, who will determine the interpretation and action that should be taken.
- 1.5 In exceptional circumstances, the Head of Department and/or the Course Coordinator may deviate from these regulations, but only with the approval of the Rector.

2. Management, structure and organization of the course

- 2.1 The formal curriculum of a Certificate of Attendance course has been approved by the Head of the Department that offers the course. Responsibility for implementation of the approved course rests with the Head of Department, who delegates this responsibility to the Course Coordinator. Responsibility for quality assurance of the course rests with the Head of Department. The Course Coordinator decides on the eligibility of the participant to receive the Certificate of Attendance.
- 2.2 Each course has standard duration. In some courses the participants may spread the course over a longer period; this will be described in the course information booklet. The maximum period may not exceed four times the standard duration in any course.
- 2.3 At the beginning of the course, each participant shall receive a course information booklet, describing:
 - The content and structure of the course
 - The certification to be received on successful completion of the course
 - The course-specific conditions relating to such certification (see 4.1), including the maximum period to finish the course
 - A copy of these regulations
- 2.4 During and at the end of the course, participants will get feedback on their performance in exercises, assignments and/or (self) tests, so that they may improve their performance (formative assessment). Participants are not assessed summatively (They are not graded with a mark or quality description on a scale to indicate their competence in the field of study). If marks or grades are given this is only done for the above mentioned feedback purpose.

3. Admission to the course and individual changes in the course

- 3.1 Applicants who meet the entry requirements, as stipulated in the current course brochure, may be registered for the course at the discretion of the Course Coordinator.
- 3.2 Individual participants may request for changes in their curriculum: exemption for a subject when they have shown they have already mastered that subject or exchange of a subject for another subject. All changes are subject to the approval of the Head of Department.
Since a participant must have attended at least 80% of the formal curriculum of the course to be eligible to the Certificate of Attendance (see rule 4.1), the maximum allowed deviation of the formal curriculum is 20%.

4. Assessment of participation

- 4.1 Participants must have participated in at least 80% of the formal curriculum of the course to be eligible for the Certificate of Attendance. In face-to-face courses this is 80% of the course duration. In distance education this is 80% of the planned interactive course activities and sufficient input in and submission of 80% of the assignments. The weight of each activity and assignment is described in the course information booklet.
- 4.2 In face-to-face courses a participant not attending class, will be considered as not participating. A participant attending class but not working on the course content will also be considered as not participating.
If an acceptable reason can be offered (to the discretion of the Course Coordinator) and in exceptional cases only, the participant may be allowed to work on an exercise or assignment outside class. This is not possible for lectures and tutorial type of activities.

In distance courses a participant not participating in interactive activities or not submitting assignment results in time, will be considered as 'not participating'.
If an acceptable reason (to the discretion of the Course Coordinator) can be offered, the participant can ask for extension of the deadline for submission of the assignment. A second opportunity for interactive activities will not be possible.

5. Certification

- 5.1 Upon successful completion of the course the participant will be awarded a Certificate of Attendance.
A Certificate of Attendance will show the participant's name, the title of the course and the study load.

Certificates of Attendance are issued under the responsibility of and signed by the Course Coordinator.
- 5.2 The Course Coordinator decides whether the participant will be awarded the Certificate of Attendance, on the basis of participation of the participant in the course.
- 5.3 If results of modules were obtained longer ago than four times the standard duration of the course, then the validity of these modules must be confirmed by the Head of Department (see rule 2.2).

6. Early termination of the course

- 6.1 In cases of obvious non-participation, a Course Coordinator and/or Head of Department may decide at any time that a participant must discontinue his/her course. Such a decision will not be taken without the participant having received one written warning.
- 6.2 In case of fraud or other types of misbehaviour, the Course Coordinator may consider expulsion from the course. If the misbehaviour is repeated the participant will be expelled from the course.

7. Student appeal procedures

- 7.1 In the event that a participant disagrees with a decision taken by a lecturer, he/she may present this decision for reconsideration to the Course Coordinator.
- 7.2 If not satisfied with the decision of the Course Coordinator, the participant can seek action from the Head of Department. If the Head of Department rejects the complaint of the participant he/she will respond in writing describing the reasons. No further appeal will be possible.