

ITC Regulations for short, distance courses leading to an ITC Certificate¹

- September 2008 -

1. Range of application

These rules apply to all distance courses leading to an ITC Certificate starting from September 2008 onwards.

In all cases that are not dealt with in these rules, the ITC regulations for face-to-face short courses leading to an ITC Certificate will be applied. If these rules also do not deal with the case, the Course Coordinator of the course concerned will decide upon an appropriate course of action.

2. Management and structure of the course

The curriculum of the distance course has been approved by the Academic Board.

Responsibility for implementation of the approved distance course rests with Head Education, who delegates this responsibility to the project leader E-learning (first two times that the course is offered) or to the Course Director. One of the lecturers in the distance course will be appointed Course Coordinator.

Responsibility for quality assurance of the distance course rests with the Academic Board.

Each distance course offers the content of one or more modules of an ITC Diploma, Master degree or Master of Science degree course.

The duration of the distance course is described in the study guide of the course. In exceptional cases the participant may be allowed to spread the course over a longer period, to be decided by the Course Coordinator.

3. Admission

Applicants who meet the entry requirements of the distance course may be registered for the distance course at the discretion of the Course Coordinator.

4. Assessment

Courses leading to an ITC Certificate are assessed by means of a test, examination, assignment and/or based on participation in online activities. More than one assessment per course is allowed but must result in a single mark (0 - 100) or 'completed / fail'.

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

¹ These ITC regulations were approved by the Rector and the Academic Board on 17 September 2008.

Participants shall be informed, individually, of the results of an assessment by the lecturer responsible for the assessment, the course coordinator 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.

Participants will have the opportunity to re-sit for an exam. The possibility of repetition for practical assignments will usually not be offered.

The following rules apply in case a re-sit or repetition is possible:

- (1) Only those participants who fail an assessment at the first attempt (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 gain 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 or mark is shown on the 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 Coordinator) can apply for a new (first) assessment, provided they have reported their circumstances in writing to the Course Coordinator before the scheduled assessment time.

A participant not taking a scheduled exam, not participating in a compulsory online activity or not presenting the required work within the specified time will be considered to have 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 Coordinator) can be offered, the participant can apply for a new assessment or extension of the deadline for submission of the assignment.

5. **No formal assessment**

Individual participants may participate without being assessed. The request has to be made at the start of the course. Such participant participates in all course activities except the theoretical examinations. No marks or grades will be given for any activity.

6. **Certification**

A "**Certificate**" will be awarded to a participant who has fulfilled all assessment requirements of the course. The Certificate will mention that the participant 'has followed' the distance course and the study load. The Certificate will be accompanied by a Course Record, mentioning the period of study, the study load and the mark or grade obtained.

A "**Certificate of Attendance**", mentioning that the participant 'has attended' the distance course and the study load, will be given to participants who have taken the distance course without being formally assessed or who have not fulfilled the assessment requirements, provided the participant has participated in at least 80% of the compulsory online activities and has put sufficient effort in and has submitted at least 80% of the assignments.

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

On the basis of the assessment results of the participant, the Course Coordinator decides whether the participant will be awarded the Certificate or Certificate of Attendance.

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.

7. **Early termination of the course**

In cases of obvious non-participation, a Course Coordinator 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 the participant having received one written warning.

In case of fraud in an exam or assignment or of 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.

8. **Appeal procedures**

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.

If not satisfied with the decision of the Course Coordinator and only if the appeal concerns the implementation of these ITC Regulations for short, distance courses, 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. No further appeal will be possible.

9. **Building blocks for Diploma or Degree**

Successfully completed distance courses can be used as building blocks for obtaining an ITC (Postgraduate) Diploma, Master degree or Master of Science degree, provided the participant has been formally admitted to the (Postgraduate) Diploma, Master or Master of Science course (Admission requirements for diploma and degree courses differ from those for Certificate courses).

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