

**FACULTY ITC ASSESSMENT REGULATIONS FOR  
THE DIPLOMA COURSE IN GEOINFORMATICS  
FOR COURSES STARTING FROM JANUARY 2019 ONWARDS**

*These Faculty ITC Assessment Regulations for the Diploma course were approved by the Vice Dean Education on 8-1-2019.*

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## 1. General provisions

### 1.1 Applicability of these Assessment Regulations

- 1) These Assessment Regulations apply to the Diploma course in Geoinformatics offered by the Faculty ITC of the University of Twente starting from January 2019 onwards and replace all previous ITC Assessment Regulations for courses leading to a Diploma course Certificate.
- 2) These Assessment Regulations have been formulated with reference to the Education and Examination Regulations of the Faculty ITC for the academic year 2018-2019 and the Rules and Regulations of the Faculty ITC Examination Board for courses starting from September 2018 onwards.
- 3) The Diploma course can be a Faculty ITC course only (fully taught at the Faculty ITC of the University of Twente) or a Joint Education Programme (partly taught by the partner(s) and partly taught by the Faculty ITC). The course can be taught face-to-face, at a distance or be a combination of both formats. In all cases, Faculty ITC monitors and assures the quality of the whole Diploma course.
- 4) In most cases where the Diploma course is taught in conjunction with a partner, the participating institutes may agree upon new procedures which may take precedence over Faculty ITC Assessment Regulations for the Diploma course. The Diploma Course Coordinator of the Diploma course informs the students which Assessment Regulations and procedures apply.
- 5) Decisions taken at central level of the University of Twente during the Diploma course may overrule these Faculty ITC Assessment Regulations for the Diploma course.
- 6) In exceptional circumstances, the Specialisation Coordinator and/or Diploma Course Coordinator may deviate from these Assessment Regulations, but only with the approval of the Examination Board of the Faculty ITC.

### 1.2 Definitions

For a definition of most of the terms used in this document, the reader is referred to the Education and Examination Regulations (EER) of the Faculty ITC. The following terms are used in this document and not defined in the EER:

Diploma Certificate: Certificate handed out at successful completion of the Diploma course.

Diploma course Coordinator: The person who is responsible for the planning and organisation of the development and implementation of the Diploma course and derived courses.

Faculty ITC EER: Faculty ITC Education and Examination Regulations.

Final Assignment: An applied geo-information oriented project conducted by students at the end of the Diploma course.

Final Assignment exam: Exam of the Final Assignment.

Module: A study unit as described in Article 7.3, Paragraphs 2 and 3 of the WHW. A module concludes with an exam. In the Diploma course at the Faculty ITC, a module has a study load of 144 hours, spread over 3 weeks. The term Study Unit, as used in the Faculty ITC EER is equivalent to the term Module used in this document.

Specialisation Coordinator: Coordinator of the Geoinformatics specialisation study units of the Master's programme and PGD course of the M-GEO.

## 2. Admission

- 1) Applicants that meet the entry requirements of the Diploma course, as stipulated at the Faculty ITC website, may be registered for the Diploma course.
- 2) The Diploma Course Coordinator assesses the admissibility of applicants and issues certificates of admission on behalf of the Dean.
- 3) Because of the contents of the Diploma course, applicants with visual or physical disabilities can only be registered when the handicap is not a major obstacle for meeting the Diploma course learning outcomes.

### 3. Content and structure

#### 3.1 Learning outcomes and content

The learning outcomes and contents of the Diploma course are described in the study guide of the Diploma course, available via the Faculty ITC website.

#### 3.2 Structure

- 1) The Diploma course is organised into modules and contains a Final Assignment at the end.
- 2) A module consists of related subjects. The Diploma course may contain elements of two or more combined modules. The sequence of the modules and the Final Assignment is fixed. The duration of the Diploma course is nine months fulltime and consists of 11 modules.

#### 3.3 Language of instruction

The Diploma course is taught in English.

#### 3.4 Exemption

- 1) The Examination Board can grant the student exemption from one or more completed modules at the student's request. To this end, the student demonstrates that the student has completed a component of a similar content, size and level of a professional education programme or has, as a result of work and/or professional experience, sufficient knowledge and skills regarding the module concerned.
- 2) Exemption for a module can be given when:
  - i. The student has completed the learning outcomes of the module as part of another Faculty ITC course;
- 3) At least 50% of the Diploma course has to be taken to be eligible for the Diploma course Certificate. Therefore, exemption can be given for a maximum of five modules of the Diploma course.
- 4) Exemption can never be given for (part of the) Final Assignment.
- 5) Students from a Joint Education Programme who have successfully completed a pre-defined curriculum of the Diploma course in the partner institute can be given direct admission to a later part of the Diploma course at the Faculty ITC.
- 6) In dealing with requests for exemption, the Examination Board obtains advice from the Examiner involved.

#### 3.5 Flexible programme

- 1) Any change in sequence of modules requires the approval of the Examination Board.
- 2) All changes in the Diploma course are subject to the approval of the Examination Board and, in case of exchange for a module in another specialisation, approval of the Specialisation Coordinator of that specialisation.
- 3) The rules concerning changes in the individual curriculum do not apply to Joint Education Programmes where the Faculty ITC has an agreement with a partner institute that students who have successfully completed an equivalent curriculum in the partner institute are given direct admission to a part of the Diploma course.

#### 3.6 Final Assignment

- 1) The Final Assignment focuses on the application of knowledge, methods and techniques in the course subject to the task performed or to the topic investigated. The Final Assignment can be done individually or in a group of students.
- 2) The Final Assignment requires that the student (group):
  - Presents a draft Final Assignment proposal to the Diploma Course Coordinator as required by the Diploma course, before the deadline set by the Diploma Course Coordinator;
  - Makes the Final Assignment plan, in consultation with the supervisor(s);

- Carries out the Final Assignment plan and reports on progress (which includes a mid-term assessment) and final result to the supervisor(s) according to an agreed schedule for the Final Assignment.
- 3) The Final Assignment work is assessed on three occasions:
    - i. The Final Assignment plan, leading to approval of the plan or to disapproval by the Diploma course Coordinator and a warning in writing;
    - ii. The mid-term formative assessment by the supervisor(s);
    - iii. The Final Assignment exam by the supervisor(s).
  - 4) The rules for the Final Assignment exam are described in Section 4.11 of this document.

### 3.7 Supervision of the Final Assignment

- 1) Based on the draft Final Assignment proposal and in consultation with members of staff and the student (group), the Diploma course Coordinator appoints a primary supervisor
- 2) Supervisor(s):
  - i. Guide the student (group) in deciding on the Final Assignment plan;
  - ii. Establish a schedule of supervisory meetings with the student (group);
  - iii. Provide general advice and guidance on the execution of the Final Assignment;
  - iv. Provide feedback on work;
  - v. Forward, where appropriate, any comments on the performance of the student (group) to the Diploma course Coordinator;
  - vi. Inform the Diploma course Coordinator when the progress of a student (group) gives cause for concern so that action can be taken.

## 4. Education and exams

### 4.1 General

- 1) Articles 4.1-1, 4.1-2, 4.1-6, 4.1-7, 4.1-8, 4.1-9, 4.1-10, 4.1-12, 4.1-13, 4.1-15 of the Faculty ITC EER apply to the Diploma course.
- 2) For the calculation of the average mark of all exams the marks are weighted conform their study load in hours. Those parts of the Diploma course that were granted exemption are not considered for determination of the average mark.

### 4.2 Modules

- 1) Each module has a Coordinator and an Examiner. This may be the same person. The Coordinator is appointed by the Diploma course Coordinator The Examiner is nominated by the Diploma course Coordinator. The nominated Examiner is appointed by the Examination Board. Registering for modules and tests.
- 2) Students that are enrolled in the Diploma course at the Faculty ITC or in a Joint Education Programme have to be registered in SIS for each module that is part of the course.
- 3) Articles 4.3-2, 4.3-3, and 4.3-4 of the Faculty ITC EER apply to the Diploma course.

### 4.3 Test plan

- 1) Articles 4.4-1, 4.4-2, 4.4-3, and 4.4-4 of the Faculty ITC EER apply for the Diploma course.
- 2) The Test Plan must have been published in the study guide (EER Art. 4.4-3 3b, 3c (format), 3d, 3e) before the start of the Diploma course and in more detail (EER Art. 4.4-3 3a to 3e) on the electronic learning environment of the university at the start of the module.
- 3) Under approval of the Specialisation Coordinator the Diploma course Coordinator is entitled to make changes to the Test Plan during a module in progress in special cases.
  - a. Changes to the Test Plan are only made in consultation with the responsible Examiner and after advice of the Examination Board. The Examiner and the students are informed of these changes as soon as possible.
  - b. In case a change to a Test Plan only implies the rescheduling of tests or parts thereof, consultation with the responsible Examiner suffices.

- c. Changes to the Test Plan should not be detrimental to the performance of the students.

#### **4.4 Test opportunities and additional test opportunities**

- 1) Articles 4.5-1, 4.5-2, 4.5-3, 4.5-4, 4.5-6, 4.5-8, and 4.5-9 of the Faculty ITC EER apply for the Diploma course.
- 2) In exceptional cases the Examination Board can grant one extra test opportunity for Module 1 or 2 if the mark for this module hinders the successful examination of the Diploma course. The Diploma course student has to request this possibility before the start of the Final Assignment (Modules 10 and 11). The extra test opportunity has to be taken within the official course duration of 9 months.
- 3) The Diploma course Coordinator checks if a valid reason with supporting evidence for not attending a test opportunity has been reported by the student. If the validity of the reason for not attending the test opportunity is confirmed by the Diploma course Coordinator the student can apply in writing for a new test opportunity or extension of the deadline for submission of the test to the Diploma course Coordinator. This new test opportunity is considered a replacement of the not attended test opportunity.

#### **4.5 Oral tests**

- 1) Article 4.6-2 of the Faculty ITC EER applies for the Diploma course..
- 2) Final Assignment defences are conducted in public, unless the Examination Board has specified otherwise in a particular case, possibly at the request of the Examiner or the student.

#### **4.6 Term for assessment**

- 1) Within 10 working days of the completion of a module, the exam result is communicated to the individual student. On request of the responsible Examiner the Diploma course Coordinator may decide to extend this period with a maximum of 5 working days, in case the complexity and/or the work load of the work to be assessed gives reason to do so. The students are informed of this extension as soon as possible.
- 2) Articles 4.7-2, 4.7-3, and 4.7-5 of the Faculty ITC EER apply for the Diploma course.
- 3) Should the Examiner not be able to meet the extended deadline due to exceptional circumstances, then the Examiner reports this with reasons to the Diploma course Coordinator. The students are informed of the delay as soon as possible by the Diploma course Coordinator and given the new deadline by which the result is made known. If the Examination Board is of the opinion that the Examiner has not met the Examiner's obligations, it may assign another Examiner to ascertain the result.

#### **4.7 Period of validity**

- 1) Article 4.8-1 of the Faculty ITC EER applies for the Diploma course.
- 2) Test results are valid for a period of 9 months. Exceptions to this rule have to be formulated in the Test Plan (see Article 4.4-3-e of the Faculty ITC EER).

#### **4.8 Right of justification and inspection**

Article 4.9 of the Faculty ITC EER applies for the Diploma course.

#### **4.9 Filing periods for tests**

- 1) Article 4.10-1 of the Faculty ITC EER applies for the Diploma course.
- 2) The filing period for Final Assignment reports is two years.

#### **4.10 Final Assignment Exam**

##### **4.10.1 General**

A student (group) not completing the Final Assignment exam within the specified time is considered to have failed. Only in exceptional cases and for reasons beyond the control of the student (group)

(at the discretion of the Diploma course Coordinator), the student (group) may apply in writing for a new opportunity to meet the above requirements.

#### **4.10.2 Submission**

- 1) The student (group) must submit a well-organized copy of all digital files associated with the Final Assignment work on the date of the Final Assignment exam, in accordance with the Faculty ITC data management policy, or as specified by the Diploma course Coordinator through the digital learning environment.
- 2) When the Final Assignment has been executed in groups or where individual Final Assignment work has been executed in cooperation with others, the supervisor(s) must provide a written statement to be stored with the Final Assignment result indicating the part of the work done by the individual student(s).

#### **4.10.3 Procedure and assessment**

- 1) The Final Assignment exam consists of a presentation of the result by the student (group) and a discussion with the supervisor(s) about the extent, completeness and quality of the results. The oral test has a maximum duration of 45 minutes per student. The Final Assignment exam result is assessed by the supervisor(s).
- 2) The Diploma course Coordinator assigns a date for the Final Assignment exam and informs the student (group) of this date at least two weeks in advance.
- 3) On the basis of the exam the supervisor(s) take one of the following decisions:
  - i. That the Final Assignment exam is satisfactory. A single mark is given.
  - ii. Subject to minor corrections (that can be implemented within three working days and implemented before the official end of the Diploma course) in the Final Assignment report, the Final Assignment exam is satisfactory. A single mark is given subject to the corrections in the Final Assignment report being made.
  - iii. The Final Assignment exam is not satisfactory and is given the Fail mark.
- 4) In any circumstances, it is not possible to have a second opportunity of the Final Assignment exam.

## **5. Examination**

### **5.1 Examination Board**

Article 5.1 of the Faculty ITC EER applies for the Diploma course.

### **5.2 Final Examination**

- 1) The criteria for the award of a Diploma course Certificate are:
  - i. The average of all exams must be at least 6.0.
  - ii. In the calculation of the average, the mark of the Final Assignment is weighed according to its study load.
  - iii. No more than two module exams may have a mark below 6 or Fail. No mark below 5 is allowed for a module exam.
  - iv. The Final Assignment exam must have a mark of at least 6.
- 2) Only results of modules that are part of the formal curriculum of the Diploma course are included in the calculation of the average and counted for the number of module exams below 6 and below 5. Therefore the result 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, is considered as part of the formal curriculum.
- 3) Students who have made changes in the formal curriculum of their Diploma course (exemption) that affect more than two modules are not entitled to receive a Diploma course Certificate Cum Laude.
- 4) At the end of the Diploma course, upon receipt of the results of the Final Assignment exam, the Examination Board takes one of the following decisions:
  - i. That the Final Assignment exam and overall performance of the student are satisfactory. The Diploma course Certificate is awarded.
  - ii. That the Final Assignment exam and overall performance of the student are such that the Diploma course Certificate is awarded Cum Laude.

- iii. That the Final Assignment exam and/or overall performance are not satisfactory. The student will receive a Certificate.

### **5.3 Diploma course Certificate**

- 1) The Examination Board grants a Diploma course Certificate as proof that the student has successfully passed the final examination. The Diploma course Certificate is signed by a member of the Examination Board.
- 2) If the Examination Board has granted the student a *judicium* (Cum Laude) this is stated on the Diploma course Certificate.
- 3) Students who have passed at least one module exam (with a mark of 6 or higher) and to whom no Diploma course Certificate as referred to in Article 5.2-1 can be issued are provided with a Certificate and Course Record from the Examination Board stating all module exams and the marks obtained. The student can choose to exclude failed exams on the Course Record.
- 4) The Rules and Regulations for Certification in the Faculty ITC education programmes are described in a separate document.

### **5.4 Graduating Cum Laude**

To be entitled to receive a Diploma course Certificate Cum Laude the average of all module exams must be 8.00 or above. The Final Assignment exam must have a mark of 9 or 10. No mark below 7 is allowed. A Cum Laude Diploma course Certificate is only awarded after discussion by the Examination Board. In special cases, the Examination Board can deviate from the requirements of a Cum Laude Diploma course Certificate.

## **6. Student performance**

### **6.1 Study progress**

- 1) Article 6.1-1 of the Faculty ITC EER applies for the Diploma course.
- 2) When the Diploma course Coordinator is of the opinion that a student's progress in the course gives cause for concern the student is informed of the situation.
- 3) When a student's performance is such that the student is unlikely to obtain a Diploma course Certificate without a significant improvement in performance, the student shall be informed in writing by the Diploma course Coordinator.

### **6.2 Study advice and mentoring**

Article 6.2 of the Faculty ITC EER applies for the Diploma course.

### **6.3 Fraud**

Article 6.3 of the Faculty ITC EER applies for the Diploma course.

## **7. Studying with a disability**

Article 7.1 of the Faculty ITC EER applies for the Diploma course.

## **8. Amendments, transitional arrangements, appeals and objections**

### **8.1 Conflicts with the regulations**

- 1) If other additional regulations and/or provisions pertaining to teaching and/or exams conflict with these Assessment Regulations, the present Assessment Regulations take precedence, except for situations described in Article 1.1-5.
- 2) For the purposes of international cooperation with higher institutions abroad, the arrangements between the Faculty ITC and foreign institutions may differ from the regulations of these Assessment Regulations. Such arrangements are announced as quickly as possible at the Faculty ITC website.



## 8.2 Administrative errors

Article 8.2 of the Faculty ITC EER applies for the Diploma course.

## 8.3 Amendments to the Assessment Regulations

- 1) Substantive amendments to these Assessment Regulations are determined by the Dean in a separate decision.
- 2) In principle, substantive amendments to these Assessment Regulations do not apply to the students in the current Diploma course. Substantive amendments to these Assessment Regulations may apply to the current Diploma course if the interests of the students are not prejudiced, or in circumstances beyond one's control. The Programme Director decides on this.
- 3) Amendments to these Assessment Regulations have no effect on earlier decisions of the Examination Board.

## 8.4 Transitional arrangement

- 1) In the case of amendments to the Assessment Regulations, the Dean may decide on a transitional arrangement.
- 2) The transitional arrangement is published on the website of the Diploma course.
- 3) Points of departure for a transitional arrangement if a study programme is changed:
  - a. Changes to a study programme are published before the start of the Diploma course in which they are to apply.
  - b. No guarantee can be given that all the modules units of a Diploma course, as they existed at the time of a student's enrolment in a Diploma course, continue to be part of the student's study programme. The study programme as most recently approved by the Dean serves as the basis for establishing the results of the Diploma course's final examination.
- 4) The transitional arrangement requires the approval of the Examination Board pursuant to the provisions of Article 8.4-3.
- 5) In exceptional cases, and if this is to the student's advantage, the Examination Board may allow a deviation from the number of times and the way in which tests may be taken for a module that is no longer included in the course.

## 8.5 Review of the Assessment Regulations

- 1) The Dean is responsible for the regular review of the Assessment Regulations and takes into account the resultant study load for the students to enable this to be monitored and adjusted if necessary.
- 2) In accordance with Article 9.18 of the WHW, the Programme Committee is responsible for issuing advice on the Assessment Regulations as well as the annual assessment of the manner in which the Assessment Regulations are implemented.

## 8.6 Complaints

- 1) Student complaints are first dealt with by the Diploma course Coordinator.
- 2) The Diploma course Coordinator can be contacted for the following types of complaints:
  - a. Disagreement with the format or procedure of tests or exams (e.g. by an Examiner or Final Assignment Assessment Board);
  - b. Not receiving the quality of Final Assignment supervision required in the regulations;
  - c. Other study hindering matters.
- 3) If the student is not satisfied with the decision of the Diploma course Coordinator, the student has a right of complaint with the Examination Board when the disagreement is related to the format or procedure of a test, or with the Specialisation Coordinator for all other issues.
- 4) In case of a complaint with the Specialisation Coordinator, the Specialisation Coordinator can request all relevant materials and correspondence and may hear all parties involved (including the Diploma course Coordinator) for relevant information, before the final decision is taken and communicated in writing to the student. In case the complaint is supported, the Specialisation Coordinator proposes remedial actions. If the complaint of the student is rejected, the reason is described.

- 5) The Diploma course Coordinator and Specialisation Coordinator should deal with the complaint within two weeks of receipt of the complaint.
- 6) Complaints must be made in writing. The Specialisation Coordinator or Diploma course Coordinator responds in writing.
- 7) A complaint is only accepted if the complaint has been made before the official end of the course.
- 8) Regulations on complaints with the Examination Board are published in the Rules and Regulations of the Examination Board.

### **8.7 Appeal and objections**

An appeal against a decision made by the Examination Board or an Examiner, has to be directed to the Dean within six weeks after notification of the decision.

### **8.8 Hardship clause**

In the event of demonstrable, considerable unreasonableness or unfairness, the Examination Board can permit departures from the provisions of these Assessment Regulations.

### **8.9 Publication**

The Assessment Regulations, the Faculty ITC EER: and the Rules and Regulations of the Examination Board are published via the Faculty ITC website.

### **8.10 Date of commencement**

These Regulations take effect on January 1<sup>st</sup>, 2019 and supersede the Assessment Regulations of 2018.