

# Certification in Faculty ITC Educational Programmes and Courses

## Rules and Regulations

Applicable for students graduating as from the academic year 2023-2024 onwards in:

- Master's programme Geoinformation Science and Earth Observation (M-GEO)
- Master's programme Spatial Engineering (M-SE)
- Postgraduate Diploma course (PGD)
- Diploma course
- Credit-bearing Short courses
- Non-credit bearing short courses

This document describes the rules and regulations for certification, following the regulations as from the academic year as specified and onwards.

The practical implications of these rules and regulations to produce diplomas, diploma supplements, certificates, and course records are described in the Certification Handbook.

Certification Committee

## **Colophon**

UNIVERSITY OF TWENTE  
FACULTY OF GEO-INFORMATION SCIENCE AND EARTH OBSERVATION

DATE LAST MODIFIED: 7-5-2024

## Contents

1. Master's Programmes and Courses Regulations.....	5
2. Authorisation and Approval .....	5
3. Certification Documents .....	6
3.1 Terminology.....	7
4. Rules for the Issuance of Certification Documents .....	8
5. Joint Education Programmes (JEP) .....	11
6. Premature Ending of a Programme or Course.....	12
Appendix A: Overview Certification Joint Education Programmes.....	13
I. Credit-bearing courses.....	13
II. Non-Credit bearing courses .....	15
Appendix B: Overview of who signs which certification documents.....	16
Appendix C: Certification calendar.....	19
Appendix D: Examples of certification documents .....	21

## Version control

Version	Date	Description	Remarks
1.0	16-09-2014	Approval by the Dean of RRC for students starting their studies in or after September 2014	Published on the Internet with number FB14.1532\MJV
2.0	16-2-2015	Approval by the Dean of RRC for students starting their studies after February 2015	Published on the Internet with number FB15.1629/TV
3.3	9-2-2016	Approval by the Dean of RRC: For students falling under the Assessment Regulations of September 2013 For students falling under the Assessment Regulations of September 2015	Published on the Internet with number FB16.1863  Published on the Internet with number FB16.1864
6.0	23-2-2017	Approval by the Dean of RRC for students falling under the EER September 2016	Published on Internet.
7.4	25-1-2018	Approval by the Dean of RRC for students falling under the EER September 2017	Published on the Internet with number FB18.2220
8.7	18-2-2019	Approval by the Dean of RRC for students graduating in the academic year 2018-2019	Published on the Internet with number FB19.2399
9.3	7-5-2020	Final version for the academic year 2019-2020	Approved by the Dean
10.4	10-11-2020	Final version for the academic year 2020-2021	Published on the Internet with the number EB2020-1096. Small change on 4-5-2021 in art. 4.2
11.0	24-2-2022	Draft version for approval Examination Board	Revision and partly integration of the Handbook Certification
12.0	8-3-2024	Draft version 2023 - 2024 for approval Examination Board	The EB approved the previous version on 17-04-2024 and send it to the FB for approval with a proposal to change the structure of the CC (email 18-04-2024)

## 1. Master's Programmes and Courses Regulations

*The Rules and Regulations for Certification in ITC Educational Programmes and Courses (RRC) are inferred from the Education and Examination Regulations of ITC Master's programmes (EER), the Rules and Regulations of the Examination Board of ITC Master's programmes (RREB), and the Assessment Regulations of the Diploma course. These documents are available on the [Faculty ITC website](#)*

This RRC applies for Master's programmes and courses registered in the Student Information System (SIS)\* students who are admitted and enrolled in the Master's programme or course.

The Education and Examination Regulations of the Master's programmes and the Assessment Regulations of the Diploma course define the terminology used in this document.

## 2. Authorisation and Approval

### **Faculty Board**

The Faculty Board assigns working committees and approves the Faculty ITC policy and regulations. The Faculty Board formally approves the RRC and the certification document templates.

### **Certification Committee**

The Certification Committee (CC) consists of representatives from the Examination Board of ITC Master's programmes, the educational management, Bureau Education Support (Faculty ITC-BOOZ), and an education specialist.

The CC reviews and updates the RRC, ensures compliance with University of Twente (UT) regulations and ITC's EER and develops and maintains the working procedures for the execution of the certification documents.

### **Examination Board of ITC Master's programmes**

The Examination Board monitors and is involved in all aspects of assessment ranging from the policy on assessment via the appointment of examiners to the decision about requests related to assessment. In the context of the CC, the Examination Board is the official body to approve and authorize the issuance of Diplomas and Certificates for those study programs for which it is responsible (see RREB, page 1)

The Examination Board provides feedback and consent on the RRC before the final version is sent to the Faculty Board for approval.

### **Bureau Education Support (Faculty ITC-BOOZ)**

Faculty ITC-BOOZ is responsible for the coordination of the production of certification documents. As such, it bears the responsibility to ensure the issuing of awards according to policy and the agreed-upon standard as described in the Certification handbook.

*The different roles of staff members involved in certification are fully described in the Certification handbook.*

---

\* Currently the SIS used at the University of Twente is OSIRIS

### 3. Certification Documents

Table 1 lists current programmes and courses, with corresponding information on number of credits, type of certification document and qualification mentioned on them.

**Table 1: Faculty ITC Programmes and Courses and Certification Documents**

Programme/ Course	Number of ECTS Credits (EC)	Certification Documents issued	Qualification mentioned on the Diploma or Certificate
<b>Master's programme in Geoinformation Science and Earth Observation</b>	120 EC	Diploma and Diploma Supplement	Diploma (Academic Education) of the Master's degree Programme in Geo-Information Science and Earth Observation with a specialisation in <name specialization> which entitles to the degree Master of Science
<b>Master's programme in Spatial Engineering</b>	120 EC	Diploma and Diploma Supplement	Diploma (Academic Education) of the Master's Degree Programme in Spatial Engineering which entitles to the degree Master of Science
<b>Postgraduate Diploma course</b>	60 EC	Certificate and Course Record	Certificate – Postgraduate Diploma course - Academic Education in Geo-Information Science and Earth Observation + specialisation
<b>Diploma course</b>	No credits awarded	Certificate and Course Record	Diploma - Diploma course - Technologist in Geo-informatics
<b>Short course<sup>†</sup></b>	Leading to a Certificate Credits are awarded, number of credits variable	Certificate and Course Record	Certificate. The student has followed one or more study units in Geo-Information Science and Earth Observation + course title
	Leading to a Certificate of Attendance No credits awarded	Certificate of Attendance	Certificate of Attendance. The student has attended a course in <Programme and/or Course Title>
	Short course of the Diploma course No credits awarded	Certificate and Course Record	Certificate. The student has followed one or more study units in <name of the short course>
	Leading to a Certificate of Completion No credits awarded	Certificate of Completion	Certificate of Completion. The student has successfully completed the course <name of the course>
In case of fail on or early termination of the Master's programmes; a PGD, Diploma or a Short course leading to a certificate	At least one study unit exam passed	Certificate and Course Record	Certificate. The student has followed one or more study units in Geo-Information Science and Earth Observation + specialisation Certificate. The student has followed one or more study units in Spatial Engineering
	No study unit exams passed	Course Record	No Diploma or Certificate
	Not participated in any exams	Certificate of Attendance <sup>‡</sup>	Certificate of Attendance. The student has attended one or more study units in Geo-information Science and Earth Observation/ Spatial Engineering/ Geoinformatics

<sup>†</sup> Short courses are defined as all courses consisting of one or more study units, both credit bearing and non-credit bearing (i.e., Distance Education, Individual Study Program Tailor Made, Refresher Courses or a Diploma Short Course).

<sup>‡</sup> This is not applicable for students in Joint Education Programmes. Students from these programmes who do not pass any exam do not receive certification documents from the Faculty ITC.

## 3.1 Terminology

### 1. Diploma supplement

A Master's programme Diploma is accompanied by a Diploma Supplement. The Diploma Supplement describes the nature, level, context, content, study load in ECTS Credits (EC), and status of the Diploma and the awarded degree. It also states the names of the study units and grades obtained.

### 2. Certificate

A Certificate is awarded to students who have passed the exam of at least one study unit (e.g. a Postgraduate Degree programme or a Short Course). The Certificate states that the student 'has followed one or more study units in <Title Programme>'. The subtitle is the name of the course as advertised. The Course Record specifies the study unit names as listed in the study guide. In case the course contains only one study unit, the Course Record mentions the name of the study unit as advertised.

### 3. Course Record

Certificates of the PGD and Short courses and the Diploma of the Diploma course are accompanied by a Course Record. The Course Record shows the course name, study load in EC, and the exam date. It also states the names and codes of the study units, the completion date of the study units (date of the last test to pass the study unit exam), the location of the assessment of the study unit, and grades obtained.

### 4. Study Progress Overview

It is always possible to receive a study progress overview with all exam results obtained up till that date recorded in the SIS if this is necessary for external sponsors or other administrative reasons. Students can also download a study progress overview by themselves from [the SIS](#). If necessary, the Certification Officer of the Faculty ITC-BOOZ can sign and stamp this study progress overview for authentication reasons and/or provide an explaining letter to accompany the study progress overview by submitting the form on this page: <https://www.itc.nl/intranet/education/created-webforms/study-progress-overview/>.

### 5. Official transcript/Certified copies

The archiving system of the university contains digital versions of all certification documents. A certified copy of the digital version of the certification document can be requested through this website: <https://www.itc.nl/alumni/services/diploma-transcript/>

### 6. Certificate of Merit

Students who participate as:

- a member of the Programme Committee
- a member of the Faculty Council
- a member of the Student Association Board
- Student Assessor in the Faculty Board

will receive at the end of their study programme, a Certificate of Merit in recognition for their contribution. The certificate states the names, date, place and country of birth of the student and a short description of their tasks. The certificate is signed by the Dean and the Chair of the specific Board.

## 4. Rules for the Issuance of Certification Documents

### 1. Issuance and signing

- By the WHW (Dutch Higher Education and Research Act) all certification documents for credit-bearing courses are issued by the Examination Board.
- Signing complementary documents (Diploma Supplements and Course Records) can be mandated by the EB to ITC-BOOZ certification officers who should consult with the programme manager on the final grades.
- A detailed overview of which Examination Board member signs which document, is available in Appendix B.

### 2. University of Twente (UT) format and production

All certification documents follow a prescribed format as outlined by the Certification Committee, are printed on formal UT stationery in the English language and follow the official UT and EU templates. Faculty ITC-BOOZ produces the certification documents.

### 3. Graduation Date

The graduation date on all certification documents is the date of the last passed test required for graduation. If the signing date is more than one month after the official end date of the course, the signature date is used.

If the student has requested a postponement of graduation based on Article 5.2-8 of the EER, the graduation date is the postponed final examination date.

### 4. Specialisation

The specialisation (if applicable) is stated on all the certification documents (see table 1). A free specialisation is not mentioned on the certification documents.

### 5. Average Grade

An average grade is listed on a:

- Diploma Supplement corresponding to a Master's Diploma
- Course Record corresponding to the PGD course Certificate
- Course Record corresponding to the Diploma course Diploma

No average grades given for:

- All types of courses for which a Certificate is issued, except the Postgraduate Diploma course Certificates.
- Students who have made changes in the formal curriculum of their Master's programme (exemptions) that affect more than 28 EC study load

### 6. Cum Laude

Cum Laude can only be issued on a:

- Master's Diploma
- Postgraduate Diploma course Certificate
- Diploma course Diploma

No Cum Laude can be awarded for short courses.

In the EER, Section 5 art 5.3 and Part 3 art K.5 describe how a Cum Laude must be calculated for the Master's and Postgraduate courses respectively.

For the Diploma course Diploma, instructions appear in the [ITC assessment regulations for the diploma course in Geoinformatics, art. 5.4](#)

### 7. Replacement of study units in the examination programme

With explicit approval of the Examination Board, a Faculty ITC study unit of the formal curriculum can replace another study unit. In this case, the name of the new study unit is mentioned.

### 8. Additional study units

The names of study units (and the results obtained) that are taken in addition to the formal curriculum of the course are listed on the Diploma Supplement or Course Record under the heading Additional



and/or the name of the followed Programme (e.g. Honours Programme and/or Transdisciplinary Master insert)

### 9. ECTS Credits (EC)

EC is a measure of the study load. See EER Art. 1.2 Definitions.

- The number of ECs is stated per study unit on the grades overview in the Diploma Supplement and on the Course Record and are added to the 'Total ECs obtained', as stated at the bottom of the certification document when the study unit is passed.
- If a student fails a study unit, the EC is mentioned between brackets and not added to the 'Total ECs obtained'.
- If a student failed one or more study units with a grade 5, but is still entitled to a Master's Diploma or Postgraduate Diploma course Certificate, a fixed total of ECs for the course is stated. See EER Art. 5.2.1
- No ECs are allocated for a diploma course and therefore not stated.
- The EC are an indicator of study load. Following the international standard, EC is posted for all credit-bearing study units regardless of the grade received.

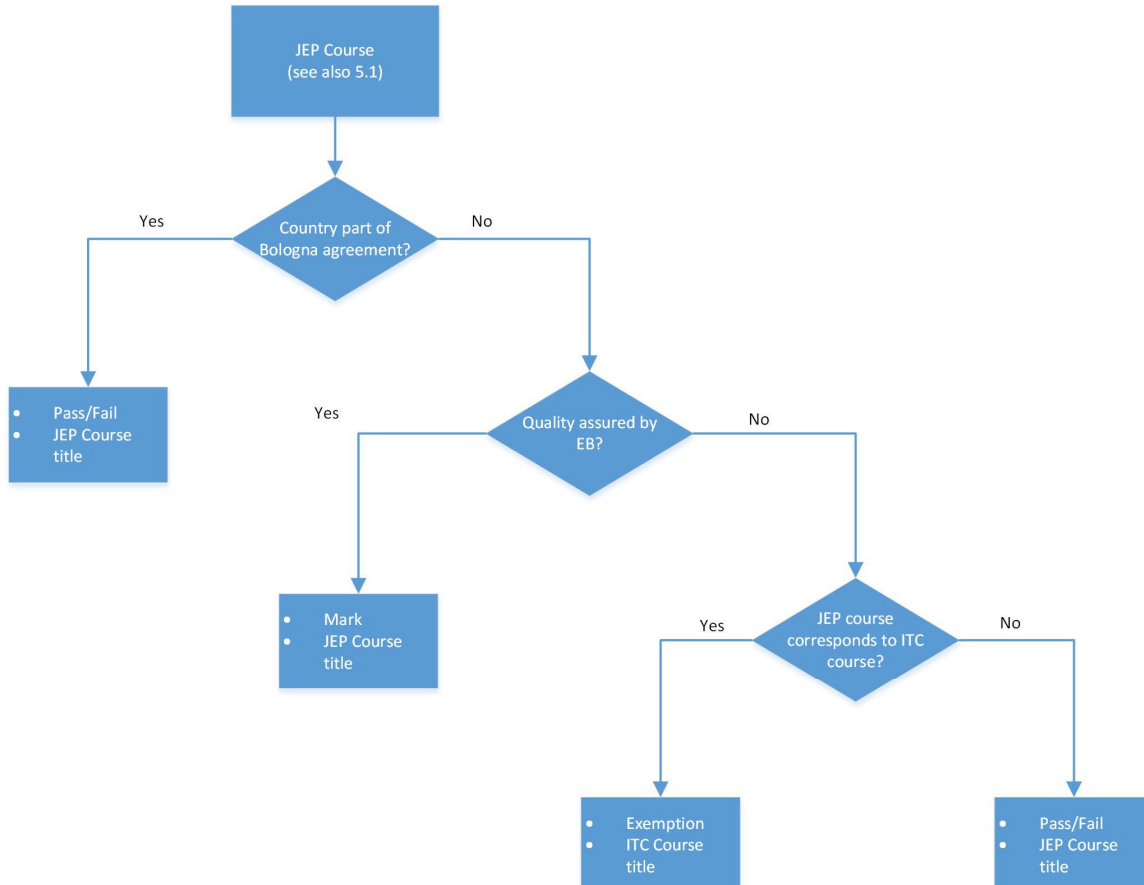
### 10. Combined programme

In the case of a combined programme, the student receives a regular Diploma and Diploma Supplement without referral to the other programme studied. See EER Article 3.10. In case a Master's Diploma is handed out based on the completion of different short courses or the PGD course, the graduate must hand in the original Certificates and Course Records of these courses to the Certification Officer.

### 11. Study units followed at other (JEP) institutions

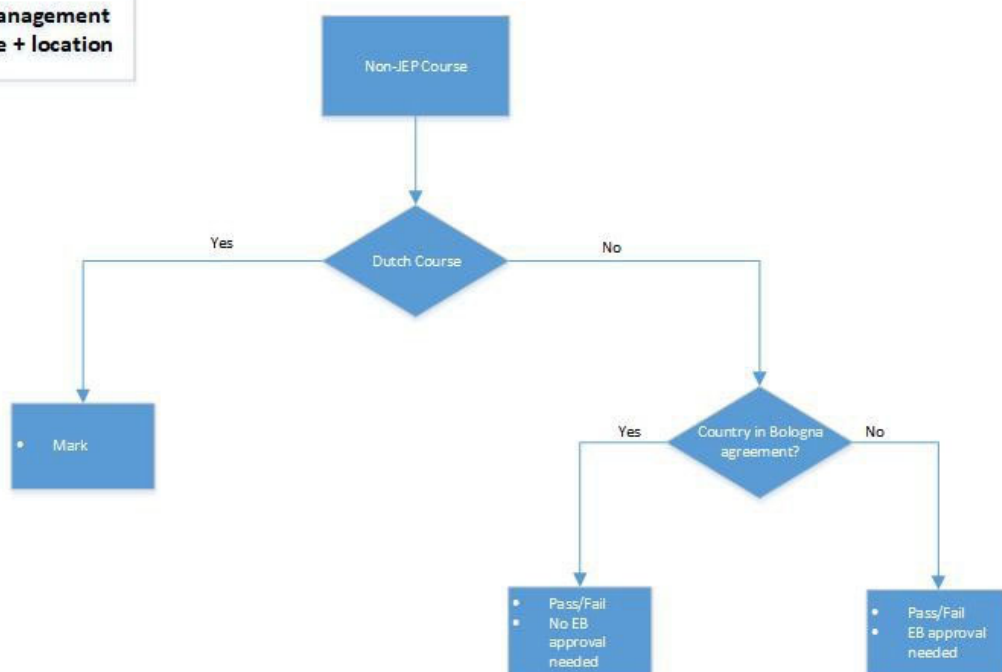
The decision trees below displays what must be stated and in which situation for both JEP and non-JEP courses:

#### JEP Courses



### **Non-JEP courses**

- Always check by Programme Management
- Always list non-JEP course name + location



- As for the criteria, see also the EER (Art. 3.6, 3.7 and 3.8) and/or the agreement between the two parties if applicable.
- If a student fails a Master's/PGD course or Diploma course and receives a Certificate, then study units completed at the other institute are not stated on the Course Record (except for IIRS).

### **12. Non-credit bearing short courses**

**For these types of courses (TMT or Geoversity) we offer two types of certificates. These are:**

- Certificate of Attendance: The student has attended at least 80% of the course
- Certificate of Completion: The student has attended at least 80% of the course and has successfully passed the assessment belonging to this specific course.

## 5. Joint Education Programmes (JEP)

The Master's programmes and courses are offered full-time at the Faculty ITC and as a Joint Education Programme (JEP). This means that the student studies partly at the Faculty ITC and partly at one of the Joint Education Programme partners. For Joint Education Programmes the certification rules as described in Section 4 of this document apply. In addition, the following specifications apply:

### 1. Multiple Degree:

If it concerns multiple degrees, each institution generates its certification documents according to its policy. The criteria and layout of the UT certification documents are centrally decided. For the potential partner it is only possible to add a logo. JEP agreements can be requested to the corresponding coordinator.

### 2. Study units and grades:

- a. The study unit titles and study load mentioned in the Diploma Supplement/Course Record of a Joint Education Programme are the titles of the study units and study load in the Master's programme, as mentioned in the study guide. The institute(s) that did the assessment is/are mentioned on the Diploma Supplement/Course Record.
- b. The Diploma Supplement/Course Record shows the grades obtained for all study units. For study units attended at the partner university, the Diploma Supplement/Course Record shows the Faculty ITC name of the exempted/passed study unit, the location of study, and the study unit exam date.
- c. If the Examination Board has approved the study unit content and the level and quality of the assessment at the partner university, the study unit names of the partner institution and the grades obtained at the partner university are listed in the Diploma Supplement/Course Record.
- d. See 4.12 of this document for specified information.

### 3. Joint Course Record

In addition to the Diploma Supplement/Course Record, a Joint Course Record can be issued with the signatures and logos of all participating partners. This Joint Course Record is meant to emphasize the cooperation between the partners and bring together the study results of the course as a whole. This document has no legal status and is not signed under the authority of the Examination Board. It is signed by the Joint Education Programme coordinator or Specialisation Coordinator.

### 4. Logos and signatures

- a. The Diploma and Diploma Supplement of the Master's programmes do not bear the logo and signatures other than those of the UT and the Faculty ITC (M-GEO only).
- b. The Diploma Supplement specifically mentions the collaboration with the Joint Education Programme partner.
- c. Certificates and Course Records can mention the partnership with the Joint Education Partner with the use of both logos and signatures.

### 5. Study Progress Overview

A student of a Joint Education Programme can request a study progress overview for the study units followed at ITC and studied in the Joint Education Programme as indicated in 3.1.4 of this document.

### 6. Types of Certification documents per JEP

An overview of the certification documents handed out in the Joint Education Programmes of the Faculty ITC is available as Appendix A in this document.

## 6. Premature Ending of a Programme or Course

1. In case a student does not qualify (leave early or fail) for the Master's programme, Joint Education Programme, PGD course, Diploma course, or a Short course, the student receives one of the following documents:
  - a) If the student has passed the exam of at least one study unit, the student receives a Certificate and a Course Record.
  - b) If the student has failed all exams, the student only receives a Certificate of Attendance. The student is eligible to receive a Course Record, but it has to state all failed courses.
  - c) If the student has not participated in any exams, but has attended at least 80% of the course, a Certificate of Attendance can be issued, except for students in the Joint Educational Programme.

### 2. Postgraduate Diploma course Certificate after failing MSc

Failing M-GEO Master's programme candidates who qualify for a PGD course Certificate (conform to the procedure stated in the Education and Examination Regulations *of ITC Master's programmes*) receive a PGD course Certificate and Course Record as specified in the respective paragraphs. In case a student has passed more study units than necessary for the PGD course Certificate, the Course Record specifies these courses under the heading 'Additional'.

### 3. Fraud

In case of fraud<sup>§</sup>, students can, at their request, receive a study progress overview with all study units attended and grades obtained as described in 3.1.4 of this document.

### 4. Returning students

In case a student who has prematurely ended his/her course returns to finish his/her studies, the Certificate(s) and Course Record(s), as specified in Paragraph 1, is (are) expected to be returned to the Faculty ITC before new certification documents are handed out to the student.

---

<sup>§</sup> Fraud is defined in the [UT Student charter, art 6.6](#)

## Appendix A: Overview Certification Joint Education Programmes

### I. Credit-bearing courses

Joint Educational Programme (JEP)	Course title (as mentioned on Cert. document)	Partner University	Coordinator	Spec.	Country in Bologna Agreement	Quality assured by Examination Board	JEP courses correspond to ITC course	Master's programme Diploma	Master's programme Diploma Supplement	Postgraduate Diploma course Certificate	Postgraduate Diploma course Record	Certificate	Cert. Course Record	Course Record	Joint Course Record
<b>Master's Programme: INDIGEM</b>	Geo-information Science and Earth Observation with a specialisation in Geo-informatics	Indian Institute of Remote Sensing (IIRS), India	Sander Oude Elberink	GFM	No	Yes	Not applicable	Yes	Yes, incl. grades IIRS, MSc research proposal and Thesis writing assessed by UT/IIRS	Yes, Fail MSc PGD course Certificate when successfully completed a PGD course Final Assignment, incl. logo IIRS and signature Director IIRS	Yes, Fail MSc, incl. logo IIRS, Signature Director IIRS, incl. Grades, IIRS, PGD course Certificate upon successfully completion of PGD course Final Assignment. Assignment/Thesis assessed by UT/IIRS, incl. Grades and course titles IIRS	Yes, Fail MSc, No PGD course, incl. logo IIRS, Signature Director IIRS. Has followed one or more study units...	Yes, Fail MSc, No PGD course, incl. logo IIRS, Signature Director IIRS, PGD course Final Assignment/Thesis assessed by UT/IIRS (if applicable)	Yes, Fail all study units, incl. logo IIRS, Signature Director IIRS, incl. grades and course titles IIRS	No
<b>Postgraduate Diploma (PGD) course: INDIGEM</b>	Geo-information Science and Earth Observation with a specialisation in Geo-informatics	Indian Institute of Remote Sensing (IIRS), India	Sander Oude Elberink	GFM	No	Yes	Not applicable	No	No	Yes, incl. logo IIRS, Signature Director IIRS	Yes, incl. logo IIRS, Signature Director IIRS, incl. Grades and course titles IIRS Final assignment assessed by UT/IIRS	Yes, Fail PGD course, incl. logo IIRS, Signature Director IIRS. Has followed one or more study units...	Yes, Fail PGD course, incl. logo IIRS, Signature Director IIRS, incl. Grades and course titles IIRS.	Yes, Fail all study units, incl. logo IIRS, Signature Director IIRS, incl. grades and course titles IIRS	No

respond	Master's programme Diploma	Master's programme Diploma Supplement	Postgraduate Diploma course Certificate	Postgraduate Diploma course Record	Certificate	Cert. Course Record	Course Record	Joint Course Record
Assurance completed yet	Yes	Yes, results are graded as Exemption and incl. ITC course titles and ITC course codes, Thesis assessed by UT/KNTU	Yes, Fail MSc PGD course Certificate when successfully completed a PGD course Final Assignment.	Yes, Fail MSc, PGD course Certificate upon successful completion of PGD course Final Assignment/Thesis assessed by ITC/KNTU, Results are graded as Exemption and incl. ITC course titles and ITC course codes	Yes, Fail MSc, No PGD course	Yes, Fail MSc, No PGD course, PGD course Final Assignment/Thesis assessed by UT/KNTU (if applicable) only for courses followed at ITC	Yes, Fail all ITC study units	No
	Yes, only possible when student obtained a minimum of 30 ECTS at ITC, no cum laude possible	Yes, only possible when student obtained a minimum of 30 ECTS at ITC. Results are graded as Pass and incl. course titles for marks Lund	No, Fail MSc: No PGD course will be awarded	No	Yes, only when a student followed study units at ITC and will not receive a Lund MSc Degree. Signature (Vice) Chair Examination Board	Yes, only when a student followed study units at ITC and will not receive a Lund MSc Degree. Signature (Vice) Chair Examination Board	Yes, Fail all ITC study units. Signature (Vice) Chair Examination Board	No
	Yes, no Cum Laude possible	Yes, at section 2.2 Environmental Modelling and Management is mentioned together with the track followed (track number and description). At 4.3 no Average grade is listed. Results obtained at the other University are graded as 'Pass' and the Course title and assessing institute are listed.	No, Fail MSc: No PGD course will be awarded	No	Yes, only when a student followed study units at ITC and will not receive an MSc Degree from partner university. Signature (Vice) Chair Examination Board	Yes, only when a student followed study units at ITC and will not receive an MSc Degree from partner university. Signature (Vice) Chair Examination Board	Yes, Fail all ITC study units. Signature (Vice) Chair Examination Board	Yes

Diploma course ploma	Dipl. course Record	Dipl. course Certificate (at least one study unit passed)	Dipl. course Record (at least one study unit passed)	Dipl. course Course record
es, incl. go ARU nd gnature ce hancellor RU	Yes, incl. logo ARU and signature Vice-Chancellor ARU incl. course titles and grades ARU. Final Assignment assessed by UT/ARU	Yes, incl. logo ARU and signature Principal ARU	Yes, incl. logo ARU and signature Principal ARU incl. course titles and grades ARU	Yes, Fail all study units, incl. logo ARU and signature Principal ARU incl. Grades and course titles ARU

## Appendix B: Overview of who signs which certification documents

<b>Course type:</b>	<b>Study result</b>	<b>Document</b>	<b>Authority to sign*</b>
<b>Master's programme</b>	Completed:	Master's Diploma + Diploma Supplement	Chair/Vice-Chair EB
	Fail MSc Research proposal/MSc Research:	M-GEO/M-SE: Certificate + Course Record or M-GEO: PGD course Certificate + Course Record <sup>5</sup>	Any member EB Chair/Vice-Chair EB
	Fail, at least one study unit completed:	Certificate + Course Record	Any member EB
	Fail, no study unit completed:	Course Record	Any member EB
<b>DD Master's programme</b>	Completed:	Master's Diploma + Diploma Supplement	Chair/Vice-Chair EB
	Fail MSc Research proposal/MSc Research:	M-GEO: PGD course Certificate + Course Record or M-GEO: Certificate + Course Record	Chair/Vice-Chair EB Any member EB
	Fail, at least one study unit completed:	Certificate + Course Record	Any member EB
	Fail, no study unit completed:	Course Record	Any member EB
<b>Joint Master's programme</b>	Completed:	Master's Diploma + Diploma Supplement Joint Course Record (incl. logo+ signature partner)	Chair/Vice-Chair EB JEP coordinator
	Fail MSc Research proposal/ MSc Research:	M-GEO PGD course Certificate + course Record Joint Course Record (incl. logo+ signature Partner) or Certificate + Course Record Joint Course Record (incl. logo + signature partner)	Chair/Vice-Chair EB JEP coordinator Any member EB JEP coordinator
	Fail, at least one study unit completed:	Certificate + Course Record Joint Course Record (incl. logo + signature partner)	Any member EB JEP coordinator
	Fail, no study unit completed:	Course Record	Any member EB
<b>M-GEO Postgraduate Diploma course</b>	Completed:	PGD course Certificate + course Record	Chair/Vice-Chair EB
	Fail, at least one study unit completed:	Certificate + Course Record	Any member EB

<sup>5</sup> Only applicable to students who meet all requirements as listed in the EER, Part 3, Art L.2)



<b>Course type:</b>	<b>Study result</b>	<b>Document</b>	<b>Authority to sign*</b>
	Fail, no study unit completed:	Course Record	Any member EB
<b>M-GEO: Joint Postgraduate Diploma course</b>	Completed:	PGD course Certificate + course Record Joint Course Record (incl. logo + signature partner)	Chair/Vice-Chair EB JEP coordinator
	Fail, at least one study unit completed:	Certificate + Course Record Joint Course Record (incl. logo + signature partner)	Any member EB JEP coordinator
	Fail, no study unit completed:	Course Record (incl. logo+ signature partner)	Any member EB
<b>Joint Diploma course</b>	Completed:	Diploma course Diploma (incl. logo + signature partner) + joint Course Record (incl. logo + signature partner)	Any member EB
	Fail, at least one study unit completed:	Certificate + Joint Course Record (incl. logo + signature partner)	Any member EB
	Fail, no study unit completed:	Course Record (incl. logo)	Any member EB
<b>Short course</b>	At least one study unit completed	Certificate + Course Record	Any member EB
	Fail, no study unit completed:	Course Record	Any member EB
	No assessment	Certificate of Participation or Attendance	Course Coordinator
	With assessment, no EC	Certificate of Completion	Course coordinator
<b>Short course within Diploma course</b>	At least one study unit completed	Certificate + Course Record	Any member EB
	Fail, no study unit completed:	Course Record	Any member EB
	No assessment	Certificate of Attendance	Course Coordinator
<b>Non-credit bearing Short Courses (Tailor Made or Geoversity courses)</b>	Fail / no assessment	Certificate of Participation or Attendance	Course coordinator
	With assessment	Certificate of Completion	Course coordinator
<b>Refresher course</b>	No assessment	Certificate of Attendance (incl. logo)	Course coordinator (+Signature partner(s))

Course type:	Study result	Document	Authority to sign*
<b>Other</b>	Participated as: - a member of the Programme Committee - a member of the Faculty Council - a member of the Student Association Board or - Student Assessor in the Faculty Board	Certificate of Merit	Dean and Chair of Board/Committee

**\*Note:** *Signing complementary documents (Diploma Supplements and Course Records) can be mandated by the EB to ITC-BOOZ certification officers who should consult with the programme manager on the final grades.*

## Appendix C: Certification calendar

Changes are made to the certification documents once a year. These concerns:

- Rules & Regulations Certification
- Certification Handbook
- Certification Examples/Templates

The following table sets out the timeline for proposing changes and amendments to the certification documents in chronological order, from the start of the academic year:

	No.	What	When	Who
Preparation	1	Collection of (requests for) changes to the certification procedure laid down in the following documents: <ul style="list-style-type: none"> <li>• Rules and Regulations Certification</li> <li>• Certification Handbook</li> <li>• Examples of certification documents</li> </ul>	Up to 1 August	Coordinator BOOZ Certification Officers
	2	Regulations for the Academic Year are prepared by the Examination Board and approved by the Dean	Early July	Examination Board and Dean
	3	Determining changes to the Regulations compared to the previous year and notifying the Certification Committee thereof	August	Education Specialist
	4	Drawing up a summary list of changes to the certification procedure and organizing these	August	Coordinator BOOZ
	5	Proposing certification procedure changes to the Examination Board	Early September	Certification Committee
	6	Determining which adjustments must be made to the certification procedure and communicating these to the Certification Committee	End of September	Examination Board
Adjusting	7	Technical adjustments of certification documents templates	Early October	Coordinator BOOZ Certification Officers Information Manager
		Processing textual changes in the Rules and Regulations Certification		Education Specialist
		Describing changes in the handbook		BOOZ Coordinator Certification Officers
	8	Check with Programme Managers whether the text of the Diploma Supplement under 4.2 is still valid for all Master programmes, specialisations, and JEP Master courses		Coordinator BOOZ
	9	Cross-check whether any changes in certification documents affect JEP Agreements and notify the JEP coordinators thereof		Chair Certification Committee

Finalisation & application	10	Submitting new certification procedure to Examination Board for approval	Mid-October	Certification Committee
	11	Submitting new certification procedure to the Dean for approval	Mid-October	Certification Committee
	12	Updating and testing the new certification templates	End of October	Certification Officers Information Manager
	13	The first issue of new style certification documents	Early November	Certification Officers
	14	Propose adjustments for EER to EB	Early November	Certification Committee

## Appendix D: Examples of certification documents

### Part of document RRC-MC EB2024-1870

These examples are part of the Rules and Regulations for Certification in ITC Master's programmes and Courses (RRC-MC) which is applicable for students graduating in the academic year 2023-2024. The full document is not published on the internet for safety reasons and is only for internal use.

Example	Types of documents
1	Master's Diploma M-GEO
2	Master's Diploma Supplement M-GEO
3	Master's Diploma Supplement M-GEO JEP's
4	Master's Diploma M-SE
5	Master's Diploma Supplement M-SE
6	Postgraduate Diploma course Certificate M-GEO
7	Course Record for Postgraduate Diploma course Certificate M-GEO
8	
9	
10	
11	
12	Certificate M-GEO Short course
13	Course Record for Certificate M-GEO Short course
14	
15	
16	
17	
18	Certificate of Attendance (incl. logo)
19	
20	
21	Diploma course: Diploma (incl. logo + signature)
22	Diploma course: Dipl. Course Record (incl. logo + signature)
23	
24	
25	
26	
27	
28	Certificate of Completion