

**FACULTY ITC ASSESSMENT REGULATIONS FOR  
THE DIPLOMA COURSE**

**FOR COURSES STARTING FROM JANUARY 2018 ONWARDS**

*These Faculty ITC Assessment Regulations for the Diploma course were approved by the Vice Dean Education on 7-12-2017.*

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## 1. General provisions

### 1.1 Applicability of these Assessment Regulations

- 1) These Assessment Regulations apply to the Diploma course offered by the Faculty ITC of the University of Twente starting from January 2018 onwards and replace all previous ITC Assessment Regulations for courses leading to a Diploma.
- 2) These Assessment Regulations have been formulated with reference to the Education and Examination Regulations of the Master's programme Geoinformation Science and Earth Observations (GEO) and the Rules and Regulations of the Faculty ITC Examination Board.
- 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 Course Director 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 Programme Director and/or Course Director 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) for the Master's programme Geoinformation Science and Earth Observation (GEO) 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.

Faculty ITC EER (GEO): Faculty ITC Education and Examination Regulations for the Master's programme Geoinformation Science and Earth Observation applicable for courses starting from September 2017 onwards.

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.

## 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 Course Director 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 organized 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 he/she 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 no longer than six years ago. Rules for exemption are described in the Rules and Regulations of the Examination Board.
- 2) 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 specialization, approval of the Course Director 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 must be done individually.
- 2) The Final Assignment requires that the student:
  - Presents a draft Final Assignment proposal to the Course Director as required by the Diploma course, before the deadline set by the Course Director;
  - 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 and a warning in writing;
  - ii. The mid-term formative assessment;
  - iii. The Final Assignment exam.

- 4) The rules for the Final Assignment exam are described in the Rules and Regulations of the Examination Board.

### **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, the Course Director appoints a primary supervisor
- 2) Supervisor(s):
  - i. Guide the student in deciding on the Final Assignment plan;
  - ii. Establish a schedule of supervisory meetings with the student;
  - 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(s) to the Course Director;
  - vi. Inform the Course Director when the progress of a student gives cause for concern so that action can be taken.

## **4. Education and exams**

### **4.1 General**

- 1) Article 4.1 of the Faculty ITC EER (GEO) applies for the Diploma course, excluding Articles 4.1-3, 4.1-4, 4.1-5, 4.1-11, 4.1-13, 4.1-14, and 4.1-15.
- 2) The Final Assignment receives one mark.

### **4.2 Modules**

Article 4.2-2 of the Faculty ITC EER (GEO) applies for the Diploma course.

### **4.3 Registering for modules and tests**

- 1) Students that are enrolled in the Diploma course at the Faculty ITC or in a Joint Education Programme are automatically registered in SIS for the modules that are part of the programme and the first opportunities of the tests in these modules.
- 2) Articles 4.3-2 and 4.3-5 of the Faculty ITC EER (GEO) apply for the Diploma course.
- 3) Students not following the regular Diploma course (excluding the Joint Education Programmes) need to register for their modules.

### **4.4 Test plan**

Article 4.4 of the Faculty ITC EER (GEO) applies for the Diploma course.

### **4.5 Test opportunities and additional test opportunities**

- 1) Article 4.5 of the Faculty ITC EER (GEO) applies for the Diploma course, excluding Articles 4.5-1 and 4.5-4
- 2) For each test, two test opportunities are offered per year. This is not applicable for the Final Assignment. The student has to be informed on the test format of these two opportunities at the start of the module. The level of the test opportunities should be equal.
- 3) 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 Final Assignment (Modules 10 and 11). The extra test opportunity has to be requested and taken within the official course duration of 9 months.

#### **4.6 Oral tests**

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

#### **4.7 Term for assessment**

Article 4.7 of the Faculty ITC EER (GEO) applies for the Diploma course.

#### **4.8 Period of validity**

- 1) Article 4.8-1 of the Faculty ITC EER (GEO) 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).

#### **4.9 Right of justification and inspection**

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

#### **4.10 Filing periods for tests**

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

### **5. Examination**

#### **5.1 Examination Board**

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

#### **5.2 Examination**

- 1) Article 5.2 of the Faculty ITC EER (GEO) applies for the Diploma course, excluding Articles 5.2-1, 5.2-2, and 5.2-6.
- 2) The Diploma course examination is deemed to be successfully completed if the exams of the modules and the Final Assignment of the Diploma course meet the examination requirements defined in the Rules and Regulations of the Examination Board.
- 3) The Examination Board declares the student to have successfully completed the Diploma course examination if that student meets the examination requirements, and invites the student to accept the Diploma certificate and Course Record. The date recorded on the Diploma certificate – the graduation date – is the official end date of the Diploma course. In case the Diploma certificate is signed more than one month after the official end date of the Diploma course, the signing date is used.
- 4) The rules for Examination are described in the Rules and Regulations of the Examination Board.

#### **5.3 Diploma certificate**

- 1) The Examination Board grants a Diploma certificate as proof that the student has successfully passed the examination. The Diploma 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 certificate.
- 3) Students who have passed at least one module exam (with a mark of 6 or higher) and to whom no Diploma certificate as referred to in Article 5.3-1 can be issued are provided with a Certificate and Course Record from the Examination Board stating all module exams and the marks obtained.

- 4) The Rules and Regulations for Certification in the Faculty ITC education programmes are described in a separate document.

#### **5.4 Graduating Cum Laude**

Information on graduating Cum Laude can be found in the Rules and Regulations of the Examination Board.

### **6. Student performance**

#### **6.1 Study progress**

- 1) Article 6.1 of the Faculty ITC EER (GEO) applies for the Diploma course, excluding Article 6.1-2.
- 2) Where a Course Director and/or the Education Director believe(s) that a student's progress in the Diploma course gives cause for concern the student is informed of the situation by the Course Director. Where a student's performance is such that he/she is unlikely to obtain a Diploma certificate without a significant improvement in performance, the student is advised in writing by the Course Director of the situation and the implications.

#### **6.2 Student counselling**

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

#### **6.3 Fraud**

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

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

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

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

#### **8.1 Conflicts with the Assessment 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.

#### **8.2 Administrative errors**

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

#### **8.3 Amendments to the Assessment Regulations**

- 1) Article 8.3-3 of the Faculty ITC EER (GEO) applies for the Diploma course.
- 2) Substantive amendments to these Assessment Regulations are determined by the Dean in a separate decision.
- 3) 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.

#### **8.4 Transitional arrangement**

- 1) Article 8.4 of the Faculty ITC EER (GEO) applies for the Diploma course, excluding Article 8.4-6.
- 2) Transitional arrangements for the Diploma course are included in these Assessment Regulations.

#### **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**

Article 8.6 of the Faculty ITC EER (GEO) applies for the Diploma course.

#### **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 (GEO): 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>, 2018 and supersede the Assessment Regulations of 2017.