

Education and Examination Regulations

For SHORT COURSES

Approved by the Academic Board of UNESCO-IHE,

General Information

Article 1 Scope of the regulations

- 1.1 The present regulations apply to the education and examinations for the short courses offered by the UNESCO-IHE Institute for Water Education, Delft, the Netherlands, referred to hereafter as 'the Institute'.

Article 2 Definition of terms

- 2.1 The following terms are defined in the context of these regulations:

Short course: a non-degree course with limited duration, organised as a face-to face course.

Student: a person who is registered for a short course.

Act: the Higher Education and Scientific Research Act (*Wet op Hoger Onderwijs en Wetenschappelijk Onderzoek*).

Module: a self-contained programme unit with specified learning objectives, as stipulated in article 7.3 of the Act.

Rector: the rector of the Institute.

ECTS: the European Credit Transfer and Accumulation System.

Examination: a study performance assessment.

Constituent examination: an examination consisting of a number of different parts (e.g. assignments, written or oral exams, presentations)

Examination board: the committee as stipulated in article 7.12 of the Act.

Practical: an educational activity as stipulated in article 7.13, paragraph 2, clause d of the Act, taking one of the following forms:

- the writing of a report or thesis;
- producing a report, study assignment or design;
- conducting a test or experiment;
- performing an oral presentation;
- participating in groupwork, fieldwork or a fieldtrip;
- conducting a research assignment; or
- participation in other educational activities that aim to develop specific skills.

Article 3 Aim of the short course

- 3.1 The aim of the short course is to convey to the students the knowledge, insight and skills of a particular field of study.

- 3.2 The learning objectives of the short course, the content and examinations are described in the course description.

Article 4 Full-time/part-time

- 4.1 Short courses are executed on a full-time basis.

Article 5 Study load of a short course

- 5.1 The study load of a short course normally is 5 ECTS credit points, which equals a workload of 140 hours.

Academic Admission Requirements

Article 6 Admission to the programme

- 6.1 Academic admission to a short course may be granted to applicants who provide evidence of having:
 - a university level bachelor's degree in an appropriate field of study for the course, awarded by a university of recognised standing;
- 6.2 Academic admission to a short course will be granted on the basis of a decision taken to that effect by the Academic Registrar, upon advice of the course coordinator.
- 6.3 Students will be registered as short course participants after payment of the required tuition fees.
- 6.4 After the start date of the course registration is no longer possible.

Examinations

Article 7 Examination

- 7.1 Short course students are eligible to sit for the examination of the course they are registered for.
- 7.2 Students can sit a short course examination maximum two times.
- 7.3 The constituent parts of a short course are assessed via a combination of written and or oral examinations and assignments as indicated in the course description.
- 7.4 The short course examination is passed if all designated assessments in the course curriculum have been successfully completed.
- 7.4 Written and or oral examinations for short course participants are held immediately at the end of the course. If necessary, special examinations will be drafted by the examiners for these participants.
- 7.5 In case of a combination of an oral and a written examination the maximum total duration of both examinations shall not exceed 180 minutes.
- 7.6 A written examination has to take place in a period of max. 3 hours during a morning or afternoon session. In case examination work consists of two or more different parts, a break of 15 minutes during the examination is allowed, provided that all examination work of the first part(s) is collected by the invigilators.
- 7.7 Students who suffer from a physical or sensory impairment are offered the opportunity to take part in an examination such that, as much as possible, account is taken of their disability. If required, an expert will be consulted for advice.
- 7.8 Oral examinations involve only one student at the time. During oral examinations, a second examiner is present as independent observer.

Results of Examinations

Article 8 Assessment and notice of examination results

8.1 Examination assessment results (including the thesis examination) are represented on a scale of 1.0 to 10.0, with one decimal of accuracy. Marks 6.0 and higher indicate a successful result.

The following grading scale is used:

9.0 - 10.0	Excellent
8.0 - 8.9	Very good
7.0 - 7.9	Good
6.0 - 6.9	Sufficient
5.9 and below	Fail

8.2 The mark for a constituted examination is determined by the weighted average of the results of the constituent parts. The weights for the constituent parts must be stated in the module sheet.

8.3 As a rule the examiner shall assess a written examination or practical paper within a period of 14 days after the date of the examination.

8.4 All written examination work of the students will, where reasonably feasible, be blind corrected by the examiners involved.

8.5 The examiner shall determine the result of an oral examination shortly after the examination has been conducted.

8.6 Examiners inform the module coordinators about the results of all examinations (written and oral) via standard examination result forms. Subsequently the module coordinators inform the Education Bureau via standard forms about the final module mark.

8.7 As a rule examination results shall be collected, processed, recorded and notified to the students by the Education Bureau within a period of 21 days after submission of the examination work by the student.

8.8 For each examination, the student receives a written statement from the Education Bureau of the examination result obtained for the module and, if successful, the associated credit points granted for that module.

Article 9 Period of validity

9.1 The result of an examination, when successful, is valid for an unlimited period of time.

- 9.2 Notwithstanding paragraph 1 of this article, the period of validity for which the examination board takes examination results into account for a MSc programme examination is four years.

Article 10 Fraud

- 10.1 If a student is caught in an attempt to take unfair advantage during a written examination, the invigilators or examiner will inform the Academic Registrar who will submit a written report to the examination board after investigation of the incident, and after having had a discussion with the student.
- 10.2 Plagiarism is a serious act of fraud.
- 12.2 An examiner who observes or suspects fraud during the assessment of examination work is required to submit a substantiated report to the examination board.
- 12.3 If the examination board, after investigation of the incident, concludes that there has been a case of fraud, the offender will be given the mark 1.0 for the examination work.

Article 11 Certificates

- 11.1 Students who have successfully completed the short course examination will be awarded a Certificate.
- 11.2 The Certificate is signed by the Rector of the Institute, the Course coordinator and the Academic Registrar. In addition to this Certificate the graduate receives a supplement stating the result achieved and credit points.
- 11.3 Students who have successfully completed the short course without an examination will be awarded a Certificate of Attendance.
- 11.4 The Certificate of Attendance is signed by the Rector of the Institute and the Course coordinator.

Appeals

Article 12 Grounds for appeal

- 12.1 Students have the right to appeal against an examination assessment or an evaluation of the examination board within a period of ten working days after notification, if
- a. the performance of the student had suffered through illness or other factors;
 - b. a material administrative error in the conduct of an examination or assessment had occurred;

- c. the examination or evaluation had not been conducted in accordance with the regulations; or
- d. some other material irregularity had occurred.

Article 13 Procedure for appeal

- 13.1 A student shall first attempt to resolve the problem through the course coordinator, with the examiner, or examination board.
- 13.2 If the student proceeds, the appeal shall be written in a letter stating the grounds for appeal and enclosing documentation as appropriate. The letter shall be addressed to the rector, and copied to the chairman of the examination board, and the academic registrar.
- 13.3 After consultations, the Rector shall accept or reject the appeal (after consultation with the examination board) and communicate the decision to the appellant via the Academic Registrar as soon as possible but usually within a period of ten working days.

Final Articles

Article 14 Amendments

- 14.1 Amendments to these regulations are made by separate decisions of the Academic Board.
- 14.2 No amendments shall be made in relation to the current academic year, unless there is reasonable expectation that the amendment will not work to the disadvantage of the students.

Article 15 Unforeseen situations

- 15.1 Situations which are not foreseen by the present regulations will be decided on by the Academic Board, where necessary after consultation with the Examination Board and/or course coordinator.

Article 16 Publication

- 16.1 The Academic Board is responsible for the timely publication of the Education and Examination Regulations, and any amendments thereof.