

## Guidelines ECTS Policy

### Study guide, award and registration ECTS

- There is a distinction between Research Master education (for which a statutory accreditation cycle applies) and PhD education.
- For the benefit of the Research Master students, it has been agreed that each faculty will ensure that the OERs (*Onderwijs- en Examenregeling*, i.e. Course and Exam Regulation) state which education students can follow from the national range of research schools. The ECTS are then acknowledged by the own study program. For PhD students, education from the national offer of Research Schools should be included in the training and supervision plan.
- Since the research schools do not have the authority to award credits themselves, certificates are used that the Research Master students and, if desired, also the doctoral candidates can submit to their local Graduate School to redeem the ECTS obtained. A (concise) study manual is available for each educational activity on the website of the research school. It shows what the requirements are and what the study load is for the specific component. The (program) director or coordinator of the research school provides adequate instruction from the lecturers involved on this point.
- Within the framework of the above-mentioned DLG-LOGOS agreement, it has been agreed that the research schools will ensure that individual Research Master students and doctoral candidates receive at least 5 ECTS credits, respectively 10 ECTS of relevant course offerings per year (1 ECTS = 28 hours of study load). For the procedure regarding the awarding of ECTS, it is useful to distinguish between limited and more extensive educational activities, for which the following agreements may apply:

#### *Activities of 1 or 2 EC*

(E.g. one-day master classes, workshops and workshops)

- Attendance list
- Brief manual for students / doctoral candidates
- Specification of number of estimated hours spent on:
  - reading material: number of pages and / or hours;
  - other preparation (discussion questions, presentation, reading report, etc.);
  - number of contact hours;
  - If desired: an assignment afterwards (short paper, review, file, etc.) with indication of the size of the work.
  - Assessment: pass / fail

#### *Activities from 3 to 6 EC*

(E.g. Multi-day course. Summer School, Winter School)

- Attendance list
- Brief manual for students / doctoral candidates with:
  - Specification of number of estimated hours spent on:
    - reading material: number of pages and / or hours;
    - other preparation (discussion questions, presentation, reading report, etc.);
    - number of contact hours;
    - assignment afterwards (paper, file, etc.) with indication of the size of

the work.

- Assessment: standard a number; in exceptional cases AVV / NVV.

Since texts can differ considerably in degree of difficulty and nature, it is not wise to use an average number of pages per hour, but to have the reading time determined by the assessment of the teacher, possibly in consultation with the (program) director of the school. The information about the awarded ECTS and the assessment is made available by the research school to the relevant Research Master students (who can pass this on to their master coordinator) and doctoral students (for example to save in a portfolio). This information is also stored digitally for a maximum of six years for possible information requests by students or doctoral candidates, Graduate Schools or visitation committees involved. The annual reports of the research schools generally report on the ECTS awarded to Research Master students and doctoral candidates in relation to the education offered.

### **Quality assurance and evaluation**

The more extensive educational activities of more than 2 ECTS are always evaluated. This is done via a digital form (for example SurveyMonkey), which is sent to the participants immediately afterwards. In addition, the teachers write a short self-evaluation of the course. Educational offerings of 1 or 2 ECTS will be evaluated if needed by the director of the research school, the participants or the lecturers. In addition to the evaluation per educational activity, an annual survey can be held among Research Master students and doctoral candidates about the quality and quantity of the educational offer of the research school. The results of the evaluations and survey are submitted for comment to the school's program team or education committee and then made available to the Graduate Schools concerned upon request. The results of the evaluations and surveys are archived by the research school for a period of six years.

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