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Education regulations

EDUCATION REGULATIONS

January 2018 - revised 5 and 26 Oct. 2023 (EO)

These regulations replace the draft regulations “Education Organisation” of November 2004.

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1. Scope

Art.1. These regulations outline the general principles of the objectives and the organisation of education at ITM.

Art.2. These regulations do not apply to contract education commissioned by third parties.

Art.3. These regulations are part of ITM’s Academic Regulations.

2. Principles of education and education organisation

2.1 General principles

Art.4. Education complies with the guidelines set by the Flemish decree, more precisely, the Codex Higher Education of 11 October 2013 and the provisions on education according to the valid Management agreement with the Flemish Ministry of Education.

Art.5. The education policy is laid down in the Institutional Policy Plan. Annually, the Academic Education Coordination / Education Office (EO) and the Departmental Education units formulate an institutional and departmental education action plan based on the institutional and departmental policy plans and the management reviews.

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Art.6. The annual education action plans are submitted for approval to the Management Committee.

Art.7. ITM offers post-initial education and doctoral training in its field of expertise.

Art.8. The teaching languages are English and French.

Art.9. ITM distinguishes between a course leading to a diploma or postgraduate certificate, course components leading to a credit certificate and short courses. Short courses can also function as course components.

Art.10. The Director awards the diplomas.

Art.11. There are admission and selection criteria for every program and short course. Admission and selection of candidates, except for postgraduate certificates, is based on the criteria below. Course and short course specific criteria may apply.

- Academic excellence;
- Motivation;
- (If relevant) professional experience;
- Relevance for a specific professional future perspective.

Art.12. The education is student-centred, collaborative between students and combines face-to-face and distance learning.

Art.13. No more than 45 hours a week Student Investment Time (SIT) may be planned in the curricula. In view of the education feasibility, the aim is to limit contact hours to maximum half of the SIT in the weekly study timetable.

Art.14. The summative and formative assessment^[1] of students (via tests, assignments, essays) is relevant, objective and transparent. Students are informed about assessment methods and criteria at the start of a course, course component or short course (see Examination regulations).

Art.15. The education at ITM is organised in collaboration with national and international lecturers to the extent possible.

Art.16. The education is scientifically-led and all staff members from the "Academic Track" translate their expertise into educational activities. At least 20% to a maximum of 60% of working time is dedicated to educational activities. Staff members from other tracks can also have an educational assignment.

Art.17. Educational activities are defined as:

- Teaching in courses or short courses(on campus or e-learning);
- Supervision or coaching of theses or dissertations at Master and Bachelor level;
- Coaching of individual students and trainees^[2];
- Seminars and workshops (such as in the "ITM doctoral training programme");
- Strategic education cooperation and / or exchange (Alliance for Education in TM & IPH).

Art.18. The first three educational activities of Art.17 are in principle subject to a formal student assessment.

Art.19. Education combines various methods of training and / or learning. A distinction is made between:

- Lectures; online or face-to-face;
- Assignments and tutorials (including group work , debate and discussion forums);
- Practice (exercises, computer or laboratory practice);
- Field work;
- Individual coaching / supervision;
- Self-study.

Art. 20. The administrative management of education is divided between the departments, the EO and the supporting services as specified in specific task descriptions.

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Art. 21. The relationship between ITM and the student is defined for individual training, flexible courses / training programmes and distance Master thesis coaching, in a study-, diploma- and supervision contract respectively.

Art. 22. The teaching assignment of a staff member is stipulated in its job description.

Art. 23. At least two thirds (2/3) of didactic lectures are taught by holders of a PhD degree.

2.2 The Academic Council and education

Art.24. The function and structure of the Academic Council (AC) and its committees are outlined in the regulations of the Council.

Art.25. The AC provides substantiated advice to the Director and the Management Committee about:

- the content and format of new courses, course components or short courses or major changes to the existing offer (e.g. terminating a short course, offering a course component as a short course);
- the annual management review and strategic planning of education;
- the education policy;
- the appointment of course directors;
- the principles governing the composition of examination boards;
- the composition of the PhD committee;
- the academic regulations.

Art.26. The Education committee of the AC formulates education policy advice for the AC.

Art.27. If necessary and institutionally (interdepartmentally) relevant, the Education Committee of the AC can directly advise the Management Committee on an ad-hoc basis on education management.

2.3 Student participation

Art.28. Twice a year a participation meeting is organised between ITM and the elected student representatives. The objective is to give students a say in the education policy and the annual action plans.

Art. 29. Invited to this consultation are: student representatives of the Master programmes and their specialisations, of the postgraduate programmes, the short courses, the PhD-programme and the student member of the General Council.

Art.30. The Director, the chair of the AC and its Education Committee, the General Manager, and the Heads of the Education and Research Office represent ITM in this meeting. The Director chairs the meeting.

2.4 The Academic Education Coordination / Education Office (EO)

Art.31. The EO assists the Director (and the Management Committee), and, under the Director's supervision, the AC and the scientific departments, through the departmental education units, in the following areas:

institutional education policy and quality assurance, annual strategic education planning at institutional level, curriculum design, education innovation, the application of education decrees, interdepartmental (operational) coordination (Desk for Education Support and Coordination), coordination of external quality assurance processes, institutional relations, alumni coordination, the scholarship programme, external education reporting and communication / promotion, coordination of education infrastructure (physical and IT) and the ombudsperson function for students.

2.5 Academic management of courses and short courses

[The Director and the course steering group](#)

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Art.32. The academic management of education is carried out in the three scientific departments.

Art.33. The Programme Director has the academic responsibility for a course. He / she is chosen from the members of the relevant senior academic staff and appointed for renewable terms of two years by the Management Committee on the advice of the AC. Academic responsibility relates to the definition of the learning outcomes, the organisation, the evaluation, the quality assurance and the deployment of the human, didactic and financial resources. The Programme Director can be assisted by co-Directors.

Art.34. The Programme Director is assisted by a course steering group consisting of the course component leaders and the relevant education coordinator (s). Other stakeholders such as other lecturers with an important teaching assignment, the members of the Education Office or departmental Education Coordinators can be invited on a permanent or ad hoc basis.

Art.35. A course steering group draws up program specific regulations.

The leader of a course component or short course

Art.36. A short course leader is a member of the senior academic staff (ZAP). Postdoctoral staff can also be course leader for course components.

Art.37. Every short course or course component has only one course leader who can be assisted by a deputy course leader.

Art.38. The course leader has the academic responsibility for a short course or a course component. He/she is responsible for the learning objectives, organisation, evaluation, quality assurance, and deployment of resources for the course component

Art.39. The master's Course Director is the course leader of the "master's thesis" as course component. Each master student is assigned a coach for the master's thesis. The coach is a member of the academic or expert cadre with at least a master-after-master's degree. A co-coach who meets the same criteria may be appointed.

The examination board of a study programme

Art.40. The composition and function of an examination board is laid down in the Examination Regulations.

The Academic Admission and Selection Committee

Art.41. A committee for academic admission and selection is set up for each course and short course.

Art.42. The committee formulates a substantiated advice regarding the admission and selection of candidates based on a procedure drawn up by it.

Art.43. The Programme Director or the course leader of a short course chairs the selection committee. The relevant Education Coordinator acts as secretary.

Art.44. The Selection Committee submits its advice to the Education Office for approval.

Departmental Education coordination

Art.45. The Departmental Education Coordination manages the education policy at departmental level and is responsible for evaluating, drafting and implementing the annual strategic education planning.

Art.46. The Departmental Education Coordinator is head of the departmental education unit.

Art.47. The Departmental Education Coordinator is an ex-officio member of the Education Committee of the AC.

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Art.48. The Departmental Education Coordinator is responsible for the organisation of the following specific processes: academic selection of candidate students, academic coordination of courses and short courses, management of education and coaching assignments, development of the relationship between research and education, education innovation including the development of new courses, quality assurance, updating education information, management of academic steering committees and coordination meetings of short courses, self-assessments and organisation of external peer review (e.g. external evaluators in thesis juries) and international cooperation in courses and short courses.

2.6 Administrative management of courses and short courses

The Departmental Education Secretariat

Art.49. The Departmental Education Secretariat is responsible for the administrative support of education information processes, the enrolment process, academic admission and selection, management of resources (the teaching assignment of lecturers, use of physical and electronic infrastructure, availability of didactic material, budget follow-up), course timetables, student evaluations and evaluation (examination) results, management of specific (extra-) curricular activities and coordination with support services.

The Student Support

Art.50. The Student Support is part of the Education Office and is responsible for assisting all students and trainees with administrative, legal and social matters.

Art.51. The core tasks of the Student Support include administrative support for travel and accommodation in the context of education activities at / of ITM and the appropriate administrative processes (visa, residence permit in Antwerp) for (prioritizing foreign) students, scholarship management (including drafting minutes of DGD scholarship selection meetings, signing of scholarship contracts, opening bank accounts), providing relevant administrative information (before and during registration as student at ITM), taking out insurance, issuing certificates for third parties, communicating safety guidelines, socio-cultural activities, managing student data and contracts (including study, scholarship and internship contracts) and providing information on social and medical services.

3. Internal quality assurance

3.1 Evaluation of programmes

Art.52. Every programme will be evaluated. These evaluations are the basis of the annual management review of the academic activities of the departments.

Art.53. The evaluation of a programme includes the relevance of learning outcomes or learning objectives, target group and course attractiveness, the relationship with research, the alignment of the curriculum, the results and impact (alumni), the practical organisation, the academic and administrative support, the feasibility^(B) and efficiency. Impact and feasibility can be periodically evaluated.

Art.54. When evaluating a course programme, the perspective of the students and the lecturer are considered in light of the annual action and policy plans of the concerned scientific department.

3.2 Evaluation of the courses

Art.55. The evaluation of courses concerns the teaching load, the application of the academic regulations, and the satisfaction of the students and the lecturers themselves.

Art.56. Students are asked to evaluate the course on content, didactics and coaching skills.

4. Final provisions

Art.57 Only the Dutch version has legal force in case of a dispute about any divergent interpretations of translated versions of these regulations.

Art.58. Changes to these regulations can only be made by the Director and the Management Committee, after advice from the AC.

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5. Approval

This version of the Education Regulations was approved on 9 January 2018 by the Management Committee of ITM after advice from the AC, and revised by the Education Office on 5 and 26 October 2023. This revision did not yield any substantive changes.

^[1] Summative: resulting in an evaluation mark; formative: supporting learning via structured feedback.

^[2] Trainee: someone who is enrolled in a formal training programme elsewhere.

^[3] I.e. in terms of “Student Investment Time”