

Education and Examination Regulations

ICTRecht Academy

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These regulations set the preconditions for participation in a training course at the ICTRecht Academy:

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1. Enrolling in courses

This section describes how to apply for a course at the ICTRecht Academy, which conditions apply for admission and in which cases exemption of parts is possible.

1.1 Enrolment

Registration for a training course is done via the registration form of the ICTRecht Academy. A registration is complete as soon as you have received an electronic confirmation from us.

Courses with limited seating operate under a "*first come, first served*" principle. If a cohort is full, you will be placed on a waiting list. As soon as a place becomes available, it will be offered in order of registration.

Some courses have substantive or formal admission requirements, such as a completed legal education (such as the LL.M title) or successful completion of specific preparatory courses or modules. These are reported in the brochure of the course. If it turns out that you do not meet these requirements, we may refuse your registration.

1.2 Exemptions

Exemption from an individual part of a course can be granted if you demonstrably have the required knowledge or skills that are covered in the relevant part. This is presumed if you:

- have followed the same training course at the ICTRecht Academy in the past two calendar years, or
- has acquired relevant knowledge through demonstrably equivalent training or certification within the past two calendar years.

You can request an exemption from the course coordinator after registration. He or she will assess the request and your evidence and send you an electronic confirmation of granting or rejection.

2. Follow the training

This section describes what is expected of a participant during the training. This concerns the working methods, the requirements for attendance and active participation, and the way in which practical components are organised.

2.1 Teaching methods within the course

ICTRecht Academy training courses consist of a combination of digital and physical working methods. Each teaching method has its own function in the learning process.

Teaching method	Nature	Role in the course
Book(s)	Physically or digitally provided study materials with explanations, in-depth information and reference information	Basis for theoretical deepening and preparation for e-learning and practical components
Webinar	Online basic and advanced material and introductions	Foundation of knowledge building
E-learning	Online learning material with questions, cases and short assignments	Active processing of the substance; counts towards active participation
Practical afternoon	Physical meeting with in-depth exercises and simulations	Applying knowledge and skills, aimed at active participation
Practical day	Extended variant of practical afternoon	Intensive application of knowledge and skills, aimed at active participation

The combination of teaching methods and their expected duration is described in the course brochure.

2.2 Participation in teaching methods

The courses offer practice-oriented and challenging training within specific learning objectives. The pace is high; Thorough preparation is therefore necessary for both participant and teacher to get the most out of the training.

Webinars and e-learning are not subject to physical attendance, but the material included in them is assumed to be familiar with the practical afternoons and days.

Attendance is mandatory for practical afternoons and days. If you are unable to attend, you must report this to the course coordinator as soon as possible.

Except in the case of force majeure, absence can lead to exclusion from further practice components or to the conclusion that the requirements of active participation have not been met.

2.3 Active participation

Our training courses have the criterion of active participation. This means that you:

- prepare yourself for practical afternoons and days through the assignments in the online learning environment;
- are present at practice afternoons or days;
- visibly contribute to group assignments, role plays, simulations or discussions;
- prepare and execute presentations or discussions.

To participate actively, the designated assignments must be assessed as sufficient. In addition, you must actually be active during the practical afternoons or days. The teachers observe and register this.

Teachers can call you to account for insufficient active participation. In case of repetition or in serious cases, you can be excluded from specific practice units. In programmes with active participation as the final objective, an unsatisfactory assessment may result in you not receiving the certificate.

2.4 Deployment of AI

During the course you may use AI systems as support, for example as a writing aid and language correction, as a brainstorming tool, for creating a design or structure for presentations or clarifying concepts.

It is not permitted to copy AI-generated text, reasoning or legal analyses and submit them as your own work. By this we mean any passage that an AI-system has formulated as an answer or explanation, including paragraphs, legal interpretations, argumentations or examples. The ban also includes linguistic editing or superficial modification of AI-output.

In the event of violation of the prohibition, the assignment in question will be marked as insufficient. Teachers can deviate from the ban for specific assignments, which will be notified in advance.

When the deployment of AI is an integral part of the learning goals of a course, the brochure will describe which AI usage is permitted and which requirements are applicable to the submitted work. In both cases, the participant must be transparent about the use of AI.

3. Learning outcomes

Each training course within the ICTRecht Academy works with predetermined learning outcomes. These are the concrete knowledge and skills goals that you must achieve in order to successfully complete the training.

3.1 Types of outcomes

The Academy employs three categories of learning outcome:

- **Theoretical terms (knowledge).** The participant is able to name and interpret the relevant concepts, legal foundations, frameworks and methods.
- **Application terms (analysis).** The participant can apply the material to cases, structure legal problems and build reasoning according to the applicable legal and methodological framework.
- **Practical terms (skills).** The participant can use skills such as analysing documents, presenting, performing risk or compliance assessments or participating in simulations and role plays.

3.2 Outcomes per course

The table below shows for each training what the participant must achieve in order to pass.

Training type	Exam	Active participation	Other components	Learning outcomes
CAILI	At least 20 of 30 points sufficient	Yes	Final presentation	Exam passed, active participation sufficient and presentation sufficient.
Other CCLTE-accredited courses	At least 40 of 60 points sufficient	Yes	None	Exam passed and active participation sufficient.
ASL courses	Not applicable	Yes	Portfolio	Portfolio results and active participation all sufficient. Criteria are as presented in the teaching materials.
DPO course	At least 40 out of 60 points sufficient	Yes	Assignments and final presentation	Exam passed, all assignments and final presentation all sufficient.
Other courses	At least 55% of the points obtained	No	Assignments	Passed = Final grade ≥ 5.5 . Final grade = 70% exam + 30% grade assignments.

- Worked example CAILI®:
A participant achieves 20 out of 30 points for the final test and a failing grade for the final presentation. The final mark of this participant then is $(20/30) \cdot 10 = 6,7$. The participant has failed, because the final target "passing grade presentation" has not been achieved. With a passing grade for the presentation, the participant would have passed.
- Worked example ASL Practitioner:
A participant hands in six portfolio products. Five are deemed sufficient, one is deemed insufficient. The participant has failed, as not all products were deemed sufficient. There is no mutual compensation possibility. After revising and resubmitting the portfolio product is deemed sufficient after all. The participant has now passed.
- Worked example 1 other courses
A participant gets an 8 as a mark for the exam and has completed 3 out of 5 assignments sufficiently. The final grade of the participant is then $(8 \cdot 0.7) + (3/5 \cdot 10 \cdot 0.3) = 5.6 + 1.8 = 7.4$. The participant has passed.
- Worked example 2 other courses
A participant gets a 5 as a grade from the exam and has completed 5 out of 5 assignments sufficiently. The final mark of the participant is then $(5 \cdot 0.7) + (5/5 \cdot 10 \cdot 0.3) = 3.5 + 3 = 6.5$. The participant has passed.

4. Taking exams

This section describes how exams are set up within the ICTRecht Academy, which aids are allowed, which rules of conduct apply during the exam and what the consequences are in the event of violation.

For courses without exams the teaching materials describe rules on handing in work and the assessment criteria for portfolio products. The rules on integrity in article 4.2 remain applicable to all individually evaluated portfolio products.

4.1 Structure of the exam

Exams take place digitally, via the learning environment of the Academy. Participants take the exam on their own equipment, within a pre-announced time slot, at their own pace, with the possibility of pausing and resuming in between. An exam can consist of multiple-choice questions, open-ended questions and, case questions.

The Academy makes a reasonable number of practice questions available. These are representative of the question types and difficulty of the actual exam.

4.2 Permitted aids

1. During the exam, certain aids are allowed and others are expressly prohibited. The rules may vary by program, especially in externally accredited programs.
2. All exams allow the use of all desired tools (including internet sources and search engines). However, it is not permitted to (1) consult with other participants or third parties, (2) copy someone else's answer in whole or in part and, in the case of CCLTE-accredited courses, (3) the use of AI systems.
3. If the Academy finds that this prohibition has been violated, the exam will be assessed with the lowest possible mark.

5. Assessment

This section describes the assessment process of the final test and any additional components. The assessment shall be carried out in accordance with objective and predetermined standards. The requirements for achieving the attainment targets are described in chapter 4.

5.1 Assessment method

Model answers and points are determined in advance for all exam questions. The assessment is made on the basis of these fixed standards, making the assessment objective and reproducible.

Multiple choice and other closed-ended questions are automatically graded whenever possible. Open questions, cases and oral components are assessed by a teacher or examiner involved in the training. For oral components, several assessors can be used when this is appropriate for the study programme.

Final grades are calculated by multiplying the percentage of correct answers by ten, rounded to one decimal place. *Worked example 1: 60 out of 70 points is $60/70 = 0.857 \times 10 = 8.6$. Worked example 2: 54.5 out of 100 points is $54.5/100 = 0.545 \times 10 = 5.5$.* For portfolio-oriented courses the assessment is done on the criteria set in the course materials. When a qualitative assessment is done (pass or fail) there is no numerical final grade. Assessments are done by at least two reviewers.

5.2 Reassessment and irregularities

If a participant in an exam with (among other things) open questions is five points short of a passing grade, the assessment is automatically submitted to the main lecturer of the programme. The latter will reassess relevant answers and may request additional clarification from the original reviewer.

If it turns out that an exam question may have been incorrectly drafted or leads to unexpectedly low scores, the question will be reassessed by the senior lecturer. This is in any case the case if more than two-thirds of the participants have answered the question incorrectly or have obtained less than half of the points.

A question can be deleted, modified by approving alternative answers, or revised in the awarding of points. The chosen solution is applied equally to all participants. For portfolio-oriented courses a portfolio product assessed as not passing is automatically presented to a second assessor, if the first assessment is not already being done by two assessors.

5.3 Right of access and resit

Participants who have obtained an unsatisfactory result are entitled to a resit. Multiple resits are possible with the permission of the programme coordinator and against payment of the examination fee.

Prior to the resit, you will be given access to your answers, their assessment and the corresponding model answer. You can also consult with a teacher. For portfolio-oriented courses the resit consists of supplementing or revising the portfolio products in question. The course materials will set conditions and deadlines.

6. Completion of the course

This section describes what happens after the assessment of all components has been determined: how the result is communicated, when a certificate is issued and what the options are in the event of an unsatisfactory result.

6.1 Determination and announcement of results

You will receive an official confirmation of your status passed or not and your final grade via the learning environment. Our aim is to do this within a week after the exam or portfolio assessment.

6.2 Certificate

You will receive a certificate when all learning outcomes have been achieved. The certificate shall state:

- the name of the programme,
- the name of the participant,
- the date of completion,
- when applicable, the number of course credits obtained,
- and any external accreditations (e.g. CCLTE),

In CCLTE-accredited degree programs, the certificate is issued by CCLTE. Other certificates are issued by the ICTRecht Academy.

6.3 Proof of Participation

If you do not meet all the attainment targets, but have followed a substantial part of the training, you can ask for proof of participation. This proof shall be provided electronically and shall state:

- the name of the programme,
- the name of the participant,
- a mention of the date(s) of practice.

6.4 Administrative completion

The Academy archives personal details of participants, the final grade, the assessment, access data and evidence of active participation. This data is stored for the duration of the course and two years thereafter. An electronic copy of the certificate or proof of participation is kept for five years. Data necessary for invoicing will be kept for as long as required by law.

In the case of CCLTE-accredited programmes, the above data is shared with the CCLTE when participants have achieved the learning goals, so that the CCLTE can issue the certificate.

7. Problems, complaints and disputes

This section describes what you can do if you are not satisfied with the teaching, assessment or procedure followed. We strive for a quick and practical solution.

7.1 Discretionary provision

In situations not provided for in these regulations or in which application leads to a disproportionate disadvantage of a participant, the programme director may deviate with reasons.

7.2 Internal complaints procedure

You can submit complaints about education or an exam in writing or electronically to the programme coordinator. The judge will respond substantively within seven working days and, if possible, offer a suitable solution.

If you are not satisfied with that, your complaint will be forwarded to the program director of the ICTRecht Academy. He or she will contact you personally as soon as possible to find a suitable solution.

7.3 Binding opinion

If the above does not lead to a solution to the satisfaction of the participant, the Academy is willing to have an independent third party give legally binding advice (art. 7:900 Dutch Civil Code) about the complaint. The Academy commits to follow the advice. The costs of the advice will be borne by the Academy, unless the independent third party determines that they should be borne by the participant in view of the nature of the complaint or the previously proposed handling.

7.4 Revision of these regulations

The Academy may periodically revise these regulations. For participants, the regulations that were in force six weeks before the first contact moment (practical day or opening of online learning environment) apply.