

# Online Doctoral Education (DE) Courses: Regulations and Guidelines

**This is an addendum to the ‘DE Requirements, Conditions, and Costs’ document on the [Doctoral Education](#) page.**

Doctoral Education (DE) courses will continue to be offered online in the new academic year (2020-2021). Make sure to have a look at the adjusted policy regarding your participation in online DE courses.

If you are a new doctoral candidate, you must finish the [online onboarding module](#) before starting other DE courses. Contact your Faculty Graduate School to enrol for the online onboarding module.

## **Regulations and guidelines regarding your Doctoral Education programme**

- You can obtain all your DE programme credits with online courses completely.
- You can follow both Graduate School courses and MOOCS.
- You are expected to use your camera at the start of the training modules and as requested by the trainer.
- You are expected to actively take part in the break-out room and individual assignments.
- You will receive a Certificate of attendance after full completion of the DE course. The trainer will inform the Graduate School office whether you completed the course with active participation.
- You need to have a solid internet connection (to be able to use your camera and microphone during the modules) to participate in interactive online DE courses.

## **Guidelines when following online DE courses**

- Make sure you are well on time for your online DE course and that you can use the applications/platforms selected for the courses.
- Raise a hand if you would like to say something, unless the trainer proposes a different way of working.
- Be well prepared: know what your individual learning goals are. This will help you to get most out of the courses you take.
- Let the trainer know if you are struggling with something during the course, you can always ask for a one-on-one conversation.
- Ask questions: you can use the chat function for this on most platforms.

## **Guidelines when taking a MOOC**

- Make sure the course you follow is of high quality.
- Be aware that the programme and learning objectives of the course should fit within the scope of your DE learning objectives.
- Consult your supervisor first before enrolling into an online course that you want to use as part of your DE programme.
- Contact your department to see whether they can pay for the costs if required (only relevant for online courses that are not organized by the GS).
- Contact your Faculty Graduate School in case of doubts about the amount of credits that can be obtained. You can usually find information on the workload of the course and translate that to GS credits: in general, 1 GS credit is 12 hours of work.
- You can take MOOCS with a max of 5 GS credits per course.
- Make sure you have a proof of completion of the course.