

# Guidelines on Course Programme Participatory Requirements

## Introduction

1. The present guideline document synthesises the participatory requirements as applicable for the Globethics course programme offer.
2. The provisions of this document aim at providing a coherent overview on the way Globethics treats questions related to the participatory requirements for its course programmes, translating general frameworks of entry and admissions regulations to the specific learning context of Globethics as academic course programme provider.
3. The provisions of this document complement the official course programme documentation, including the course programme handbooks and the Accreditation of Prior Learning (APL) policy document.

## Definitions

4. In the context of this document definitions and terms used refer to the Quality Assurance Glossary used by Globethics.

## Principles and Values

5. The course programme participatory requirements are established to reflect the following principles and values, also supported by the Globethics Code of Ethics:
6. Registration to course programmes are offered in consideration of the academic background of the participants, in particular the achievement of learning outcomes and qualifications, and in conformance with provision of the Accreditation of Prior Learning (APL), as applicable, and in reference to the APL Policy, which substantiates the expectation of a successful completion of the course programme.
7. Registration to course programmes are also offered in consideration of documented professional experience, particularly in vocational education and training (VET) areas close to the qualification profile of the course programmes offered and in conformance with the provisions regarding accredited prior experiential learning (APEL) as referred to in the APL Policy.
8. Given that Globethics course programmes are mainly offered as online programmes with English as language of instruction, participatory requirements include that participants are made aware of the language of course delivery and instruction; in addition course coordinator and course instructors check an adequate language proficiency during the introductory course period (first week). However, in the process of Globethics global outreach and presence in diverse regions of the world, course programmes may be delivered in languages other than English. Participatory requirements take account of these specific provisions as adequate (see para. 11 and 12).

9. Participation in course programmes delivered by Globethics is based on principles and values of inclusivity, respect for the integrity of the person, the dignity of all human beings, and the conformance with the provisions explicated in the Globethics Academic Freedom Statement.

### **English Language Participatory Requirements**

10. Course participants are expected to possess a minimum English language-proficiency at the level of B2 according to the Common European Framework of Reference for Languages (CEFR). Participants are made aware of the language of course delivery and instruction, and are furthermore responsible for an adequate self-assessment prior to the beginning of the course programme. Globethics does not offer any language courses.
11. Exceptions to this provisions will be made when Globethics course programmes are translated and offered in other languages than English by official partner institutions.

### **Additional Participatory Requirements**

12. As Globethics course programmes are mainly offered as online course programmes, participation in the course programme requires an adequate level of digital literacy and familiarity with online tools and software.
13. Globethics recognises that the conditions and means for access to online education are unevenly distributed at global level, and therefore, also in compliance with its own principles and values (see para. 9 on inclusivity), the institution foresees to assist participants who indicate special needs prior to the beginning of the given course programme through digital and e-learning training and tutorials as appropriate and to a reasonable extent. These provisions do not exempt participants from making autonomous efforts to improve their digital proficiency at the level necessary to successfully achieve the learning outcomes.

### **Programme Participatory Requirements Per Course Programme**

14. Globethics provides its course programmes within the framework of open, online continuing education programmes for professionals from diverse sectors. The registration is open to all, provided course participants indicate a relevant qualification level, habitually defined at the level of a Bachelor's degree or equivalent, unless specific APL regulations apply. Currently, Globethics offers only internal, unaccredited awards in form of learning-outcome based certificates of completion, as specified and made transparent in the Course Requirements. The highest educational award is requested during the registration process, and a verification takes place in cases of serious doubt of credibility in the information provided.
15. Globethics aims at the certification of its individual course programmes in view of the opportunity to provide ECTS credits within the European Credit and Transfer System, and will, once the certification process will be finalised, expand the formal admissions process to include a systematic verification of course participant's qualification awards.

16. Globethics has defined specific participatory requirements in the course programme descriptions of the Ethics in Higher Education qualifications pathway, and provides the necessary information in its official course programme documentation, particularly in the Course Participants/Instructors and Staff Handbooks.

## **Discretion to Refuse Participation**

In its absolute discretion, Globethics may decide to refuse prospective participants the registration and participation, where it deems that one or several of the following reasons are given:

17. The applying participant may prejudice the reputation, good governance and management of Globethics;
18. The applying participant is not willing to abide by the Code of Ethics and the values comprised therein;
19. The applying participant would be unable to meet the requirements necessary for a successful achievement of the expected learning outcomes, including but not limited to the inability to fulfil requirements and activities directly related to the learning progress;
20. The applying participant has previously engaged in academic dishonesty and has therefore been excluded from another higher education institution.
21. The applying participant would be prevented to participate in the course programme by reason of a court order.

## **Alternative Entry Pathways**

22. Globethics is interested in contributing to the democratisation of higher education and to facilitate access to its course programmes in recognition of other qualification paths than those attested by an Accreditation of Certificated Prior Learning (ACPL) process, particularly in those cases, where prospective participants can demonstrate professional experience and qualification similar to those regulated by vocational education and training (VET) frameworks.

## **Course Duration**

23. Globethics will offer its course programme according to the course information offered on its online platform, including the course duration, and shared with participants at the moment of registration. The institution may decide, at the discretion of the academic dean, to offer participants the opportunity to complete a course programme in less than the full-time duration. This provision is particularly valid for Globethics' online course programmes and parts thereof, where students mainly learn at their own pace.

10 February 2020