

## MOOCs: Apply for approval as an external course

Sometimes you take a course just for fun, or because you want to improve a specific skill. But you may have found a MOOC you like and that you want to add to your study programme. For some of the MOOCs it is possible to receive ECTs and add them to your study program. This document explains the steps needed to include a MOOC as an external course in your study programme.

MOOCs eligible for ECTs are:

- offered by a university (so courses from Microsoft, IBM, Logyca, and other non-university edX members cannot be used to apply for ECTs.);
- NOT a language course;
- of sufficient academic level. This is determined by a WUR staff member, so the topic of your course has to be related to the WUR domain;
- the course cannot be archived (in archived courses, you cannot earn a verified certificate which is needed in case you want to apply for ECTs approval).

Please keep in mind that you always have to write a reflection report ([see criteria](#)) in addition to passing the MOOC with a Verified Certificate.

Wageningen University takes part in the edX Remote Access Program, allowing students to join a MOOC and earn a Verified Certificate for free. Please check the [WUR website](#) for participating institutions and more information.

## Steps to apply for approval as an external course

External courses require approval from your study advisor and from the Examining Board.

1. **Student discusses with his study advisor** to include the desired online course in their personal study programme as an external course.
  - **The study adviser checks [the list](#)** to see if the desired MOOC was done by another WUR student for ECTs.
  - **The study adviser emails [wageningen.x@wur.nl](mailto:wageningen.x@wur.nl)** about the intention to award ECTs to a particular MOOC as an external course (please include the name and url of the MOOC)
2. **Student applies for approval from the Examining Board** to include the desired online course as an external course using the 'External Courses' tab in SPA.

3. **The Examining Board normally responds within 6 weeks with a decision** and further instructions.(The official procedure is explained [online](#) too.).
4. The student communicates the decision of the Examining Board to the study advisor who in turn informs team Open @ Online (wagenignen.x@wur.nl ).
5. **The staff of the Open & Online team will update [the list](#)** with all courses
6. If the external course is approved, the **student adds the course (with the X-code) to the Free Choice part of their study programme** in SPA.
7. If the student wants to know if his programme will be approved before the MOOC is completed the study advisor **preliminary approves** the study programme and sends it to the Examining Board.
8. **The student follows and completes the MOOC with a passing grade.** Upon successful completion the student receives a Verified Certificate from edX in the student dashboard.
9. **The student writes a reflection report** ([see criteria](#)) and sends it together with the Verified Certificate to the study advisor.
- 10.If the study advisor approves the reflection report he sends the Verified Certificate to [wageningen.x@wur.nl](mailto:wageningen.x@wur.nl) with the student in the CC and includes the course code of the external course in the email.
- 11.**The staff of the Open & Online team will validate the Certificate** and inform the student, study advisor and the Student Service Centre (SSC) of the result within 2 working days.
- 12.**Student attaches the Verified Certificate and [the reflection report](#) to their study programme in SPA** and sends it for approval to the Examining Board.
- 13.SSC will register a passing mark.