

MOOCs: Apply for approval as a Capita Selecta (max 6 ECTS)

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 a Capita Selecta 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 Capita Selecta

1. **Student consult their study adviser** on the possibility to include a Capita Selecta course in their personal bachelor or master programme. Student and study advisor discuss questions like:
 - Does the MOOC fit in your programme? What does it add?
 - Can the MOOC be part of the programme without going over the 6 ECTS maximum for Capita Selecta courses?
 - Which chair group should the student contact for the next step?
2. **Student contacts a WUR lecturer** at a chair group who can assess the academic level of the online course and determine the study load and asks if the lecturer can supervise the MOOC as a Capita Selecta. The student includes in his request:
 - The name and the URL to the course description on edx.org of the MOOC.

- The name of the study programme he is currently enrolled in. It is important to know if it is a bachelor or a master programme.
- The name of the study advisor
- The request is sent via email with the study advisor in the CC

3. The lecturer who receives a request will check:

- If another chair already awarded credit for this particular online course, by checking [this list](#). If it's on the list the same amount of credits can be awarded by using the capita Selecta course code from the own Chair Group (procedure continues at point 4)

If the MOOC is not on the list, the lecturer determines:

- Whether the level of the course is sufficient, based on the course description. If needed, the lecturer can enrol (without a coupon code) himself in the course to take a closer look.
- The study load, (use the information on the edX website of the course under 'length' and 'effort') and calculate the corresponding number of ECTs (max 6 ECTs).

4. If the level is sufficient **the lecturer will send the Capita Selecta course code** to the student and wageningen.x@wur.nl, which is managed by the Open & Online team. The number of ECTs is represented in the course code. If the level is insufficient the lecturer informs the student and the Open & Online team as well.
5. **The staff of the Open & Online Team will update [the list](#)** with all courses.
6. **Student includes the Capita Selecta course code** in the Free Choice part of their study programme in SPA (Study Programme Approval).
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 about what he/she learned ([see criteria](#))
10. **The student sends the Verified Certificate to wageningen.x@wur.nl** for validation. Include the name of the teacher and the course code of the Capita Selecta.
11. **The staff of the Open & Online team will validate the Certificate** and inform the student and the lecturer of the result within 2 working days.

12. **The student sends the reflection report and verified certificate to the lecturer** that issued the Capita Selecta course code.
13. **The lecturer will register a pass**
14. **The student attaches the Verified Certificate and the reflection report to their study programme in SPA** and send it for approval to the Examining Board.