

Telelectures: roles of responsible lecturer, counterpart lecturer and student.

Telelectures facilitate students to participate in a specialization course of another institute (referred to as the *remote* institute) than their own (referred to as the *local* institute) without traveling to the remote institute. This document describes the roles and responsibilities of three involved parties: the responsible lecturer (this is the lecturer responsible for teaching the course at the remote institute), the counterpart lecturer (this is a member of the teaching staff at the local institute responsible for local organisational issues), and the student.

Responsible lecturer:

1. Keeps counterpart lecturers informed about the proceedings of the course;
2. Acts for all participating students as contact person (possibly with the help of teaching assistants) for all matters regarding the contents of the course;
3. Takes care of timely delivery of written tests and examinations (in the form of a pdf) to the counterpart lecturers;
4. Informs the counterpart lecturer about marks of students for examinations (the counterpart lecturer takes care of local registration). TU Delft registers marks rounded to the nearest half integer¹, whereas TU Eindhoven and U Twente register marks rounded to the nearest whole integer. It has been agreed that a responsible lecturer at TU Delft takes care of rounding the mark to the nearest whole integer for students from TU Eindhoven and U Twente.

Counterpart lecturer:

5. Is in contact with the responsible teacher of the telelecture;
6. Is present at the (beginning of the) first telelecture. (If possible, the counterpart lecturer visits the telelectures at a regular basis to observe if there are problems with the course, and to discuss organizational issues with students);
7. Needs not be an expert regarding the contents of the course; questions pertaining to the contents of the course are dealt with by the responsible teacher;
8. Acts as the local contact person for administrative and organizational issues (e.g., checks whether the local online course description includes a link to the online course description at the remote institute);
9. Acts as the local responsible lecturer at written examinations.
10. Scans the student solutions to tests and examinations and forwards them by e-mail to the responsible lecturer for correction; the original copies of student solutions should be kept and stored at the local institute according to local regulations.
11. Receives from the responsible lecturer the marks for the course and takes care of registration according to local regulations.

Student:

12. Registers for the course through the digital learning environment of the remote institute in order to have access to the course material; a side registration is required;
13. Should register for written tests and examinations at the local institute according to local regulations.

¹ 5.5 is considered a fail mark at TU Delft, and 6.0 is considered a pass mark.