

Oktober 2015

Policy for non-digital submissions

All exam papers and projects are to be submitted digitally using the IT University learning platform learnIT.

Exceptions to this rule are described below.

Type of exception	How to submit	Who is responsible
Physical object mandatory for the examination	<p>Must be displayed somewhere where both teacher/supervisor and external examiner can access it.</p> <p>The display must take place at the same time for all objects (so that all students have the same time to prepare their object)</p> <p><i>OR</i></p> <p>Documentation for the physical object is submitted as part of the digital submission. (Film, technical specifications, pictures etc.)</p>	<p>Description of demands for display must be described in the course description (teacher/supervisors)/project description (student).</p> <p>The teacher/supervisor must report to Student Affairs and Programmes, if a mandatory physical object has not been submitted.</p>
Graphical objects OR large bundles of data mandatory for the examination	<p>LearnIT accepts up to 5 GB per submission. Preferably everything is uploaded in LearnIT.</p> <p>If impossible, physical submission of DVD (etc.) to SAP no later than the set deadline.</p>	<p>Description of demands for object must be described in the course description (teacher/supervisors)/project description (student).</p>

X exams	Depend on what has to be submitted. In case of an old version pen-and-paper exam, carbon copy paper is used. Physical submission to invigilator at the exam	The student must submit all material that the student wants assessed.
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All types of files can be uploaded and accessed through learnIT, but the recipient needs to have the correct software to be able to open them.