

# Online Professional Development Workshops Terms & Conditions

Global Terms & Conditions for requested professional development related to online professional development workshops

## Online Delivery

Online delivery provides educators with the opportunity to network and share experiences with educators from around the world. It is a cost-effective professional development opportunity that is accessible anywhere without incurring travel and other costs.

All of our online workshops teach the same concepts as those presented in the equivalent face-to-face workshops and count equally toward authorization or evaluation.

## Registration Deadline

Online workshops are delivered during 12 pre-scheduled monthly sessions throughout the year, [Workshop Schedule](#). The registration deadline is 3 weeks before the start of the session. Specific closing dates for each session are listed on the website, under the relevant session.

After the official closing deadline, please contact IB Answers to request late registration. Late registration requests will only be considered within 5 days from closing deadline and are not guaranteed acceptance. The decision as to whether a late registration request is accepted will be taken by the Online PD team on a case by case basis. This depends on the number of existing registrations and facilitator availability. (Late registrations are subject to a surcharge of USD 70.)

## Workshop schedules

Participants will engage in asynchronous, facilitated instruction over a four-week time period and require a minimum 16 hours participation (4 hours per week). Guidance on how to engage and time spent to complete various learning activities will be provided to participants by the online workshop's facilitator.

The format of the workshop is as follows:

- Participants will be expected to dedicate a minimum of four hours per module to complete the workshop requirements and earn a certificate.
- Participants will need to be actively engaged in the workshop at regular intervals throughout each module (as a minimum participating at the beginning, middle and end of each module) to meet the completion requirements.
- Workshops are not self-paced, and will follow the general format of:
  - o WEEK 1: Module1
  - o WEEK 2: Module2
  - o WEEK 3: Module3
  - o WEEK 4: Module 4 and Conclusion

### **Participant Requirements for Category 1, 2, 3, workshops**

Review the requirements below to better understand your role and expectations as an online learner. Workshops will be conducted in the language specified. Participants' command of the teaching language must be such as to allow for full and unaided participation.

These steps should be taken prior to and during your workshop to ensure your successful completion as well as an enjoyable online learning experience.

Earning a certificate for an online workshop depends on meeting the following completion requirements.

Please note, there are different completion requirements for Category 1, 2 and 3 workshops compared to Introductory workshops. Ensure you understand the completion requirements that are relevant for your workshop.

#### **Requirements before your workshop:**

- Log in as soon as possible after receiving your login details, which will be sent via email from [onlinepd@ibo.org](mailto:onlinepd@ibo.org). If your login details do not work, please check our FAQ page to resolve this issue before the workshop starts.
- Be sure you have carefully read the online workshop description and that you are enrolled in the correct workshop and the appropriate category for your level of experience.
  - o If you feel that you are not enrolled in the correct category, you should consult with your school's IB coordinator as soon as possible.
  - o If your workshop facilitator feels that you are not enrolled in the correct category, the IB online professional development team reserves the right to place you in a category more suited to your experience. The facilitator will communicate this to you.

- Explore the Online Learner’s Toolkit which is the first thing you will see when you log in. Follow the instructions to update your profile and upload a profile picture.
- Plan for **at least** four hours per week for your active online participation and learning.

### Completion requirements during the workshop:

#### Attendance:

- Begin the activities in your workshop **within three days** of the starting date and introduce yourself to your facilitator and fellow participants.
- Spend at least four hours per week completing your workshop learning engagements and activities.
- Log in regularly during your workshop. You are required to access your workshop at the beginning, middle, and end of each week/module and participate in a timely manner.
- Communicate directly with your workshop facilitator in the event that unexpected circumstances prevent you from participating for more than three consecutive days, or if you are experiencing a situation that is impacting your ability to successfully complete the workshop.

#### Collaboration and involvement:

- Complete all required activities and/or learning engagements in your workshop
- Be collaborative and pro-active as a learner by:
  - responding to feedback and questions from your facilitator and fellow participants
  - providing constructive peer-to-peer feedback in the spirit of sharing knowledge and experience
  - posting a **minimum** of two messages for each activity/learning engagement (forum, wiki, glossaries, etc.); these contributions should relate to each activity and add value to the collective discussion on a specific topic.
  - using appropriate language and being polite
- If you are collaborating with peers from your own school, maintain an individual presence by posting as an individual and not as a group.

#### Academic honesty:

- Acknowledge resources (text, images, audio, video) and ideas of colleagues, other persons and sources, even if you have paraphrased or summarized.
- For more information and guidelines, you may refer to IB publications on academic honesty within the 'support areas' section of the Programme Resource Centre (PRC).

## Certification

Please see above completion criteria. A certificate may not be awarded if the requirements are not fulfilled. If you are unsure at any time whether you are meeting the requirements, please contact your workshop facilitator.

What to expect after your workshop:

- You will receive an email inviting you to complete the end-of-workshop evaluation survey.
- Your workshop facilitator will inform you of your eligibility for a certificate of completion. If you have been awarded a certificate, instructions for downloading your certificate will be emailed to you within three weeks of the end of the workshop.

(Copies of completion certificates will be sent to the schools of candidates who successfully complete the workshop if the workshop was funded by the school. The school must be included in the cc email address during registration in order to receive a link to the copy of the certificate.)

## General IB Event Policies

### Cancellation Policy

Any cancellation occurring 22 days or more prior to the first day of the IB event will incur a credit note for the full amount of the registration fee. Cancellations made 21 days or less prior to the first day of an IB event will incur a penalty of 100% of the registration fee.

In the unlikely event that IB must cancel an IB event, the total amount of the registration fee will be refunded, or a credit note provided for the full amount of the registration fee.

The IB reserves the right to cancel a workshop due to low enrollment or unforeseen circumstances. We will make every effort to give participants as much advance notice as possible of any change to their enrollment. In the unlikely event that the IB must cancel a workshop, we will refund any paid registration fees to your school account, which can be used toward other IB invoices or workshops. Credit card payments will be refunded to the card used at time of registration.

If you cancel your registration after the 22-day deadline but wish to request a refund, you can email [support@ibo.org](mailto:support@ibo.org). We may process your refund if you are unable to attend due unforeseen reasons such as the death of a close relative, or serious illness.

### Audiovisual Recording Policy

The audio and/or video taping of IB events is strictly prohibited. Anyone in breach of this policy may be asked to leave without refund of participation fees.

The International Baccalaureate sometimes requests a photographic, digital, video, or film record of its conferences, workshops and other events. Whenever it chooses to make such records it will only ever make use of them for its own legitimate business purposes.

By registering for and attending an IB event, participants are deemed to accept that they may be included in such a recording.

In the event that the participant becomes aware of his/her image being used in a way with which he/she is uncomfortable, he/she should make representations to the event organizers who will be able to contact the relevant IB department.

### Safety Policy

Neither the IBO nor its directors, officers nor agents are responsible or liable for the safety and property of participants or their companions during the IB events or any excursions related thereto.

### Privacy Supplement

The IB is committed to protecting the privacy of your personal data and personally identifiable information ("Personal Data") when you register for an IB event in line with the IB Privacy Policy. This

Statement further explains how your Personal Data is collected, used, transferred and disclosed when you register for an IB event.

Registration for an IB event is done through the event management software service available through our website or through the direct links sent to you as part of a face-mail message from the IB.

Thus, we collect Personal Data from you when you voluntarily provide such information to the Registration Service. By using the Registration Service, you agree to provide complete and accurate Personal Data to the IB.

The Personal Data we collect and process depends on the type of IB event for which you register, but may include, without limitation, your name, address, email address, phone numbers, passport information, medical or other information regarding disabilities or other conditions requiring accommodations to access the IB event, information about your use of the Registration Services and communications from Registration Service. In some cases, the IB may collect financial information, such as bank details and credit card information, as well as travel information (including contact information for next of kin).

Your Personal Data is collected and processed for the following purposes:

- to register you for the particular IB event(s) you have chosen and process any required payments,
- to provide you with information relating to the particular IB event(s) for which you have registered,
- to conduct surveys about the particular event for which you have registered or the Registration Services;
- for promotional and marketing purposes in order to communicate with you about other IB events or topics that the IB believes would be of interest to you, and
- for other business-related functions and purposes compatible with registering for an IB event.

The Registration Service is provided by a third-party and it is integrated with other business-related services provided to the IB by other companies (such as client relationship management services, travel booking services and payment processing services). Accordingly, your Personal Data may be transferred to, and further processed by, these third-party service providers in connection with their performance of such functions.

By registering for an online workshop, you agree:

1. To the [IB Websites Terms & Conditions](#)
2. To the [IB Privacy Policy](#)
3. That you are above the age of legal majority in your country of residence;
4. That you understand and consent to the IB's processing, use, transfer and disclosure of your Personal Data, including without limitation any sensitive Personal Data (as maybe

defined under the laws of your country of residence) as described in the IB Privacy Policy and Event Participation Privacy Supplement, including the transfer of your Personal Data to third parties and/or other countries.