

# NGS Academy online course policy

The NGS Academy is a training programme for the Africa Center for Disease Control Pathogen Genomics Initiative. The Academy aims to provide training to facilitate the implementation of NGS for pathogen surveillance and epidemiology. The courses and workshops may be held face to face or online, and will vary in content and length. Each will be targeted to a specific audience and may have prerequisites for attendance. By utilizing the NGS academy services or registering for an online course, you agree to be bound by these terms. If you do not agree to these terms, then you may be denied registration for a course.

## A. Welcome to NGS Academy

This policy sets out the terms and conditions that govern your use of any and all the NGS Academy products and services (including website services and course content), as well as your application/registration for any online courses. Each Course is delivered in collaboration with at least one education partner ("Education Partner"), and some wording and phrases used in specific Course delivery may differ depending on each Education Partner's rules and standards.

## B. Accessing an Online course

A workshop/course call for applications will be placed on the NGS Academy website.

Application and registration for online courses are done through online forms which need to collect some personal data, such as names, in order to manage applications and course participant communications.

1. **Accurate information:** All information (including personal information) provided to us on registration, or while accessing services and courses, must be true, accurate and complete. You are also responsible for updating us in the event of a change to your information. All personal information will be stored securely and not shared with any third parties except as required for the organization and running of the training.
2. **Selection:** where places for a course are limited we may need to undertake a selection process. This will be done in a fair and transparent manner and the decision of the selection team must be respected.

3. Acceptance: By clicking on the "I Accept the Terms and Conditions" button when signing up for an online course, you agree to be bound by these "Terms", which include the Policies in this document.

## C. Online course requirements

1. Basic requirements: In order to complete an online course, you will need a current valid email account and access to a computer and the internet. You may need to be able to read documents in Adobe PDF Reader, view Microsoft PowerPoint presentations, and read and create documents in Microsoft Word.
2. Browser requirements: We recommend that you use Google Chrome as your internet browser when accessing an online course details.
3. Additional requirements: certain courses may require additional software and resources. These additional software and resource requirements will be communicated to attendees upon registration or at the beginning of the modules. Please note that Google, Vimeo and Youtube may be used in our course delivery, and if these services are not available to you, you may have difficulty in accessing course content. We recommend that you check before registering for a course if you have any concerns.

## D. Online course delivery

1. Relationship with Education Partner: All online courses are designed and developed in collaboration with the relevant Education Partner.
2. Language: English is the language of instruction and administration for all online courses. All coursework that is required for assessment purposes must be written in English. This includes posts made on the online discussion forums.
3. Online Campus: Your online campus can be assessed using the website link provided to you. All course related documentation is provided in electronic format and can be accessed through the online campus.
4. Communications: You agree and consent to receipt of any communications from us.
5. Platform capability: Online campuses may not be fully compatible with all mobile devices, including smartphones and tablets. In order to access and participate effectively in your online campus, you may require access to a desktop computer or a laptop computer. You will be responsible for the internet access and of any upgrades required to your computer or mobile devices.

6. External websites: Certain online course modules may require you to use external websites. You are responsible for technical support for any external websites. NGS academy will not be liable for any claims or damages that you may suffer as a result of your use/misuse of, or failure to access, any external website.
7. Videos: Some videos are provided in the majority of online course modules. These videos act as tutorials and lectures for the topics covered in the specific modules and are compulsory unless otherwise stipulated. If you are using a slower internet connection, attempts to view these videos may be difficult.

## E. Online course assessment

1. General: All course modules are based on continuous assessment and there may be some tests, unless stipulated otherwise for a specific online course.
2. Modules: Each course consists of modules that are delivered over a specified period of time through the applicable online campus. Some modules may include assignments that count towards the final course result.
3. Assignment submission: Assignments are due on the date and time as indicated in the course calendar.
4. Each course may have a minimum assessment mark in order to pass and gain a certificate for the course.

## F. Participant conduct

1. You agree that you will not:
  - a. Use the website in any unlawful or inappropriate manner, or in any other manner that could damage, disable, overburden, or impair the website.
  - b. Use automated scripts to collect information from or otherwise interact with the website or monitor data or traffic on any network or system.
  - c. Impersonate any person or entity, or falsely state or otherwise misrepresent yourself, your age, your qualifications, and/or your affiliation with any person or entity.
  - d. Publish, upload, display, or transmit or otherwise make publicly available on the website any private information of any third party. Disseminate or deploy any malicious code.

2. Offensive and prohibited content and communications: All communications on our forums or through our websites, including any content published by you, must remain appropriate at all times. NGS academy retains the right to monitor and investigate any communication which is alleged to be offensive or specifically prohibited. NGS academy retains the right to take any action that we deem appropriate to ensure that each online campus environment remains constructive.
3. Plagiarism: Plagiarism can be defined as the intentional or unintentional use of another's work without providing reasonable and appropriate credit to the author or source of the work. Consequences of plagiarism is a serious offence. If you are found guilty of plagiarism on your assignments, you may receive zero for the relevant submission, and may result in the immediate termination of your participation in the online course.

## G. Workshop Evaluation Surveys

After each course or workshop, a link to an online evaluation questionnaire will be sent to workshop participants to complete. Workshop attendees will have a period of 1 week to fill in the online survey. We strongly encourage participants to complete the evaluations to provide feedback on the course and enable us to improve future courses. All survey responses are treated as confidential and respondents may choose to remain anonymous.