

## INTER-AMERICAN TRAINING PROGRAM

### OPERATING REGULATIONS

#### Article 1. Definition and Objective

The Inter-American Training Program (PIC, by its acronym in Spanish) is a human resources training initiative of the Inter-American Children's Institute (IIN-OAS). It includes all training activities/actions promoted by the IIN-OAS whose ultimate purpose is capacity building.

It aims to strengthen the technical capacities of the OAS Member States for the promotion, guarantee, protection and restitution of the exercise of the rights of children and adolescents, through the specialized training of human resources within the National Systems for the Promotion and Comprehensive Protection of Rights.

The PIC is regulated by the provision established in this instrument, whose compliance is obligatory.

#### Article 2. Target Audience

The PIC is aimed at individuals who are part of the National Systems for the Promotion and Comprehensive Protection of Rights of Children and Adolescents of the OAS Member States, including representatives of public entities, civil society organizations, the private sector, and academia.

#### Article 3. Portfolio

The PIC is composed by a **regular offer**, integrated by courses with common features, which are offered simultaneously to all the States of the Inter-American System, and a **special offer**, integrated by courses of singular features and/or developed in partnership with or for or a particular State or institution.

#### Article 4. Courses modalities

Courses are delivered in virtual format (through the IIN-OAS Moodle Platform, or another Platform opportunely agreed) or in a blended format (with both virtual and in-person components).

Occasionally, there may be training activities conducted exclusively in persons.



## Article 5. Outreach and call for applications

### a) Regular offer

The IIN-OAS is responsible for the outreach and call for applications for to the courses of the regular offer, through its Directing Council, the OAS National Offices, the networks of technical liaisons in different subject areas, the organizations with which it has specific training agreements, and its institutional website and social media.

For these purposes, it will publish the planned schedule and the Technical Sheet of the courses offered, including the following information: responsible, modality, duration, quotas, participants profile, objectives, contents, required time commitment, and evaluation criteria.

### b) Special offer

Outreach and the call for applications for the courses of the special offer are carried out in a specific manner and/or in accordance with what has been agreed with the counterpart.

## Article 6. Applications

### a) Regular offer

Applications to **virtual courses** of the regular offer can be conducted through three ways:

- through the States. The IIN-OAS communicates the opening of the applications period to the institutions that are members of its Directing Council and/or to the OAS National Offices, as appropriate; these conduct a national-level call and submit to the IIN-OAS a list of applicants.
- through the open call. Any interested individual may apply personally through the Form available for this purpose on the IIN-OAS Website.
- Through organizations with training agreements. The IIN-OAS communicates the opening of the applications period to the organizations with which it has training agreements; these conduct an internal call and submit to the IIN-OAS a list of applicants.

Applications to **blended courses** of the regular offer are carried out through the counterpart States. The IIN-OAS invites States to participate as co-responsible partner in the training initiative. States that decide to participate, conduct a national-level call and submit to the IIN-Oas the list of applicants. These courses do not have an open call nor quotas for organizations with training agreements.



Applicants are allowed to apply to more than one course. However, participation is limited to one course per period. If a person is selected for more than one course in the same period, she/he must choose which course to attend.

#### **b) Special offer**

Applications to the courses of the special offer are carried out in a specific manner and/or in accordance with what has been agreed with the counterpart.

### **Article 7. Selection of participants**

#### **a) Regular offer**

**Virtual courses** of the regular offer have 25 places for applicants nominated by the States and 10 places for applicants from the open call. Additionally, 1 place is guaranteed for each organization with which the IIN-OAS has training agreements.

The final selection of participants is the responsibility of the IIN-OAS, which will consider the following variables: number of States which have submitted applicants (the 25 slots available through this channel will be divided equally among all States that submit applicants), equity and representativeness in the nationality of the participants, alignment with the defined participant profile and course objectives, institutional affiliation, the possibility of applying the acquired knowledge in their professional practice, amongst others.

**Blended courses** of the regular offer have 25 places for each participating State. The State is responsible for the selection of participants and must assess and ensure alignment with the defined participant profile and course objectives, as well as the possibility of applying the knowledge in professional practice.

There are exclusion criteria for participation; see Articles 8 and 10.

To confirm enrolment, selected candidates should complete a Participant Information Form and a Commitment Declaration. If a selected person decides not to participate or does not meet these requirements within the established deadline, another person with a similar profile will be selected to fill the quota.

#### **b) Special offer**

The selection of participants for the courses of the special offer is carried out in a specific manner and/or according to what has been agreed with the counterpart. In all cases, the selection must ensure alignment with the defined participant profile and course objectives, as well as the possibility of applying the knowledge in professional practice.



Depending on what has been agreed, the requirements for confirming enrolment may or may not be applied.

The final list of participants of each course will be kept on file by the General Manager, the teacher/tutor and the PIC coordination.

## **Article 8. Rights and Obligation of students**

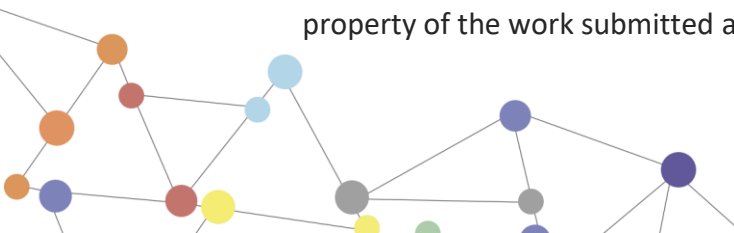
Students have the following rights and obligations:

### Rights:

- To receive, before the start of the course, all relevant instructions for its development.
- To access all course activities and materials.
- To submit to the teacher/tutor any inquiries or requests deemed appropriate and to receive responses within 48 hours (excluding weekends). This does not apply to self-managed courses.
- To be informed of the grade obtained in each evaluation activity and, if deemed necessary, to request a more detailed justification, which does not imply modification of the grade.
- To request an exceptional extension of the deadline for completing evaluation activities, providing justification (see Article 10). This does not apply to self-managed courses.
- To receive the certificate of approval of the course, upon meeting the established requirements.

### Obligations

- To remain informed about the course.
- In virtual courses or during the virtual phase of blended courses, to access the Educational Platform at least twice a week. This does not apply to self-managed courses.
- To complete the activities within the established timeframes and formats. **Failure to complete evaluation activities for two consecutive modules without notifying the teacher/tutor of the reasons will result in the expulsion from the course and the participant will be disqualified from participating in any PIC course for a period of two years.**
- To comply with the provisions of Article 10 regarding originality and intellectual property of the work submitted as assignments or contributions during the course.



- In case of inability to continue with the course, to notify and indicate the reasons to the teacher/tutor, the course coordinator, or the PIC coordination, via email. **Participants who abandon the course without such notification will be disqualified from participating in any PIC course for a period of two years.**
- To have the technology and other resources required to follow the course. The IIN-OAS does not provide these resources.
- To make an appropriate use of the Platform, information, resources, and materials provided, in accordance with Article 15.

Any exception or modification to the provisions of this article for courses of the special offer will be duly communicated.

### **Article 9. General coordination of the course and Teaching/Tutoring**

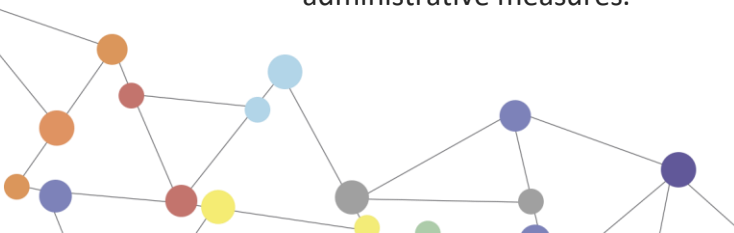
All courses are carried out under the general coordination of at least one IIN-OAS technician (General Manager) and include one or more individuals who perform teaching/tutoring functions.

This includes, among other things:

- Methodological design/update of the course: content, materials, activities, assessment tools.
- Selection of participants.
- Guidance and support for students, and assessment of their learning process.
- Overall monitoring and evaluation of the course, to introduce adjustments that allow for its optimization.
- Preparation of the Final Report.

During the development of the courses, the specific obligations of the teacher/tutor are:

- To send participants the instructions corresponding to each Module at its start (contents, activities, deadlines).
- To respond to participants' messages within 48 hours (excluding weekends).
- One week after the Educational Platform has been enabled, to contact participants who have not logged in, to know the reasons and offer the necessary support.
- To review participants' completion status of activities every two modules, to encourage participation, prevent dropout, and/or apply the corresponding administrative measures.



- Where applicable, to review and provide feedback on the proposed evaluation activities, preferably within the week following the submission date.
- To formally close the training process, send each participant an email with details of their grades and final status. This applies to participants with Approved, Not Approved and Abandoned status due to non-compliance with 80% of activities (see Article 10).

All communications will be carried out by email or through the Moodle Platform messaging system.

Any exception or modification to the provisions of this article for courses of the regular offer will be duly communicated.

## Article 10. Evaluation system and approval criteria

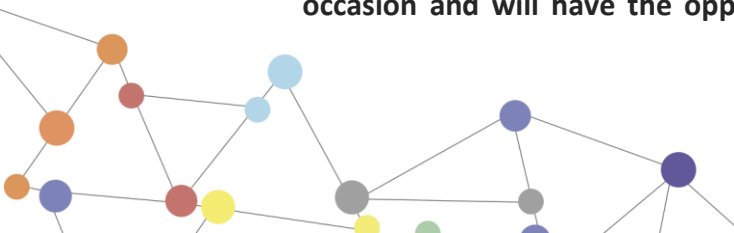
### a) Regular offer

In the **virtual courses** of the regular offer, **each Module will include a mandatory thematic content** (in the form of Reading Material, video, synchronous classes) **and a mandatory evaluation activity** (in the form of Assignment, Forum, Quiz). Additionally, supplementary bibliography and other non-mandatory activities will be included.

The teacher/tutor will grade each assessment activity based on a scale from 0 to 10, considering both formal aspects and elements that reflect the learning process.

#### Formal Aspects

- Compliance with the task instructions. Failure to comply with the required content will result in a grade of 0.
- Compliance with the established deadlines and format. **The deadline for completing each Modules assessment activity will be one week** (the week that the Module lasts). Participants may request an exceptional extension of the deadline, in writing and justifying the reasons. In such cases, an additional week will be granted from the original deadline, with a reduction in the grade. Once these deadlines have passed, no further exceptions will be allowed. This does not apply to self-managed courses.
- Originality and intellectual property of the work. Submission must be authored by the student (or students, in the case of group assignments) and must include a correct use of citations and bibliographic references. **Institutional documents or materials may not be submitted as an activity to be evaluated. Any participant who does so and/or commits plagiarism (that is, presenting full texts or excerpts created by another person, either verbatim or as paraphrasing) will be notified on the first occasion and will have the opportunity to resubmit the assignment. Should the**



**offence be repeated, the participant will be expelled from the course and will be disqualified from participating in any PIC course for a period of two years. The same procedure and sanction will apply to those who present copied work among themselves.**

#### Aspects of the learning process

- Analytical capacity from a rights-based perspective.
- Assimilation of content.
- Knowledge and critical analysis of updated information.
- Ability to reflect on their own practice and/or real-life situations based on the course content.

**The final course grade will be equivalent to the simple average of the grades obtained in all the assessment activities applied** (the non-compliance of an assessment activity is equivalent to a grade of 0).

The final status of the participants in the virtual courses will be defined according to the following criteria:

Approved: completes the course process\*, fulfills at least 80% of the required evaluation activities, and obtains a final grade equal to or greater than 7/10.

Not approved: completes the course process\*, fulfills at least 80% of the required evaluation activities, and obtains a final grade lower than 7/10.

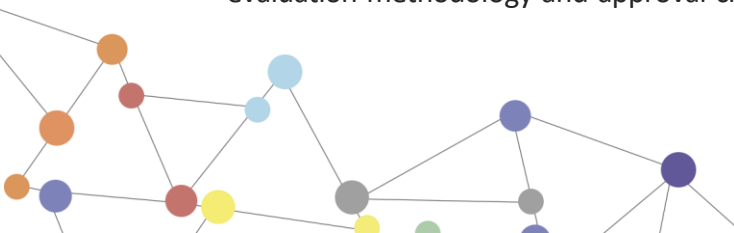
Desertion with notice: notifies and justifies her/his desertion from the course.

Desertion: never logs into the Educational Platform, fails to complete two consecutive evaluation activities, or does not submit at least 80% of the required evaluation activities, and does not notify and justify their situation.

\*"Completes the course process" means that the participant has completed the penultimate or last evaluation activity requested.

After the course has ended, an exceptional opportunity to submit a missing or complementary assignment will be given to participants who do not reach the minimum passing grade but have: completed the course process, fulfilled at least 80% of the required assessment activities, and obtained satisfactory grades in more than half of the submitted assessment activities. The participant will have one week to submit this, starting from notification by the teacher/tutor.

In **blended courses**, the same evaluation and approval criteria apply for the virtual phase. The evaluation methodology and approval criteria of the in-person phase will be proposed by the



counterpart State and endorsed by the IIN-OAS. **To approve the blended course, participants must pass both phases.**

The final status of participants in blended courses will be defined according to the following criteria:

Approved: passes both stages.

Not approved: does not pass one or both stages.

Desertion with notice: notifies and justifies withdrawal from the course at any stages.

Desertion: leaves the course, at any stage, without notifying or justifying the reasons.

#### **b) Special offer**

The evaluation methodology, grading criteria, and approval criteria for the courses of the special offer are defined specifically and/or jointly with the counterpart. Participants will be duly informed.

#### **Article 10 a). Use of Artificial Intelligence (AI) Tools in evaluation activities**

Participants may use artificial intelligence (AI) tools, including generative tools, only under the terms established in this article, **ensuring the authenticity of their learning and respect for the confidentiality of institutional information.**

For the purposes of these Regulations, AI tools shall be understood as computer applications capable of generating, transforming, or analysing content (text, images, audio, code, or others) based on instructions provided by users.

The use of AI tools is permitted for:

- a) Organizing ideas, developing preliminary outlines, and work guides.
- b) Obtaining linguistic support: style revision, grammar correction, improvement of writing, or translation of texts produced by the participant.
- c) Obtaining preliminary summaries or general explanations of concepts, regulatory frameworks, or public documents, provided that the information is subsequently verified, complemented, and critically analysed by the participant, in accordance with the course content.

In all cases, the work submitted in response to assessment activities **must reflect the participant's own analysis, judgment, and writing**, in accordance with the provisions of Article 10 regarding originality and intellectual property.



When using AI tools in the preparation of assessment activities, participants must include, at the end of their work, a brief statement of use indicating at least:

- a) The tool used;
- b) The type of support received (for example: “idea organization,” “style revision,” “translation,” “preliminary summary of a public document”).

**Failure to include this statement, when significant AI involvement in the submitted work is identified, may be considered a breach of academic integrity for the purposes of applying Article 10.**

The following are prohibited:

- a) Submitting as one’s own work, activities, or contributions that have been substantially produced by AI tools, limited to copying and pasting generated content.
- b) Using AI tools to automatically complete assessment activities (assignments, forums, quizzes, final projects) without critical reworking or personal contribution.
- c) Entering non-public or confidential information into AI tools belonging to State institutions or organizations where participants work, including sensitive or identifiable data about children, adolescents, their families, or other subjects of intervention, as well as internal or restricted documents.

**Improper use of AI tools will be treated as a specific form of non-compliance with the provisions set forth in Article 10 and will be subject to the same procedures and sanctions established therein**, including, in case of repeated violations, expulsion from the course and disqualification from participating in any PIC course for a period of two years.

#### **Article 11. Final Report**

##### **a) Regular offer**

In **virtual courses**, the teacher/tutor will prepare a Final Report, including the final grade and status of the participants.

In **blended courses**, once both phases have been completed, the teacher/tutor will prepare a Final Report, including the final grade and status of the participants in each phase, as well as their final course status.

The Final Report will be achieved by the General Manager, the teacher/tutor and the PIC coordination.

##### **b) Special offer**



In the courses of the special offer, the teacher/tutor will prepare a Final Report in accordance with what is specifically defined and/or agreed upon with the counterpart.

The Final Report will be achieved by the General Manager, the teacher/tutor and the PIC coordination.

## Article 12. Certification

### a) Regular offer

The IIN-OAS will issue an approval certificate to those students who have passed the courses of the regular offer, according to the requirements established in Article 10.

The certificate will indicate the number of hours corresponding to the course and will include a QR code for validation.

Certificates of virtual courses are signed by the General Directorate of the IIN-OAS.

Certificates of blended courses are signed by the General Directorate of the IIN-OAS and by the corresponding authority of the counterpart State.

Certificates will be sent to participants or local coordinators -depending on the course modality—in digital format, to the email account used during the course.

### b) Special offer

The content of certificates of the special offer courses will be defined specifically and/or jointly with the counterpart, following the criteria established for certificates of the regular offer courses.

## Article 13. Reports to Member States

The IIN-OAS General Directorate will inform Member States about the applicants who have been selected to participate in the **virtual courses of the regular offer**. Likewise, once the courses have concluded, it will report on their performance.

In **blended courses of the regular offer**, the same communications will be made to the Local Coordinator designated by the State.

Communications in **special-offer courses** will be carried out in accordance with what is specifically defined and/or agreed upon with the counterpart.



#### Article 14. Course evaluation by participants

In the **courses of the regular offer**, participants will be asked to evaluate the course (or the virtual phase in blended courses) by completing an opinion survey relating to:

- general development of the course;
- clarity and relevance of the content;
- professional and institutional usefulness;
- support provided by the teacher/tutor (if applicable).

A similar procedure must be followed in **special-offer courses**, in accordance with what is specifically defined and/or agreed upon with the counterpart, following the criteria established for the evaluation of regular-offering courses.

#### Article 15. Prohibitions

The following is prohibited for all individuals involved in the PIC, regardless of their role:

- Use the informatics tools of the course for activities unrelated to it.
- Share individual login credentials for the Educational Platform with others.
- Disseminate and/or use other participants personal information (names, surnames, city, email) available on the Educational Platform for purposes unrelated to the course.
- Disseminate or reproduce, in whole or in part, course content of any kind (documents, photographs, audio or video files), unless such content is freely available for use or express authorization has been granted by the author or the holder of the intellectual property rights. **Contents specifically elaborated for the courses (Reading Material) are the intellectual property of the IIN-OAS (and of counterpart institutions, if applicable) and any use unrelated to the course requires specific authorization, being the exclusive decision of the Institution(s) grant it or not.**

**In case of non-compliance, the individual will be barred from participating in any PIC activity or role for a period of two years, without prejudice to any additional sanctions that may apply based on the specific conduct.**

