

# PROGRAMME AND EXAMINATION REGULATIONS

European Studies

The Hague University of Applied Sciences  
2017-2018

Concept: laid down by the Executive Board on 15 February 2017 and adopted by the General Council.

*Programme and Examination Regulations  
European Studies*

*The Hague University of Applied Sciences  
2017-2018*

*Laid down by the Faculty Director of the Faculty of Management and Organisation on 15<sup>th</sup> of May 2017 and adopted by the Faculty Council on 12<sup>th</sup> of June 2017.*

# CONTENTS

<b>Preamble</b> .....	<b>4</b>
<b>Definitions</b> .....	<b>5</b>
<b>Programme and Examination Regulations</b> .....	<b>9</b>
Chapter 1.    General provisions .....	9
Article 1.1    Scope .....	9
Article 1.2    Information provision .....	9
Article 1.3    Exam Board .....	9
Article 1.4    Legal protection .....	9
Chapter 2.    Programme .....	11
Article 2.1    Aim of programme .....	11
Article 2.2    Programme profile .....	11
Article 2.3    Study programme structure .....	12
Article 2.4    Language of instruction .....	12
Article 2.5    Admission to the programme .....	12
Article 2.6    Study load .....	12
Article 2.7    Specialisations .....	12
Article 2.8    Accelerated and shortened tracks .....	12
Article 2.9    Additional costs .....	12
Chapter 3.    Education programme .....	13
Article 3.1    Structure of the education programme .....	13
Article 3.2    Work placements, activities and professional practice .....	13
Article 3.3    Minors and electives .....	13
Article 3.4    Honours programmes .....	14
Article 3.5    Associate degree programmes .....	14
Article 3.6    Transitional measures .....	14
Chapter 4.    Tests .....	15
Article 4.1    Tests and partial tests .....	15
Article 4.2    Testing method and time at which tests are held .....	15
Article 4.2a    General provisions for test registration .....	15
Article 4.3    Conditions for participating in tests .....	15
Article 4.4    Public nature of oral tests and examinations .....	16
Article 4.5    Assessment .....	16
Article 4.6    Provisions applicable to partial tests .....	16
Article 4.7    Award of credits .....	16
Article 4.8    Announcement of results .....	16
Article 4.9    Review .....	17
Article 4.10    Force majeure .....	17
Article 4.11    Resits .....	17
Article 4.12    Exemption .....	17
Article 4.13    Validity period of test results .....	18
Article 4.14    Declaring tests or partial tests invalid .....	18
Chapter 5.    Examinations and diplomas .....	19
Article 5.1    Examinations .....	19
Article 5.2    Graduation .....	19
Article 5.3    Award of degrees .....	19
Article 5.4    Diploma .....	19
Article 5.5    Distinctions .....	20
Article 5.6    Certificates in recognition of special contributions .....	20
Chapter 6.    Student career advice/Academic student counselling .....	21
Article 6.1    Intake .....	21
Article 6.2    Student career advice/academic student counselling .....	21
Chapter 7.    Study advice .....	22
Article 7.1    Study advice in the propaedeutic phase .....	22
Article 7.2    Study progress standards .....	22
Article 7.3    Positive study advice .....	22
Article 7.4    Binding negative study advice .....	22
Article 7.5    Personal circumstances and deferral of study advice .....	23
Article 7.6    Re-enrolment following binding negative study advice .....	23

Article 7.7	Planning and deadlines .....	24
Article 7.11	Appeal provisions.....	24
Chapter 8.	Irregularities .....	25
Article 8.1	Scope .....	25
Article 8.2	Procedure concerning the discovery of irregularities.....	25
Article 8.3	Sanctions .....	25
Chapter 9.	Special facilities .....	27
Article 9.1	Facilities for students with a disability.....	27
Article 9.2	Facilities for elite performance students .....	27
Article 9.3	Facilities for students who previously studied abroad .....	27
Article 9.4	Facilities applicable to other situations .....	27
Chapter 10.	Final provision.....	28
Article 10.	Departure from the Programme and Examination Regulations.....	28
<b>Appendix 1</b>	<b>Annual academic calendar 2017-2018 .....</b>	<b>29</b>
<b>Appendix 2</b>	<b>Education programme.....</b>	<b>29</b>

## PREAMBLE

Every programme is required by law to draw up Programme and Examination Regulations [*Onderwijs- en Examenregeling*, OER], hereinafter also referred to as 'the Regulations'. The Regulations provide information about the programme, the applicable procedures and the rights and obligations attached to the programme and examinations. The Regulations form an integral part of Part 2 of the Students' Charter.

The Regulations are laid down by the department manager of the faculty responsible for the programme and are valid for the duration of one academic year. The Regulations applicable to any previous academic years are therefore no longer valid in a new academic year. If changes are made to the Regulations, sufficient transitional measures will be taken for current students. The transitional measures are described separately in this document.

These Regulations focus on the position of the student, however they also apply to external students, with the exception of the provisions covering academic career advice and study counselling. This means that the term 'student' may also refer to an 'external student'. For ease of readability, a student is referred to as 'he' in this document. The use of 'he' is also taken to mean 'she'.

Where in the PER the term 'in writing' is used, this can also be read as 'by email'. Thus 'in writing' can also be understood as 'by email'. This does not alter the fact that the phrase 'in writing or by email' still may occur.

These Regulations are available in digital format on the Student Portal. A hard copy can be viewed at the European Studies reception desk (Oval 4.31.1).

## DEFINITIONS

The terms used in these Regulations have the following definitions:

Academic year	The period commencing on 1 September and ending on 31 August of the following year.
Accelerated programme	A programme in which the regular number of credits are offered and assessed in a shorter time frame, for instance, 240 study credits in three years.
Associate degree programme (AD programme)	A study programme within a programme with a study load of at least 120 credits leading to the award of an Associate degree as referred to in article 7.19a of the Higher Education and Research Act [ <i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i> , hereinafter referred to as WHW]
Competency	An integrated set of skills, knowledge, understanding and attitudes required to create professional products in a professional context that meet the prevailing quality standards.
Credit	The unit used to express study load. In accordance with the European Credit Transfer System (ECTS), one credit is equivalent to 28 hours of study (WHW, article 7.4(1)).
Department manager	The officer in charge of a faculty.
Diploma	The documentary evidence issued when an examination candidate has successfully completed either the propaedeutic examination or the final examination of the programme or the AD programme, as referred to in WHW, article 7.11(1).
Disability	A visible or invisible functional disability as a result of a handicap or chronic illness. This may concern various physical disabilities, chronic illnesses, psychological illnesses or dyslexia.
Dual programme	A programme in which one or more periods of study (the study component) are alternated with programme-related professional practice (the practical component) (WHW, article 7.7(2)). Professional practice takes place on the basis of an agreement concluded by the programme, the student and the employer (WHW, article 7.7(5)).
Education programme	The whole of the units of study (including work placements and units of study to be chosen by the student in the minor segment) and the corresponding tests forming part of the propaedeutic year and the post first-year programme, or of the Associate degree programme.
Elective	A unit of study that can be used in the minor segment. This might be an optional module, membership of a programme committee, or major programme courses offered by another programme at the University or externally.
Elite athlete	A student who participates in national and international competitions at the highest level and has been granted this status by The Netherlands Olympic Committee* <i>Netherlands Sports Confederations (NOC*NSF)</i> , or a student practising his sport at the highest national level. The student must spend a weekly average of at least 15 hours on the sports activity.
Elite performance	High-level performance, which places the student among the top performers on national or international level in his discipline, at the Executive Board's discretion.
Exam Board	The body responsible for objectively and expertly establishing whether a student meets the conditions set out in the Programme and Examination Regulations concerning the knowledge, understanding and skills required for the award of a degree (WHW, article 7.12(2)). This body is also responsible for securing the quality of the organization and procedures regarding exams and examinations.
Examination	An examination has been taken if the tests for all units of study forming part of a programme or the propaedeutic phase of a programme have been successfully completed, to the extent the

	Exam Board has not determined that its own assessment of the examinee's knowledge, understanding and skills also forms part of the examination (WHW, article 7.10(2)). A distinction is made between the propaedeutic examination, which concludes the propaedeutic phase, and the final examination, which concludes the programme.
Examination Appeals Board	The Examination Appeals Board of The Hague University of Applied Sciences, as referred to in WHW, article 7.60 (see also the Examination Appeals Board Regulations in Part 1 of the Students' Charter).
Examiner	A person appointed by the Exam Board with responsibility for conducting tests and establishing the results thereof (WHW, article 7.12c(1)).
Honours programme	A programme within a programme, additional to the study load of the regular Bachelor's programme, subject to predefined selection criteria.
Executive Board	The governing body of The Hague University of Applied Sciences as referred to in WHW, articles 10.2 and 1.1(j).
External student	A person enrolled as an external student at The Hague University of Applied Sciences and under WHW, article 7.36, only has the right to sit the tests for the units of study corresponding to the programme as well as the examinations corresponding to the programme and, in principle, has the right to access the University's facilities and collections (such as the library).
Faculty	A programme or group of programmes under the leadership of a department manager.
Faculty Council	A sub-council [ <i>deelraad</i> ] as referred to in article 10.25 of the WHW, that forms the representative advisory body at academy level.
Force majeure	Force majeure applies in the event it is impossible to perform an obligation for causes not attributable to the defaulting person concerned.
Fraud	A student's acts or omissions that make it wholly or partially impossible to assess that student's knowledge, understanding and skills properly.
Full-time programme	A programme of which practical training (such as work placements) forms an integral part.
Irregularity	An act or omission committed by a student in contravention of the test rules, or in contravention of the fraud regulations as stipulated in the Programme and Exam Regulations as stated in chapter 8 of the PER.
Major	The component of the programme which also enables a student to acquire the required competencies as set out in the relevant profile.
Minor	A related unit of study worth 15 credits to be used in the minor segment.
Minor segment	Part of the programme the student is free to fill in for the purpose of broadening his general knowledge or to enable him to deepen his substantive knowledge of the major programme competencies. The minor segment is worth 30 to 45 credits for full-time programmes and 15 to 30 credits for part-time, dual- and three-year-programmes.
Module description	A description of the contents of the unit of study, which, where applicable, incorporates information about aspects such as the language of instruction, tests and compulsory participation in practical exercises. The module descriptions are provided in Part 2 of the Students' Charter.
Part-time programme	A programme, the structure of which takes account of the possibility that the student will also be involved in activities other than programme-related activities. These activities may be designated as units of study (WHW, article 7.27).
Plagiarism	A form of fraud where the work of others or one's own earlier published work is used by a student in his own work without correctly stating the source.

Post first-year programme	The part of a programme that follows the propaedeutic phase.
Practical component	The component of a dual programme involving professional practice as part of the programme.
Profiling Fund	Name of the fund established by the institution to facilitate the financial support of a student enrolled at the institution who has fallen behind or is expected to fall behind in his studies as a result of a special circumstance.
Programme	A programme constitutes a coherent whole of units of study, the aim of which is to acquire competencies or achieve goals relating to knowledge, understanding, attitudes and skills, which the person should possess upon completion of the programme (WHW, article 7.3(2)). Programmes may be offered as full-time, part-time or dual programmes. Where reference is made in these Regulations to a programme, this is taken to mean a Bachelor's programme, including the AD programme, if a programme is offered in this variant.
Programme and Examination Regulations	The Regulations [ <i>Onderwijs- en Examenregeling, OER</i> ] containing clear and accurate information about the programme, the applicable procedures and rights and obligations with respect to the programme and the examinations (WHW, article 7.13(1) and (2)).
Programme Committee	An advisory committee established for each programme or group of programmes with responsibility for providing advice on promoting and safeguarding the quality of the programme (WHW, article 10.3c new and WHW, article 10.17, sections 3-8). The Programme Committee is a participation body.
Propaedeutic phase	The first period of the programme, prior to the post first-year programme, in which students gain an understanding of the content of the programme and the future profession. Selection and referral are possible at the end of this phase (WHW, article 7.8(5)).
Shortened programme	A Bachelor's programme, the structure of which has been adapted to a shorter duration due to individual exemptions based on the student's prior education.
Student	A person who is enrolled at The Hague University of Applied Sciences in a programme, and whose rights include, among others, the right to pursue education at the University.
Student counsellor	The independent officer who advises students and provides support if they have personal problems of a tangible or intangible nature, and provides mediation, where necessary.
Students' Charter	The Students' Charter consists of two parts: the institution-specific section (Part 1) and the (partially) programme-specific section (Part 2). Part 1 sets out the rights and obligations of students and those of the University, and contains an overview of the regulations that protect students' rights. Part 2 contains the Programme and Examination Regulations, a general description of the programme structure and student facilities, including academic student counselling (WHW, article 7.59).
Study advice	Advice provided to a student on the continuation of studies within or outside the programme, which is issued at the end of the first year of enrolment for the propaedeutic phase or until the student has passed the propaedeutic examination (WHW, article 7.8(b)). Positive, preliminary or binding negative study advice may be given.
Study career adviser	The study career adviser supports the process in which the student controls the content of his education programme by carrying out activities aimed at enabling him to gain an understanding of what motivates him, his talents and outlook. The study career adviser is sometimes referred to as a coach.
Study component	The component of the dual programme that involves pursuing the studies provided by the programme.
Test	A test is an examination of the knowledge, understanding and skills of the student as well as the assessment of the results of this examination. A test may consist of several partial tests. The term

Test rules	'test' has the same meaning as the term <i>tentamen</i> as used in WHW, article 7.10. Further provisions concerning tests and partial tests, relating among other things to registration, attendance, submission method and submission period of assignments, conduct, permissible aids and prohibited acts.
Three-year HBO-track	A track within a bachelor's programme with a study load of 180 credits, and a nominal duration of three years, accessible only to those who hold a vwo diploma or a diploma deemed equivalent by the University (WHW, article 7.9a).
Unit of study	A comprehensive component of the programme that is concluded with a test (WHW, article 7.3(2)). A unit of study may also be referred to as 'course', 'subject', or 'module'.
University	The Hague University of Applied Sciences.
WHW	The abbreviation for the Dutch Higher Education and Research Act ( <i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i> ). Visit: <a href="http://www.wetten.nl">www.wetten.nl</a> (in Dutch).
Working day	All days of the year with the exception of Saturdays, Sundays, public holidays and leave days that have been officially designated as such for the staff of The Hague University of Applied Sciences.

# PROGRAMME AND EXAMINATION REGULATIONS

## Chapter 1. GENERAL PROVISIONS

### Article 1.1 Scope

1. These Regulations apply to the full-time formats of the programme in European Studies for the 2017-2018 academic year.
2. The student cannot derive any rights from the Programme and Examination Regulations that were valid in previous academic years, unless stated expressly that they form part of a transitional arrangement as referred to in Article 3.6.

### Article 1.2 Information provision

1. The programme will provide students with information about the education programme in good time via the Student Portal or Blackboard.
2. The programme will make the lesson and test timetable for the entire study period available to students at least ten working days prior to commencement of the study period.
3. The programme will not subsequently change the timetables made available to students unless unforeseen circumstances arise. In the event of unforeseeable events, the programme will announce timetable changes as soon as possible.
4. The student is responsible for regularly consulting his University email address, the Student Portal and Blackboard.
5. Unless stated otherwise, any communication with the Exam Board will be in writing. Written communication is also taken to mean email communication.

### Article 1.3 Exam Board

1. Every faculty at the University has one or more Exam Boards. The Exam Board of European Studies and Communication Management is the Exam Board for the programme in European Studies. The Exam Board can be contacted via F.A.O. Ms E.B. van Walstijn, P.O. Box 13336, 2501 EH The Hague. E-mail: [MO-examencommissie@hhs.nl](mailto:MO-examencommissie@hhs.nl). Pigeon hole number 2 at ESCM reception, Oval 4.31.1.
2. The Exam Board is the body that objectively and expertly decides whether a student meets the conditions stipulated in the Regulations in respect of the knowledge, understanding and skills required to obtain a degree.
3. The Exam Board's duties and powers are set out in the Regulations of the Exam Board. The rules governing these duties and powers are set out in the Bylaws of the Exam Board.
4. A student may contact the Exam Board on matters such as:
  - a. a request for exemption from one or more tests;
  - b. a request for exemption from compulsory participation in practical exercises with a view to being permitted to take the relevant test, whether or not being subjected to alternative requirements;
  - c. a request for exemption from the entry requirement for taking a test;
  - d. a request concerning admission to a shortened or accelerated track;
  - e. a request concerning admission to an honours programme;
  - f. a request concerning admission to a minor or other way of filling in the minor segment;
  - g. a request concerning extension of the validity period of a test or partial test the student has passed;
  - h. a request concerning the delayed award of a diploma;
  - i. a request concerning adapted and other facilities for students with a disability or those suffering from a chronic illness;
  - j. a request concerning study facilities for students who perform elite sports, or perform at elite level in a cultural or other field;
  - k. a request concerning a departure from the Regulations if the application thereof would result in paramount unfairness;
  - l. an objection against an examiner's assessment.

### Article 1.4 Legal protection

1. A student may lodge an objection with the Exam Board against the following:
  - a. late announcement of the results of a test or partial test;

- b. an examiner's assessment;
  - c. the manner in which an obvious error as referred to in paragraph 6 is rectified.
2. A student must submit an objection within 20 working days after the result has been officially published in OSIRIS, or within 20 working days of the date on which the result should have been published in OSIRIS if he objects to late announcement of the result.
  3. If deemed necessary by the Exam Board, it will hold a hearing at which both the student and the examiner will be heard.
  4. If the examiner against whom an objection has been lodged is a member of the Exam Board, the examiner will not be involved in handling the objection.
  5. The Exam Board will inform the student of its decision in writing, no later than 15 working days after the date on which it has received the student's objection.
  6. The Exam Board may rectify an obvious error in OSIRIS until two months after publication of the result in OSIRIS at the latest. The Exam Board will inform the student that the error has been rectified in writing.
  7. A student may lodge an appeal against an examiner's or Exam Board decision with the Legal Protection Desk ([loketrechtsbescherming@hhs.nl](mailto:loketrechtsbescherming@hhs.nl)) within six weeks, which period takes effect the day after the decision has been communicated to the student in writing. The procedure and requirements applicable to a notice of appeal are set out in Part 1 of the Students' Charter.
  8. Refusal to take a decision within the period laid down pursuant to the law or to the Regulations, or if no such period has been stipulated, within six working weeks, is deemed equivalent to a decision.

## Chapter 2. PROGRAMME

### Article 2.1 Aim of programme

European Studies is a broad, multi-disciplinary programme that provides its students with a general, international and multi-faceted outlook to the world.

It turns students into professionals by providing them with the knowledge, skills, attitude and understanding they need in order to be able to operate successfully in the global community dealing with the emerging issues of the 21st century world.

European Studies aims to help its students develop their knowledge of Europe from both a public and private perspective and apply this in an interdisciplinary programme that develops research and critical thinking skills, professional communication skills, foreign languages and intercultural awareness in an international context.

Graduates are competent professionals who are qualified to start careers in a wide range of jobs that have international and intercultural aspects and that relate to the public and private sectors.

### Article 2.2 Programme profile

This programme is based on the national programme profile described on <http://www.vereniginghogescholen.nl/opleidingsprofielen>. Additionally, the European Union Tuning profile has been taken as a guiding light for the general competences of the programme. This document establishes the following seven competences as key for all European Studies programmes:

1. Knowledge of ideas/concepts of Europe
2. Knowledge of (the history of) European integration
3. Knowledge of European institutions and decision making processes
4. Knowledge of European Union policies
5. Knowledge of Europe's changing role in the world
6. Ability to work in an interdisciplinary area
7. Ability to communicate in one's own and foreign languages using the appropriate terminology

The remaining 13 competences (excluding the 7 core competences) for the European Studies degree of The Hague University are as follows:

Generic Competences of Special Relevance:

1. Ability to identify and utilise appropriately sources of information in all relevant areas
2. Ability to work in multicultural teams
3. Ability to reflect on one's own values and to question concepts ideas and theories
4. Awareness of and ability to use different disciplinary methodologies in an integrated way

Specific Competences on General European Issues:

5. Ability to comment on or annotate documents appropriately in relation to critical issues in European Studies
6. Ability to interpret European events, developments and policies in national, regional and local frameworks
7. Awareness of the complexity of the process of wider European Co-operation
8. Awareness of and respect for points of view deriving from different European national and cultural backgrounds
9. Awareness of and respect for points of view deriving from different non-European national and cultural backgrounds
10. Awareness of the relevance of European Studies in the contemporary development of Europe
11. Knowledge of modern European history in a comparative perspective

Specific Competences on General European Union issues:

12. Awareness of the complexity of the EU enlargement and integration processes
13. Knowledge of integration theories

**Article 2.3 Study programme structure**

The programme in European Studies is offered as a full-time programme.

**Article 2.4 Language of instruction**

1. The language of instruction of the programme is English, on account of the international nature of the programme.
2. If a unit of study is offered in another language, this will be clearly stated in the module description of the relevant unit of study, in accordance with the Foreign Languages Code of Conduct contained in Part 1 of the Students' Charter.

**Article 2.5 Admission to the programme**

Programme admission is governed by the University's Enrolment and Disenrolment Regulations on Bachelor's Degree Programmes. Information on admission requirements and conditions can be found on <https://www.thehagueuniversity.com/>.

**Article 2.6 Study load**

The programme study load is 240 credits, of which 60 credits are awarded for the propaedeutic phase and 180 for the post first-year programme. This notwithstanding, the study load of the three-year HBO-track (ES3) as referred to in article 2.8 is 180 credits, of which 60 credits are awarded for the propaedeutic phase and 120 for the post first-year programme.

**Article 2.7 Specialisations**

This programme does not feature any specialisations.

**Article 2.8 Accelerated and shortened tracks**

1. This programme features a three-year HBO-track. This is a compact, in-depth track with a study load of 180 credits, only accessible to those who hold a vwo diploma or a diploma deemed equivalent by the Admission Committee. This track has a nominal duration of three years. Provisional measures for those students who have enrolled in an accelerated track with a study load of 240 credits before the academic year 2015-2016 are described in article 3.5.
2. The programme does not feature a shortened track.
3. Any student wishing to be admitted to a three-year HBO-track must indicate this when applying in Studielink. The Admission Committee decides on the student's eligibility for this track pursuant to the stipulations in article 7.9a of the WHW.

**Article 2.9 Additional costs**

1. Student enrolment is not conditional upon any financial contribution other than the payment of tuition fees.
2. The purchase of certain educational materials or tools is deemed necessary for the programme. The costs are estimated to be € 1,000.00 per academic year

## Chapter 3. EDUCATION PROGRAMME

### Article 3.1 Structure of the education programme

1. An academic year consists of four periods of 10 weeks each.
2. The academic calendar in Appendix 1 shows the academic year divided into periods, including the periods in which tests are held,
3. The units of study that make up the programme are described in Appendix 2, which at least includes the following for each unit of study:
  - a. the name of the unit of study;
  - b. whether the unit of study forms part of the qualitative criterion applicable to study advice;
  - c. the period(s) in which the unit of study is offered;
  - d. the competencies corresponding to the unit of study;
  - e. the teaching method(s) used, and compulsory attendance of tutorials and practical training, where applicable;
  - f. the number of contact hours and hours of independent learning;
  - g. the number of credits;
  - h. the test format, including the weighting factors for partial tests, where applicable;
  - i. the week in which the test will be held.

### Article 3.2 Work placements, activities and professional practice

The full-time programme involves a work placement representing 30 credits. Further provisions, information and conditions are described in the work placement handbook, which can be found on Blackboard (ES Work Placement 2017-18).

### Article 3.3 Minors and electives

1. The minor segment is worth 45 credits for the four-year Bachelor's programme and 30 credits for the three-year Bachelor's programme. The purpose of the minor segment is to broaden and deepen the professional competencies applicable to the major programme.
2. The periods reserved for the minor segment are stated in Appendix 2. The minors and electives organised by the programme in European Studies are listed in Appendix 2.
3. The minor segment may be filled in within or outside of the programme as follows:
  - a. minors, i.e.
    - 1° minors not subject to entry requirements, although not exclusively;
    - 2° minors subject to entry requirements, among others due to their in-depth nature;
    - 3° minors at another higher education institution;
  - b. electives, i.e.
    - 1° electives held at the University;
    - 2° electives at another higher education institution;
    - 3° major courses given by another programme, whether or not at the University;
    - 4° special tasks, such as a role as a tutor or mentor, or a task on the Faculty PR committee;
    - 5° a work placement abroad.
4. The minors and electives in which the student may enrol without requiring individual assessment by the Exam Board are stated in the list published on the Student Portal.
5. The student must submit a request to the Exam Board at least 15 days prior to the commencement of the relevant minor or elective in the following cases:
  - a. if the student wishes to follow a minor or elective at the University or externally which is not included in the list referred to in paragraph 5;
  - b. if the student wishes to request exemption from components in the minor segment based on past results achieved in another programme.
6. If the student performs special tasks as part of the elective as referred to in Article 3.3(3)(b)(4), a maximum of 3 credits will be awarded only once if the assessment is satisfactory, to the extent the following conditions have been met:
  - a. the student plays an active role on the relevant committee, and where applicable attends at least 80% of the committee meetings;
  - b. the student must write a report on the activities he has performed as part of his special role, including timekeeping records, and will send it to either the Exam Board or an examiner designated by the Exam Board before the end of the relevant academic year;

- c. the student does not receive any financial assistance from the Profiling Fund for his committee membership.
7. If the student uses a work placement abroad as referred to in Article 3.3(3)(b)(5) as an elective, he must report on his activities. The Exam Board will determine the manner of reporting.

**Article 3.4 Honours programmes**

The programme does not feature an honours programme

**Article 3.5 Associate degree programmes**

The programme does not feature an associate degree programme

**Article 3.6 Transitional measures**

Both in the first year of the study programme and in the post-first-year main phase of the programme, exams from the old programme are offered until one year after the start of the original programme. This does not apply to courses with new forms of assessment. If a student does not partake or fails these opportunities, the student has to take a substitute test to complete the course. The Exam Board decides on the contents of the substitute test.

## Chapter 4. TESTS

### Article 4.1 Tests and partial tests

1. A unit of study concludes with a test.
2. A test may consist of several partial tests.

### Article 4.2 Testing method and time at which tests are held

1. Appendix 2 describes the testing method for every unit of study. In special cases the Exam Board may decide to depart from these methods.
2. The time at which a test and any partial tests are held will be published in the schedule no later than ten working days prior to commencement of the unit of study.

### Article 4.2a General provisions for test registration

1. During the test registration period, the student personally registers via Osiris to participate in all tests and partial tests. Exception: students in the first year of enrolment in the propaedeutic phase of the programme are automatically registered for the first exam opportunity of a test or partial test. For the second exam opportunity (resit) students must register at all times. The degree programme is responsible for properly informing students about the registration period. Students must duly verify that they have received confirmation emails of their registration.
2. The student personally registers for minor and other elective programmes and is then automatically registered for the corresponding tests.
3. The student is personally responsible for correct and timely registration for all tests and partial tests (i.e. not only written) in Osiris. The student is always required to check whether or not he is registered and, if not, to take immediate action to register via Osiris.
4. Students who do not wish to participate in the test for which they are registered must de-register before the final, official de-registration date, so that other students have the opportunity to register and/or due to the limited number of testing opportunities. Also see Article 4.11.
5. After the formal test registration period, the programme organises a post-registration period. Students who did not register for a test or partial test during the formal test registration period for whatever reason can post-register in person at the Faculty Office during a limited period determined by the programme and published on the portal. Based on the number of students who post-register and insofar as organisationally possible (due to availability, etc.), students still have the opportunity to participate in the test or partial test. If the student also fails to register during the post-registration period, he may not participate in the test or partial test.

### Article 4.3 Conditions for participating in tests

1. The student must be registered in order to participate in a test or partial test.
2. When sitting a test or a partial test the student must present proof of his identity. The following documents may be used for this purpose, provided that the validity of the document has not expired:
  - a. a passport or identity card, provided that this passport or this identity card was issued by one of the EU Member States, Norway, Iceland, Liechtenstein, or Switzerland;
  - b. a Dutch driving licence or an EU-driving license;
  - c. a Dutch residence permit;
  - d. a Dutch W-document (issued to asylum-seekers) or a Privileged Person's Identity Card (issued to persons who have diplomatic status).
3. If a student fails to present a valid proof of identity document as referred to in paragraph 2, he will not be entitled to sit the test or partial test.
4. The student is obliged to comply with the test rules in Article 4.2a of these Test Regulations, the test rules of the faculty, or, if applicable, the digital test rules. These rules have been published on the Student Portal, under Study/European Studies/Schedules and Dates. They set out additional provisions concerning registration, attendance, the manner in which assignments should be handed in together with the specified period for doing so, rules of conduct and suchlike. If a student sits a test or partial test as part of a programme other than that for which he has enrolled, the specific rules laid down for administering tests and partial tests by the programme holding the test apply.
5. If it is compulsory for a student to take part in practical exercises, such as practical training or tutorials, before being allowed to take a test or partial test, this is stated in Appendix 2

and in the module description of the unit of study concerned. The module description also includes the procedure the student must follow if he wishes to submit a request for exemption from compulsory practical exercises to the Exam Board, whereby the latter may decide to impose alternative requirements.

6. If the student is required to pass one or more tests to allow him to sit a test or partial test, this condition is set out in Appendix 2 as well as in the module description of the unit of study corresponding to the test or partial test.

#### **Article 4.4 Public nature of oral tests and examinations**

Oral tests and examinations are not open to the public unless provided otherwise in the module description of the relevant unit of study. In special cases the Exam Board may decide otherwise.

#### **Article 4.5 Assessment**

1. A test or partial test may be marked as follows:
  - a. a 'pass' or 'fail' mark, or
  - b. a grade on a scale of 1 to 10.
2. If a test or partial test is marked with a grade as referred to in paragraph 1(b), the grade will be expressed with one decimal. The average figure for grades resulting from a weighted or an arithmetic average of several partial tests is calculated on the basis of the results of the partial tests which are expressed with one decimal. If the average figure includes more than one decimal, the average figure is cut off after the first decimal (example: 6.49 is rounded to 6.4).
3. If an assignment (essay, portfolio, presentation, report, product, etc.) has a fail mark, the student can improve the assignment based on feedback that has been provided on its content by the assessor. The mark for the improved assignment can be a maximum of 6. If the student wants to achieve a higher mark than 6, the student has to do a new assignment. A pass mark can only be improved with a new assignment. This rule does not apply to the result of the final paper or final project.
4. Tests with a size of 10 credits or more, are marked with a grade on a scale of 1 to 10.

#### **Article 4.6 Provisions applicable to partial tests**

1. If a test consists of several partial tests, the result of the test will only be determined if:
  - a. the student has achieved a 'pass' mark for all partial tests marked on the basis of a 'pass' or 'fail', and
  - b. the student has at least achieved a grade of 4.5 for every partial test marked with a grade, unless the module description and the OLP of the relevant unit of study states differently.
2. If the conditions referred to in paragraph 1 have been met, the test result will be determined as the weighted average of the results of the partial tests marked with a grade. The weighting factors applicable to partial tests are described in Appendix 2.

#### **Article 4.7 Award of credits**

1. Credits are allocated to a unit of study in whole numbers ranging from a minimum of 3 ects and, in the propaedeutic phase, to a maximum of 6 ects. The final thesis, minor(s) and internship excluded. Credits are awarded if the student:
  - a. has achieved a 'pass' mark, as referred to in Article 4.5(1), for the test, or
  - b. has achieved a grade of 5.5 or higher for the test, or
  - c. has been granted exemption from the test by the Exam Board.
2. No credits are awarded for passing a partial test.
3. The final results of tests taken for units of study cannot be set off against each other.

#### **Article 4.8 Announcement of results**

1. The result of a test or partial test will be announced in OSIRIS no later than 15 working days after the date on which the test or partial test was held and at least 3 working days before the resit.
2. The Exam Board may rectify obvious errors in OSIRIS within a period of two months after the date on which the test or partial test was held. After this period, the student may derive rights from the results shown in OSIRIS.

#### **Article 4.9 Review**

1. The module manager is responsible for ensuring that the weighting applicable to the various components of the test or partial test is announced prior to the test or indicated on the test assignments. If no weighting is stated, all parts of the test will carry the same weighting. Based on a qualitative analysis of the test, the examiner may adjust the weighting after the test has taken place.
2. The student will be offered the opportunity to review the marked test or partial test and the weightings applied at a time to be advised by the programme, but no later than 10 working days after the result has been announced in OSIRIS and at least 3 working days before the resit. The student may also review the marked test or partial test within this period by appointment with the examiner.

#### **Article 4.10 Force majeure**

If a force majeure event precludes the student from taking a test or partial test, the Exam Board may decide that the student may take the test or partial test at another time. The student may submit a request to that end to the Exam Board in writing, stating reasons. The request must be submitted to the Exam Board no later than five working days after the relevant test or partial test was held.

#### **Article 4.11 Resits**

1. At least one resit will be offered in the same academic year for every test or partial test. The module description of the relevant unit of study states when resits will be held for every test or partial test. In case a resit for a test or partial test cannot take place in the same academic year because a resit would not reasonably fit within the education programme due to the specific nature of a unit of study, this will be stipulated in the module description.
2. The student may participate in the same test or partial test twice at the most per academic year, insofar as the test or partial test is held on more than two occasions per academic year. The student may not resit a test in which a satisfactory result was achieved in the academic years following the academic year in which the test was taken.
3. The highest result achieved applies to resits of tests and partial tests.
4. The Exam Board may in special cases decide to depart from the provisions of paragraphs 1 and 2 and to allow an additional resit. The student may submit a request to that end to the Exam Board in writing, stating reasons. This request must be submitted to the Exam Board no later than 15 working days after the result of that particular test or partial test has been announced.
5. If a student is about to graduate and has to wait a long time (13 working weeks or more) for the re-sit of his last (part) test, he can submit a request to the Exam Board asking to take the (part)test earlier, i.e. before the regular exam period. Students can submit a request to the Exam Board. The Exam Board will communicate their decision in writing to the students no later than 15 working days after receipt of the request.

#### **Article 4.12 Exemption**

1. The Exam Board may grant a student exemption from a test if it is of the opinion that the student already meets the requirements in terms of content and level of the relevant unit of study. No exemption can be granted from a partial test.
2. Exemption may be granted on the basis of the following:
  - a. the tests results achieved for another programme, or
  - b. the competencies, knowledge or skills acquired through (work) experience.
3. A student wishing to apply for exemption may submit a request to the Exam Board in writing, stating reasons. The request must be accompanied by the supporting documents showing that the student already meets the requirements for the relevant unit of study. The request must be submitted to the Exam Board no later than five working days after the unit of study has commenced.
4. If the request is incomplete, the Exam Board may decide to allow the student to complete the request within a period to be determined by the Exam Board.
5. The Exam Board will inform the student of its decision in writing within 15 days of receipt of the request. If the student has been given the opportunity to complete the request as referred to in paragraph 4, the Exam Board will inform the student of its decision within 15 days of receipt of the additional information.

#### **Article 4.13 Validity period of test results**

1. If a student has passed either a propaedeutic examination or a final examination, the examination results are valid indefinitely.
2.
  - a. Test results, partial test results and exemptions obtained from 1 September 2017 are valid for at least five years and can lose their validity after this period if knowledge, skills or insight have become demonstrably outdated.
  - b. Every year, the degree programme publishes test results that are subject to becoming outdated the following academic year. Following a balanced assessment, the Exam Board then determines whether an individual result can reasonably be considered no longer valid.
3. Contrary to section a of paragraph 2, the following transitional arrangement applies to test results and exemptions previously obtained. Section b of paragraph 2 applies:
  - a. the test results and exemptions obtained between 1 September 2007 and 31 August 2011 are valid for at least ten years until the student has passed the examination for the relevant programme phase, unless a different validity period was laid down in the Programme and Examination Regulations in force at that time;
  - b. the results and exemptions obtained before 1 September 2007 are valid indefinitely, unless a limited validity period was laid down in the Regulations in force at that time;
  - c. the test results obtained from 1 September 2011 are valid for at least five years, calculated from the date on which the test was taken.
4. The following transitional arrangement applies to the results of partial tests previously obtained. Section b of paragraph 2 applies:
  - a. the results of partial tests obtained between 1 September 2007 and 31 August 2011 are valid for at least ten years until the student has completed the unit of study to which the partial test applies, unless a different validity period was laid down in the Regulations in force at that time;
  - b. the results of partial tests obtained before 1 September 2007 are valid indefinitely, unless a different validity period was laid down in the Regulations in force at that time;
  - c. Results obtained from 1 September 2011 are valid for at least five years, calculated from the date on which the partial test was taken.
5. At the student's written request, the Exam Board may in special cases, as stated in article 7.5, but not exclusively, decide to extend the validity period of a test or partial test result or exemption therefrom, or to administer an additional or alternative test. Requests to extend the validity based on approved personal circumstances are awarded at a minimum for the number of months for which compensation has been awarded from the Profiling Fund. The request must be submitted to the Exam Board no later than 15 working days prior to the expiry of the validity period applicable to that particular test or partial test.

#### **Article 4.14 Declaring tests or partial tests invalid**

1. If irregularities have been detected in a test or partial test, after having consulted with the department manager the Exam Board may decide to declare that test or partial test invalid also for students who were not found to have committed irregularities, if the Exam Board in its role as referred to in Article 1.3(2) is of the opinion that the assured quality of the tests and examinations has been compromised.
2. If no irregularities have been detected in a test or partial test, the exam board can, having done careful investigation, from its statutory duty to ensure the quality of the tests and examinations (article 7.12b, paragraph 1.a WHW), decide that a test is invalid, if it is of the opinion that the assured quality of the tests and examinations has been seriously compromised.

## Chapter 5. EXAMINATIONS AND DIPLOMAS

### Article 5.1 Examinations

1. An examination is attached to both the propaedeutic phase and post first-year programme of a Bachelor's and Associate degree programme.
2. The Exam Board determines the results of an examination. The date on which the Exam Board determines the examination results is declared as the examination date. For the post first-year programme the date of examination is the date of the last test of this phase.
3. An examination has been taken if the student has passed the tests for the units of study corresponding to the phase concerned.
4. Contrary to paragraph 2, before determining the results of an examination the Exam Board may itself undertake to assess the student's knowledge, understanding and skills if the results of the relevant tests give cause to do so.

### Article 5.2 Graduation

The programme's graduation manual sets out the rules relating to graduation, assessment in the graduation phase and determination of the results of the final examination. The graduation manual can be found on Blackboard (Final Project/Dissertation (ES-4)/Final Project/Dissertation (ES-3)).

### Article 5.3 Award of degrees

1. If the Exam Board has determined that the student has passed the final examination, the Executive Board will award the student a Bachelor of Arts degree.
2. The student may express the degree awarded as part of his name as referred to in WHW, article 7.19(a).

### Article 5.4 Diploma

1. The Exam Board will award the student a diploma in evidence of the fact that he has passed the propaedeutic examination or final examination.
2. If it is found that the student does not meet the procedural requirements for the award of a diploma, as set out in the Enrolment and Disenrolment Regulations on Bachelor's Degree Programmes, the diploma will not be awarded until such time as the student meets these requirements.
3. A student who meets the conditions for taking an examination may request the Exam Board to delay the award of a diploma. The student must submit a request to that end in writing no later than five working days prior to the Exam Board meeting, stating reasons. The Exam Board will inform the student in writing of its decision after the meeting.
4. The diploma will be drawn up in the English language. If the student wishes to receive a diploma in the Dutch language rather than English, he must submit a request in writing to the Exam Board.
5. The diploma includes a list of grades. The following information is shown on the diploma:
  - a. the complete names and date of birth of the student;
  - b. the date of the meeting on which the Exam Board determined the examination results;
  - c. the name of the University and the programme name as recorded in the Central Register of Higher Education Study Programmes (CROHO);<sup>1</sup>
  - d. a list of the units of study successfully completed by the student and the accompanying results;
  - e. the date on which the programme was last accredited or the date on which the programme was successfully audited as a new programme;
  - f. for the final examination: the degree awarded to the student;
  - g. for the final examination: the qualification associated with passing the final examination, if applicable.
6. A diploma supplement in the European standard format as referred to in WHW, article 7.11(4), is added to the diploma if the student has passed the final examination. The diploma supplement is drawn up in the English language. If the student has successfully

---

<sup>1</sup> The Central Register of Higher Education Study Programmes (CROHO) is managed by DUO and can be consulted via <http://www.duo.nl/zakelijk/ho/croho/croho.asp>.

completed an honours programme, an annotation thereof will be placed on the diploma supplement and the student receives a separate certificate.

7. If the student terminates his studies prematurely and the Exam Board is unable to award him a diploma, the student will receive a statement showing which tests he has passed, if desired. The student must submit a request to that end to the Exam Board in writing.

#### **Article 5.5 Distinctions**

1. The Exam Board will determine whether a student has passed the propaedeutic examination or the final examination 'with distinction' [*cum laude*] or 'with highest distinction' [*summa cum laude*]. If the student meets the conditions for either of the above distinctions, the distinction will be recorded on the diploma.
2. The following conditions apply to these distinctions:
  - a. the weighted average of the results achieved by the student for all units of study corresponding to the propaedeutic phase or the post first-year programme must be at least:
    - 1° 8 for the distinction 'with distinction';
    - 2° 9 for the distinction 'with highest distinction', and
  - b. the student has been awarded at least the following marks for all units of study corresponding to the propaedeutic phase or the post first-year programme:
    - 1° 7 or 'pass' for the distinction 'with distinction';
    - 2° 8 or 'pass' for the distinction 'with highest distinction', and
  - c. the student has been granted exemption from less than half of the education programme in the propaedeutic phase or post first-year programme, and
  - d. the Exam Board has never found the student guilty of fraud or other irregularities.
3. The number of credits applicable to the relevant unit of study applies as the weighting factor in calculating the average as referred to in paragraph 2(a). The results achieved for units of study marked on the basis of the 'pass' or 'fail' scale are not included in determining the average mark, nor are the units of study for which the student has received exemption.

#### **Article 5.6 Certificates in recognition of special contributions**

1. In addition to their diploma, students who are actively engaged in organisations aimed at improving the study and social environment may also receive a certificate showing their extra activities, provided that the student has not received any credits or financial compensation for these activities. A student must be nominated for a certificate by a minimum of two employees of the University.
2. Nominations for students who have carried out activities within the faculty or programme should be addressed to the relevant department manager. Nominations for students who have carried out University-wide activities should be addressed to the Executive Board.
3. The department manager or the Executive Board respectively will decide whether to award the certificate to the student and, if their decision is positive, will present it to the student.

## Chapter 6. STUDENT CAREER ADVICE/ACADEMIC STUDENT COUNSELLING

### Article 6.1 Intake

At the start of a full-time programme, the student will be invited to follow the intake procedure, which involves an intake interview, a self-assessment and where applicable a language test. The results are evaluated to determine the match between the student, the programme and the future professional field. The student will receive advice on the basis of the intake procedure.

### Article 6.2 Student career advice/academic student counselling

1. Student career advice/academic student counselling is offered to all students during the course of the programme, and consists of activities aimed at providing the student with an understanding of what motivates him, his talents and outlook, as to enable him to make choices for the purpose of influencing the content of his education programme.
2. Until the student has successfully completed the propaedeutic phase, he will be invited to at least two meetings with his study career adviser per academic year to discuss study progress on the basis of the results achieved. Always within 10 working days, a report is made of these meetings, which is established by the study career advisor as well as by the student.
3. The activities relating to student career advice/academic student counselling are set out in the relevant module descriptions.

## Chapter 7. STUDY ADVICE

### Article 7.1 Study advice in the propaedeutic phase

1. At the end of the first year of enrolment in the propaedeutic phase of a programme, the student will receive advice on the continuation of his studies within or outside the programme in which he is enrolled. The advice will be issued to the student in writing or sent to the student's University email address and/or the email address known to the school at that time by the Exam Board on behalf of and under the responsibility of the department manager.
2. Study advice may be issued as long as the student has not passed the propaedeutic examination.
3. The student may receive positive, preliminary or binding negative study advice. Binding negative study advice is issued if, with due regard for the student's personal circumstances, the student is considered to be unsuitable for the programme because his study results fail to meet the requirements set out in this chapter.
4. If a student terminates his enrolment in the propaedeutic phase of a programme during the academic year, he will still receive study advice no later than the end of the relevant year of enrolment. If the student has interrupted his studies for personal reasons and has requested the Exam Board on a timely basis to take account of these reasons, the Exam Board may decide to postpone the issuance of study advice until the end of the next academic year in which the student enrolls in the same programme.
5. If a student commenced his studies on a regular student intake date in February, the phrase 'in the first year of enrolment' in this chapter means: the period from the intake date until the end of February in the following calendar year. The 'second year of enrolment' means: the period from the month of February in the calendar year following the intake date until the end of February in the second calendar year following the intake date.

### Article 7.2 Study progress standards

1. If the student has passed the propaedeutic examination at the end of the first year of enrolment, he will be issued positive study advice.
2. A student has complied with the study progress standard for the first year of enrolment if he has achieved at least 50 credits in the propaedeutic phase.
3. If the student has been granted exemption from one or more units of study in the propaedeutic phase, contrary to the 50 credits stated in paragraph 1, the student must earn at least five sixths ( $5/6$ ) of the credits to be earned in the propaedeutic phase after deducting the exemptions, rounded upward, where necessary.
4. If, at the end of the first year of enrolment, the student fails to meet the study progress standards described in section 2, or if relevant section 3 of this article, he will be issued binding negative study advice.
5. If at the Exam Board's discretion the student's personal circumstances give reason to do so, study advice may be deferred, the procedure for which is set out in Article 7.5.

### Article 7.3 Positive study advice

A student who has received positive study advice may continue his studies.

### Article 7.4 Binding negative study advice

1. A student who has received binding negative study advice may no longer enrol in the same Bachelor's programme or the same Associate degree programme at The Hague University of Applied Sciences.
2. Binding negative study advice may only be issued if the following conditions have been met:
  - a. the student has been offered student career advice/academic student counselling;
  - b. information on the student's study progress has been recorded in OSIRIS, the student tracking system;
  - c. the programme has scheduled at least one resit in the same academic year for each unit of study, with the exception of units of study of a specific nature (e.g. work placement or selective project) for which a resit would not reasonably fit within the education programme;

- d. prior warning has been given to the student at a time such that the student has had the opportunity to improve his study results;
  - e. the student's personal circumstances have been taken into account insofar as the student has submitted a timely request to that effect to the Exam Board;
  - f. the student has been given the opportunity to be heard by the Exam Board before issuing the binding negative study advice.
3. If the student has received binding negative study advice during an academic year, his enrolment will be terminated by the Executive Board with effect from the second full month following the month in which the above advice was issued in writing or by email. If the student wishes to terminate his enrolment earlier, he must submit a request to that end to the Enrolment Centre.
  4. Binding negative advice regarding the continuation of a Bachelor's or Associate degree programme may also apply to Bachelor's or Associate degree programmes that feature the same propaedeutic examination as the Bachelor's or Associate degree programmes concerned. In that case the study advice issued will state to which Bachelor's or Associate degree programmes it extends.

#### **Article 7.5 Personal circumstances and deferral of study advice**

1. The Exam Board may decide, after having taken notice of motivated advice from the student counsellor, to defer issuing study advice if the student's personal circumstances give reason to do so. A certain period of time will be stipulated for the deferral of study advice, after which period study advice will subsequently be issued. Also the study progress standard that the student must comply with after this period will be stipulated. The Exam Board may also decide to attach further conditions to the deferral of study advice. The decision regarding deferral, including the period of deferral, the study progress standard that must be met, and any further conditions, will be issued by the Exam Board in writing or by email.
2. If the student wishes the Exam Board to take his personal circumstances into consideration, he must inform the student counsellor and his study career adviser of these circumstances as soon as they arise, or as soon as possible thereafter. The student must also submit to the Exam Board an adequately substantiated request to defer study advice on account of personal circumstances no later than two weeks before advice is to be given. The student alone is responsible for reporting such circumstances, submitting a request to the Exam Board and for drawing up a study plan in consultation with his study career adviser to prevent or minimise a possible delay in completing his studies.
3. At the Exam Board's discretion, only the following personal circumstances may give reason to defer study advice:
  - a. illness: any type of physical or mental ailment;
  - b. disability: a physical, sensory or mental limitation;
  - c. pregnancy and childbirth;
  - d. special family circumstances:
    - 1° the long-term care of a blood relative or a member of the student's household on account of their illness;
    - 2° long-term psychological and/or social problems in the student's household;
    - 3° other circumstances that are considered special family circumstances;
  - e. elite sports or other elite-level activities, which place the student among the top performers on national or international level in his discipline, and on which the student spends at least 15 hours a week;
  - f. membership of the General Council, an academy council or programme committee;
  - g. membership of a University committee, to the extent it is included in the 'List of Student Organisations and Participation Bodies' in Part 1 of the Students' Charter of the relevant academic year;
  - h. board membership of a study association, student association or student organisation with full legal capacity, to the extent the association or organisation is included in the 'List of Student Organisations and Participation Bodies' in Part 1 of the Students' Charter of the relevant academic year.

#### **Article 7.6 Re-enrolment following binding negative study advice**

1. If the student has received binding negative study advice and wishes to re-enrol for the relevant programme, he may submit a request to that effect to the department manager.

He may do so at the end of the first academic year following the academic year in which he received binding negative study advice.

2. The department manager may consent to the re-enrolment of the student for this programme, provided the student makes a reasonable case for being able to successfully complete the programme. The department manager will judge whether this is the case.
3. If the student obtains approval to re-enrol, he will pursue the education programme applicable at the time of re-enrolment. After the first year of enrolment, calculated from the date of the student's re-enrolment, study advice will again be issued in accordance with the study progress standard applicable to the first year of enrolment on the basis of the results achieved by the student in that year.

#### **Article 7.7 Planning and deadlines**

1. Study advice will be issued no later than 31 July of the relevant year of enrolment, unless the opportunity to earn credits is still offered in the period from 31 July up to and including 31 August. Study advice will in that case be issued at the latest on 31 August of the relevant year of enrolment.
2. Before study advice is issued, a warning will be given at the latest on 31 March concerning the possibility of the student receiving binding negative study advice.
3. In case the student would like the Exam Board to take his personal circumstances into consideration when issuing study advice, he must ensure that the Exam Board receives a request to that effect in writing or by email on 1 July at the latest before the study advice is issued.

#### **Article 7.8 Appeal provisions**

1. If a student has lodged an appeal in accordance with Article 1.4(7) against the decision to issue him binding negative study advice, implementation of that advice will be suspended until the Examination Appeals Board has made a decision on the appeal, or until the student has withdrawn the appeal.
2. If desired, the student may therefore re-enrol or continue to be enrolled for the duration of the appeal period with the Examination Appeals Board to avoid any unnecessary study delay if his appeal is upheld. Any study results obtained during this period will not be included in the assessment of the appeal by the Examination Appeals Boards.
3. If the Examination Appeals Board has ruled that the appeal is unfounded or inadmissible, or if the student withdraws the appeal, the Executive Board will terminate the student's enrolment. Termination will take effect from the month following the month in which the student has withdrawn the appeal or in which the Legal Protection Desk has informed the student that the Examination Appeals Board has taken a decision.

## Chapter 8. IRREGULARITIES

### Article 8.1 Scope

1. The term 'irregularities' includes, but is not limited to the following:
  - a. failure to follow the written or verbal rules or instructions concerning tests;
  - b. fraud;
  - c. plagiarism.
2. The term 'fraud' includes, but is not limited to the following:
  - a. viewing another candidate's paper during a test;
  - b. having prohibited materials within sight or within reach at the test;
  - c. submitting work under a name, other than the student's own;
  - d. breaching the rules (in part) laid down to prevent fraud during a test;
  - e. making one's own material available to others to be submitted as (part of) assessed work;
  - f. apprising oneself of the test questions, assignments or model answers to a test before the test is held;
  - g. copying test questions and/or model answers during or after a test, either for personal use or for putting these at the disposal of others;
  - h. using forged information for research as part of a unit of study or thesis;
  - i. falsifying assessments.
3. The term 'plagiarism' includes, but is not limited to the following acts:
  - a. including the work of others or one's own previously published work, whether verbatim or paraphrased, in quotation marks or otherwise, in one's own work without further qualification or citation of sources;
  - b. presenting detailed ideas or the findings of others as one's own ideas or findings.

### Article 8.2 Procedure concerning the discovery of irregularities

1. If irregularities are suspected before, during or after a test, the following procedure applies:
  - a. The invigilator or examiner will make note on the work submitted or to be submitted by the student and will confiscate any evidence.
  - b. The student will be given the opportunity to finish the test or examination.
  - c. The invigilator or examiner will prepare a report which at least includes his observations and the grounds on which fraud is suspected.
  - d. The invigilator or examiner will inform the Exam Board of the suspicion of fraud and will hand over the report.
  - e. The Exam Board will inform the student of the suspicion of fraud within five working days of receiving the information.
  - f. The Exam Board will give the student an opportunity to be heard within 15 days of receiving the report, and will do so by means of a written invitation.
  - g. The Exam Board will establish whether fraud has taken place within 15 working days of the date on which the student was given the opportunity to be heard.
  - h. If further investigations are required, the Exam Board may decide to extend the period of 15 days, and will inform the student thereof in good time.
  - i. The decision will be communicated to the student in writing together with any sanctions imposed, a copy of which communication will also be sent to the department manager.
2. In the event of suspected fraud, plagiarism or other irregularities, the completed work will not be reviewed. The examiner will not assess the work submitted. If the Exam Board establishes that fraud, plagiarism or other irregularities have not been committed, the work will then be reviewed and assessed.
3. For the detection of plagiarism in texts, use may be made (among other things) of electronic detection programmes, such as Ephorus. By submitting text, students grant permission for their text to be included in the database of the relevant detection programme.
4. If plagiarism is found or suspected in a test, the Exam Board may decide to investigate previous tests submitted by the same student to determine whether plagiarism applies. The student is required to cooperate in any such investigation.

### Article 8.3 Sanctions

1. Depending on the seriousness of the irregularities, including repeated irregularities, the Exam Board may impose the following sanctions:
  - a. declare the relevant test (or part thereof) invalid;

- b. exclude the student from taking part in the relevant test for a maximum period of one year;
  - c. exclude the student from additional tests to be specified by the Exam Board, for a maximum period of one year;
  - d. a combination of the above measures.
2. At the Exam Board's request, the Executive Board may proceed with the following sanctions:
  - a. permanent termination of the student's enrolment in the programme;
  - b. report the incident to the police;
  - c. a combination of the above measures.
3. An appeal or objection against a sanction imposed by the Exam Board or the Executive Board on the basis of this article may be lodged with the Legal Protection Desk via [loketrechtsbescherming@hhs.nl](mailto:loketrechtsbescherming@hhs.nl) within six weeks of the decision.

## Chapter 9. SPECIAL FACILITIES

### Article 9.1 Facilities for students with a disability

1. A student with a disability arising from a handicap or chronic illness is entitled to effective, i.e. suitable and essential adapted facilities, unless it would disproportionately burden the University to provide them. Adapted facilities are intended to remove or limit obstacles and to foster the independence and full participation of students as far as possible. The adapted facilities may relate to the following:
  - a. access to buildings;
  - b. the education programme, including work placements;
  - c. study timetables;
  - d. the teaching methods, including supervision;
  - e. the education materials, and
  - f. tests.
2. Students with a disability who wish to assert their right to adapted facilities must submit an adequately substantiated request to the Exam Board. The request must also include a recommendation by the student counsellor, which is based on a certificate submitted to the student counsellor, issued by a BIG-registered health care professional, containing the student's personal details and the medical diagnosis. Contrary to the previous sentence, students suffering from dyslexia need only submit a certifying statement based on an examination by a qualified psychologist or orthopedagogue. If deemed necessary by the Exam Board for the purpose of its decision, on a confidential basis the Exam Board may be allowed to view the certificate.
3. The following periods apply to decision-making on facilities for students with a disability:
  - a. the student counsellor will issue a recommendation to the Exam Board within 15 working days after the intake interview relating to the student's disability;
  - b. the Exam Board will issue its decision on the granting of adapted facilities within 15 working days of receipt of the student counsellor's recommendation;
  - c. a decision granting adapted facilities will be implemented within 15 working days after the decision has been taken;
  - d. if the request relates to a complex facility, each of these periods may be extended by a further 15 working days. The relevant officer will inform the student of the extended period before the expiry of the original period.

### Article 9.2 Facilities for elite performance students

1. A student who performs elite sports, or performs at elite level in a cultural or other field, may submit a request for study facilities. The student must submit such a request to the Exam Board without delay at the start of the academic year, or immediately after commencing the activities.
2. The Exam Board will issue a decision within 15 working days of receiving the request. The Exam Board will seek the advice of the elite sports coordinator in the case of elite sports, and the student counsellor in the case of any other type of elite performance.

### Article 9.3 Facilities for students who previously studied abroad

1. A student who has been granted admission on the basis of a secondary education diploma earned outside the Netherlands may submit a request to be allowed 30% more time to take tests or partial tests in the Dutch language and/or to be allowed the use of a dictionary during the first year of enrolment at the University. This request must be submitted to the Exam Board as soon as possible, but not exclusively, after the commencement of the academic year.
2. The Exam Board may extend the facilities at the student's request.

### Article 9.4 Facilities applicable to other situations

In special cases facilities may be made available to students who do not satisfy the conditions referred to in Articles 9.1-9.3. In these instances, the department manager will decide on whether or not to implement the facilities.

## Chapter 10. FINAL PROVISION

### Article 10. Departure from the Programme and Examination Regulations

1. The Exam Board will decide on cases not covered by the Programme and Examination Regulations or where application of the Regulations would result in extreme unfairness, unless the department manager has the authority to do so in respect of the subject concerned.
2. A student may submit a request to depart from the Programme and Examination Regulations to the Exam Board. If the subject falls outside the scope of the Exam Board's competence, it will pass on the request to the department manager.
3. In case the articles of these Regulations do not provide reasonable decision-making periods, the Exam Board decides within 15 working days.

## **APPENDIX 1 ANNUAL ACADEMIC CALENDAR 2017-2018**

See separate PDF

## **APPENDIX 2 EDUCATION PROGRAMME**

See separate PDF

### ***Minors and electives organised by the programme***

See separate PDF