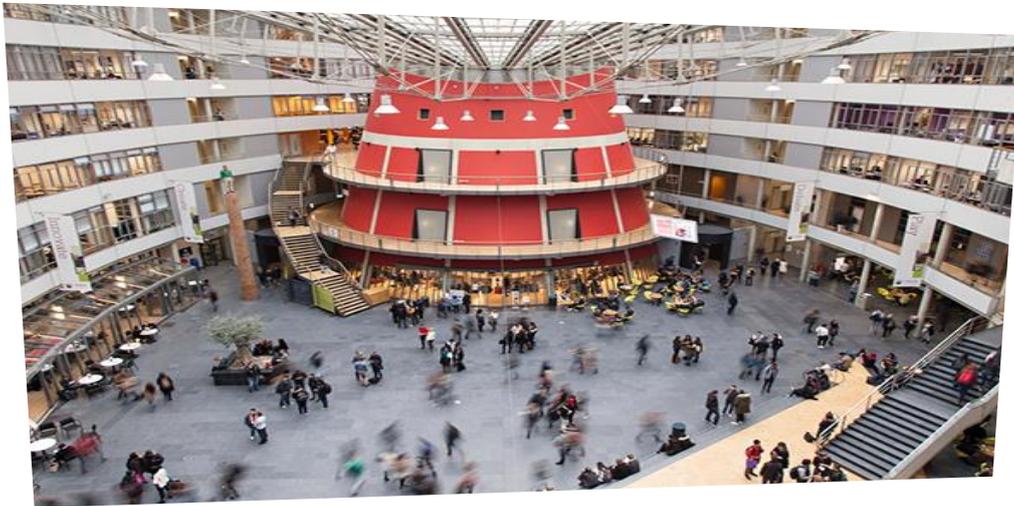


# Programme and Examination Regulations

European Studies



2021-2022

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# Programme and Examination Regulations

## European Studies

### Author

Laurian Hollander

### Faculty

Management & Organisation

### Version

Final, 14 July 2021

*Model-PER laid down by the Executive Board and adopted by the General Council on January 5<sup>th</sup>, 2021 conform art. 7.4 sub c and d of the Codetermination Regulations The Hague University of Applied Sciences.*

*Laid down by the dean of the Faculty Management & Organisation on July 13<sup>th</sup> 2021 and adopted by the Faculty Council on July 13<sup>th</sup> 2021 and the programme committee on July 13<sup>th</sup> conform art. 16.3 sub a and b resp. art 21.1 and art. 22 of the Codetermination Regulations The Hague University of Applied Sciences.*

## Preamble

These are the Programme and Examination Regulations (PER) for the European Studies degree programme. The PER contains all the rules and regulations that apply to the degree programme, with a special emphasis on testing and examination. The PER is part of the Student Charter of the degree programme, based on the Higher Education and Research Act (WHW).

### Education Programme Plan or Programme Framework

Together with the Education Programme Plan (EPP), the PER forms the degree programme component of the Student Charter and is therefore also known as the Student Charter part 2. Together with the Student Charter part 1, which includes the regulations that apply to all students of The Hague University of Applied Sciences, the PER forms 'the Student Charter' (art 7.59 WHW). A number of degree programmes at The Hague University of Applied Sciences are using a Programme Framework instead of an Education Programme Plan. The European Studies degree programme has an Education Programme Plan. The legal requirements of the PER are incorporated into the format of the Programme Framework and the Education Programme Plan.

Except for regulations regarding education and study support/ coaching, the PER also applies to external students. For the purpose of readability, the PER refers to all students as 'he'. This also includes she and they. Whenever the PER uses the term 'in writing' concerning communication, this may also be interpreted as 'by email'.

Decision-making; the PER is drawn up by the faculty for each degree programme:

This PER of the European Studies degree programme including the Education Programme Plan have been laid down by the dean of the faculty Management & Organisation, to which the degree programme belongs. The PER and the Education Programme Plan apply for the duration of an academic year; the Programme Framework is a multi-year document. A PER from the previous academic year is no longer valid in the new academic year; unless the PER determines otherwise. Transitional measures are provided in the event of changes for current students compared to the previous academic year. These transitional measures will be described separately in each PER.

Each degree programme or group of degree programmes has a Programme Committee, which, alongside the Faculty Council, operates as a staff and student participation council. These bodies have an advisory capacity and the right to endorse certain decisions of the PER. The dean can only define the PER for the degree programme after the Faculty Council and the Programme Committee(s) have exercised their rights. The basis for this is determined in the Staff and Student Participation Council regulations of The Hague University of Applied Sciences, last revised on 15 February 2017. If there is any deviation from the PER model upon consultation with the Executive Board, this will be explicitly stated and explained in the drafts presented to the Programme Committee and the Faculty Council.

The degree programme annually assesses the education by a quality cycle (Plan/Do/Check/Act), consisting of student evaluation surveys, focus groups, and advice from the Degree Programme Advisory Committee (DPAC).

(art. 7.13 section 2 subsection a1 WHW). The Programme Committee has the right to endorse decisions concerning the evaluation process. If relevant, it is stated which participation rights apply to each article of the PER.

Decision-making: model PER of THUAS

Every year, the Executive Board lays down the model PER (including the format for the EPP and for the Programme Framework and the Test Regulations) for the following academic year, after submitting this to the General Council (Art. 7, section 4, subsections c and d of the Staff and Student Council Regulations). The dean lays down the PER for each individual degree programme in keeping with the THUAS-wide provisions in the model PER. If the dean wishes to deviate from the model PER, he will present this to the Executive Board on an annual basis, even if this deviation has existed for several years.

These regulations are available in digital format on the Student Portal. A hard copy can be viewed at the Faculty of Management & Organisation Front Office at Oval 2.43.

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## Definitions

Academic year	The period commencing on 1 September and ending on 31 August of the following year, unless the programme doesn't start on 1 September. If this is the case the different date should be mentioned in the academic calendar (appendix 1) and the academic year is the period of 12 months starting from this date.
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.
Advisory right	The right of consultation that participation council has on some components of the PER.
Appeal	Legal procedure at the Examination Appeals Board or the Disputes Committee, aimed at reconsideration by a different body.
Associate degree programme (Ad programme)	An independent degree programme without a propaedeutic phase and with a study load of 120 credits that leads to the award of an Associate degree (WHW, article 7.3a(2a)).
Attendance requirement	The requirement that a student has to be present physically or online which has been laid down in the module description.
Bachelor's degree programme	An independent degree programme with a propaedeutic phase and a study load of 180 or 240 credits that leads to awarding a Bachelor's degree (WHW, article 7.3a(2b)).
Blackboard	Blackboard is one of the communication tools for lecturers and students to provide educational notifications and messages.
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.
Contact hour	An hour of education in which a lecturer or a qualified tutor is either physically present or has direct contact with the student via other channels. Contact hours include (digital) lectures, workshops, project tutoring, internship tutoring, tests and individual study coaching in so far as these have been scheduled for all students of THUAS. Time for individual study, (unaccompanied) internship time, graduation research and thesis writing are not part of the contact hours. The number of contact hours per unit of study is listed, in this number the hours for tests are included.
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)).
CROHO	Central Register for Higher Education Degree Programmes.
Course	See unit of study.
Cumulative test	An test form in which the assessed content from the previous assessment(s) is added or increased. The test will partially test new content as well as previously tested content. The test consists of several components and these components form one single test.
Dean	Taking into account all legal provisions, the Cao-hbo and the institution wide frameworks laid down by the Executive Board, the dean has within his organizational unit all tasks and authorization concerning e.g. the internal organization, the personnel policy (including recruiting and appointing personnel and Occupational Health and Safety and absence policy), the financial policy, the education and research policy and the student policy.
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(2).
Disability	A visible or invisible mental or physical disability.
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)).
EC	European Credit; An EC is the unit of the study load in the ECTS, European Credit Transfer System (ECTS). One EC is equivalent to one credit and represents 28 study load hours.
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 and main phase of the Bachelor's degree programme, or of the Associate degree programme. An education programme can also be named curriculum.
Education programme plan (EPP)	The schematic representation of the curriculum in which e.g. the units of education, competencies/ learning outcomes, work forms, contact hours, self study hours and test forms are recorded.
Elective	A unit of study that can be used in the elective segment. This might be an optional module, pre-master programme, membership of a programme committee, or major programme courses offered by another programme at THUAS 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	An exam has been taken if the tests for all units of study forming part of the propaedeutic or main 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 exam (WHW, article 7.10(2)).
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 tests and exams.
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 lecturer or representative appointed by the Exam Board with the responsibility for conducting tests and establishing the results thereof (WHW, article 7.12c(1)).
Executive Board	The governing body of The Hague University of Applied Sciences (as referred to in WHW, articles 10.2 and 1.1(j)).

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Exemption	Entire or partial dispensation to meet enrolment or admission requirements or dispensation to take a (partial) test.
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 THUAS's facilities and collections (such as the library).
Faculty	An organizational unit under the leadership of a dean, as described in the "Bestuur- en Beheersreglement" (BBR).
Faculty Council	A participation council on faculty level as referred to in article 10.25 of the WHW. The rights to endorse and to consult are laid down in the Codetermination Regulations The Hague University of Applied Sciences.
Full-time programme	A full-time programme is a programme that is formed without taking into consideration performing other activities than programme-related activities. Activities in the form of work placement are part of the education programme and can earn credits.
General Council (GC)	The Staff and Student Council in the sense of Article 10.17 of the WHW. Its rights to endorse and to be consulted are laid down in the Codetermination Regulations The Hague University of Applied Sciences.
Honours programme	A programme within a programme, additional to the study load of the regular Bachelor's programme, subject to predefined selection criteria.
Learning outcome	Describes what a student is supposed to know, understand and apply after completing a learning period. This may be a learning period or learning track within the educational programme or a learning track at work or in their free time (informal learning). It can also be used as a synonym for unit of study.
Major	The component of the programme which enables a student to acquire the required competencies as set out in the relevant profile.
Minor	A related unit of study worth 15 to 30 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	See unit of study.
Module description	A description of the contents of the unit of study which at least contains the elements laid down in Art.7.13(2) of the WHW, that are not recorded in this PER.
Objections	Legal procedure at the Exam Board or another body that has taken a decision with legal consequences, aimed at reconsideration by the same body.
Osiris	The digital academic progress system in which all of the study data from all students is recorded.
Osiris Case	Osiris application in which the student can submit requests, objections and complaints to the Exam Board and to the Legal Protection Office and can apply for financial support from the Profiling Fund.
Participation requirement	A requirement for the student to actively participate in a practical exercise or preparation for a practical exercise which is prescribed in the module description.

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Partial test	A partial test is an examination of the knowledge, understanding and skills of the student that is being assessed with a result, and forms part of a test as such (related to 'test').
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. Under certain circumstances these activities can be designated as units of study of which the acquired competencies will then be tested. Requirements can be imposed if this work experience is registered as one or more units of study in the PER/ EPP (WHW, article 7.27).
Main phase	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.
Practical exercise	A practical exercise (WHW, article 7.13(2d)) that focuses on the acquisition of specific skills. This includes at least the dissertation, creating a report or a draft version, undertaking a work placement, taking part in fieldwork or excursions and conducting tests or experiments.
Profiling Fund	Name of the fund established by the education institution to facilitate the financial support of a student enrolled at the education 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 variants. Where reference is made in these Regulations to a programme, this is taken to mean a Bachelor's programme or an Ad-programme.
Programme and Examination Regulations (PER)	The regulations containing 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	A participation body established for each programme or group of programmes of which the tasks, responsibilities, rights to endorse and to be consulted are laid down in the Codetermination Regulations The Hague University of Applied Sciences.
Programme Framework	Key document that has been determined for the duration of several years, which describes the essence of the degree programme; the professions for which students are trained, what the learning outcomes are and what the vision is on testing and education.
Programme manager	The executive of a programme.
Propaedeutic phase	The first block of the bachelor's degree programme with a study load of 60 ECTS that precedes the main phase and in which students gain an understanding of the content of the degree programme and their future profession. Selection and referral are possible at the end of this phase (WHW, article 7.8(5)).
Qualified attendant	A person who is deemed qualified and is assigned by the programme manager for the performance of a specific part of the education programme, not being a lecturer.
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 in a programme at The Hague University of Applied Sciences, and whose rights include, among others, the right to pursue education at THUAS.

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Student counsellor	The independent officer who advises and guides students when they have personal problems of material or immaterial nature and if necessary mediates.
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 THUAS, 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 or at the end of the first period of an Ad-programme with a study load of 60 credits. (WHW, article 7.8(b). Positive, deferred or binding negative study advice may be given.
Study career counsellor	The study career counsellor 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 counsellor is sometimes referred to as a coach.
Study component	The component of the dual programme that involves pursuing the studies provided by the programme.
Study guide	Information guide for students for one or more degree programmes which in all cases contains the PER, EPP and practical information about the programme.
Subject	See unit of study.
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' has the same meaning as the term <i>tentamen</i> as used in WHW, article 7.10.
Test regulations	Further provisions concerning tests and partial tests, relating among other things to enrolment, attendance, submission method and submission period of assignments, conduct, permissible aids and prohibited acts.
The right to endorse decisions	The right that a participation council has to endorse components of the PER.
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 THUAS (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', 'module' or 'learning outcome'.
University	The Hague University of Applied Sciences.
Validation	Previously obtained learning outcomes (including outcomes obtained elsewhere) can be validated through an examination that is independent from the degree programme. Learning outcomes may also be validated through an individual exemption, which can be requested through the Exam Board.
Variant	The division of a degree programme into full-time, part-time or dual programme.

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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.
WSF 2000	Student Financing Act 2000 ( <i>Wet op de Studiefinanciering 2000</i> ).

# Chapter 1. General Provisions

## Article 1.1 Scope

1. These Regulations apply to the full-time variant of the programme European Studies for the 2021-2022 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 3.5.

## 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 always provide students the module description before the unit of study begins via the Student Portal or Blackboard. The module descriptions can be found on Blackboard.
3. The degree programme makes the lesson schedule for an entire education period available at least 10 days before the start of the period. The degree programme will make the exam schedule for the period available to students as soon as possible before the start of the period.
4. 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.
5. If an exam date must be changed, there must be a period of at least 10 working days between the date of the announcement of the change and the date of the new exam. The new exam date may also not be earlier than the original exam date.
6. The student is responsible for regularly consulting his University email address, the Student Portal, Osiris and Blackboard. In case a student is no longer enrolled, he has to check the private email address known to THUAS.
7. All communication with the Exam Board will be via Osiris Case.

## Article 1.3 Exam Board

1. Every faculty of THUAS has one or more Exam Boards. For the programme European Studies this is the Exam Board ESCOM. Requests to the Exam Board are handled electronically through Osiris Case, a module in Osiris. Osiris Case can be found in a separate tab in Osiris. A short guide can be found on the Osiris page on the portal. For all other matters the Exam Board can be reached via [examencommissieESCOM@hhs.nl](mailto:examencommissieESCOM@hhs.nl).
2. 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.
3. 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. postponement of the conferment of a diploma;
  - i. a request concerning adapted and other provisions for students with a disability or those suffering from a chronic illness or personal circumstances (see article 7.5.3.);
  - j. a request concerning study provisions 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.
4. The Exam Board may correct an apparent mistake in Osiris. The Exam Board will notify the student of this correction in writing.

## **Article 1.4 Legal protection**

1. A student can file an appeal with the Legal Protection Office against a decision made by an examiner or the Exam Board through Osiris Case. The following is considered equivalent to a decision: a refusal to decide within the period determined by law or under these regulations, or, in the absence of such a period within 6 working weeks.
2. The procedure and requirements applicable to a notice of appeal are described in part 1 of the student charter.
3. The Examination Appeals Board (EAB) handles appeals from students who disagree with a decision made by the Exam Board.
4. An appeal must be submitted no later than six weeks after the decision has been made. Appeals submitted later than this will not be handled (except for cases of force majeure). If the six-week deadline is about to expire, the student can submit a preliminary appeal - in anticipation of a substantiated appeal.
5. After receiving the appeal, the Exam Board is asked to determine whether the matter can be resolved amicably within three weeks. If this is not possible, the Exam Board will submit a written defence.
6. This is followed by a meeting in which both parties are given the opportunity to explain their appeal and defence, and the EAB will have the opportunity to ask questions.
7. In principle, the EAB announces a decision within 14 days after this meeting and the justified decision is announced afterwards.
8. If a student disagrees with the decision by the EAB, the student can appeal to the Appeals Tribunal for Higher Education (CBHO) within six weeks.
9. The Appeals Tribunal for Higher Education is an independent court of law. A student who disagrees with a decision made by their-education institution can file an appeal with the Appeals Tribunal. The Appeals Tribunal will present its decision in a ruling. This ruling cannot be appealed.

# Chapter 2. Programme

## Article 2.1 Aim of programme

European Studies is an international and interdisciplinary public and private sector management programme that prepares students to start management-level careers in different types of international organisations, including but not limited to, Europe's political institutions, governments, international governmental and non-governmental organisations, as well as small, medium or global businesses. Every graduate of THUAS leaves the programme as a world citizen. Graduates of this programme are Global Citizens with the skills to adapt to different professional and cultural environments and an international outlook, developed in a European context.

Our mission is to empower the European Professional to proactively resolve global issues in a European context. The European Professional is multi-lingual. The programme is in English and all European Studies students study at least one foreign language (French, German or Spanish) throughout their studies.

## Article 2.2 Programme profile

This programme is based on the national programme profile described on <http://www.vereniginghogescholen.nl/opleidingsprofielen>.

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. Competency 1; Knowledge of idea/concepts of Europe
2. Competency 2; Knowledge of (the history of) European integration
3. Competency 3; Knowledge of European institutions and decision making processes<sup>4</sup>
4. Competency 4; Knowledge of EU policies
5. Competency 5; Knowledge of Europe's changing role in the world
6. Competency 6; Ability to work in an interdisciplinary area
7. Competency 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

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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 variant.

### **Article 2.4 Language of instruction**

- The language of instruction of the programme is English, on account of the international nature of the programme.
- 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 THUAS's Regulations for enrolment and de-registration for Bachelor's and Associate degree programmes. Information on admission requirements and conditions can be found on the Student and external portal.

### **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 main phase. The study load of the three-year HBO-track as referred to in article 2.8 is 180 credits, of which 60 credits are awarded for the propaedeutic phase and 120 for the main phase. The study load of an Associate Degree Programme is 120 credits.

### **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. 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.
3. The student who wishes to take a shorter route may submit a personally motivated request to the Exam Board (see article 4.12).

## **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 €500 per academic year plus any costs involved in purchasing a device for following online education (see below). The educational materials or tools required are as follows:
  - a. study books;
  - b. other educational materials and tools;
  - c. a device that is suitable for following (online) education of the programme and taking (online) tests and an adequate internet connection;
3. Costs may also be attached to excursions and working visits as part of the education programme. If the student is unable to pay these costs, an equivalent option providing the achievement of the same academic goals, will be offered; the relevant application procedure is given in the module description of the relevant programme component. The excursions and working visits are as follows:
4. In case a student chooses to partake in the elective language projects Zukunft Deutschland, Ñ de España or Futur France, a student contribution may be required. In the academic year of 2021-2022 this amount depends on whether any measures in regard to COVID-19 will allow for international travel. Should a project allow for international travel, the required student contribution can range from approximately 0 - 450 euros, depending on the project and the number of trips planned. Due to COVID-related restrictions, an exact estimate cannot be provided at the time of writing.

## Chapter 3. Education

Art 3.1.3 in parts:

AC endorse sub c and i, sub h (w.t.e.o. partial key weighting factor), sub e (attendance requirement and participation requirement)

FC endorse sub h (w.t.e.o. partial key weighting factor), sub e (attendance requirement and participation requirement)

PC endorse sub d, e (w.t.e.o. attendance requirement and participation requirement), g

OC consult sub e concerning attendance requirement and participation requirement, sub c en i, sub h (w.t.e.o. partial key weighting factor)

### Article 3.1 Structure of the education programme

1. An academic year consists of two semesters.
2. The academic calendar in Appendix 1 shows the division of the academic year, including the moments in which tests are held,
3. The units of study that make up the programme are described in the Education Programme Plan (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 semester in which the unit of study is offered;
  - d. the competencies/learning outcomes corresponding to the unit of study;
  - e. the teaching method(s) used, and compulsory attendance and/ or participation requirement of tutorials and practical training, where applicable;
  - f. the number of contact and self study hours;
  - g. the number of credits;
  - h. the test format, including the weighting factors for partial tests, where applicable;
  - i. the method of testing;
  - j. the week in which the test will be held.
4. Degree programmes which partake in the 'experiment leeruitkomsten' are excluded from the above.

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

1. The full-time programme involves a work placement of 18 weeks representing 30 credits. Further provisions, information and conditions are described in the work placement handbook, which can be found on Blackboard.

### Article 3.3 Minors and electives

1. The minor segment is worth 45 credits for full-time Bachelor's programmes and 30 credits for the three-year Bachelor's programmes. The purpose of the minor segment is to broaden and deepen the professional competencies applicable to the major programme. In the full-time Bachelor's programme students are expected to dedicate 30 credits of the minor segment to the compulsory exchange.
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 within our own or from another degree programme/ faculty/ (accredited) institution for higher education (in the Netherlands and abroad),
  - b. a work placement (in The Netherlands and abroad),
  - c. electives, i.e.
    - 1° electives held at THUAS,
    - 2° electives at another higher education institution,
  - d. major units of study given by another programme, whether or not at THUAS,
  - e. special tasks.
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 THUAS or externally which is not included in the list referred to in paragraph 4;
  - 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)(e), 3 credits will be awarded 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 compensation or financial assistance from the Profiling Fund for his committee membership.
7. If the student uses a work placement abroad in line with THUAS minor-policy as referred to in Article 3.3(3)(b) as an elective, he must report in detail on his activities. The Exam Board will determine the manner of reporting.

### **Article 3.4 Honours programme**

The programme does not feature an honours programme.

### **Article 3.5 Transitional measures**

According to what is stated in article 4.13, obtained (partial) results remain valid, also in case a student has ended his enrolment for the propaedeutic phase of a programme during the academic year before February 1<sup>st</sup> and enrolls again for a subsequent academic year.

### **Article 3.6 Test results that are subject to becoming outdated the following academic year**

Not applicable.

## 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 or in the case of cumulative testing, will be conducted in several components.
3. A written test lasts no longer than two clock hours per session. This is not including a possible extension of the duration of the test. The degree programme states the duration of the test in the module description for the educational unit and this may only differ from the maximum standard if relevant for the content and following consultation with the dean.

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

1. Appendix 2 describes for each unit of study in what format the tests will be administered. If necessary, due to force majeure, it is possible to deviate from the determined test format during the academic year. The moment in which the tests of a unit of study will be administered must be published in a timetable at the start of that particular unit of study. The 10 day-term as stated in article 1.2, paragraph 5 must be observed.
2. In case of cumulative tests, the first test will be administered on several occasions and the resit will be administered on one single occasion.

### Article 4.3 Conditions for participating in tests

1. The student is obliged to comply with the Test Regulations (Appendix 3), and if applicable, the digital test regulations.
2. If it is compulsory for a student to take part in practical exercises or/ and there is a participation requirement, 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.
3. 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. The module description also sets out the procedure that a student should follow to request an exemption from the Exam Board.

### 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 grade on a scale of 1.0 up to and including 10.0, or
  - b. a 'pass' or 'fail' mark, or
  - c. satisfactory or not satisfactory.
2. If a test or partial test is marked with a grade as referred to in paragraph 1(a), 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. Units of study which represent 10 or more credits are assessed with a grade on a scale from 1.0 to 10.0.

## **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' or 'fail' mark for all partial tests marked on the basis of a 'pass', 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 of the relevant unit of study and the Education Programme Plan state differently;
  - c. the student has achieved 'satisfactory' for all partial tests marked on the basis of a 'satisfactory'/'not satisfactory'.
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.
3. The above (1 and 2) does not apply to cumulative tests, which include several components that form one single test, but does apply to the results of cumulative tests.

## **Article 4.7 Award of credits**

1. Credits are allocated to a unit of study in whole numbers ranging from a minimum of 3 credits and, in the propaedeutic phase and the first study year of the Ad-programmes, to a maximum of 6 credits. Credits are awarded if the student:
  - a. has achieved a grade of 5.5 or higher for the test of the unit of study concerning, or
  - b. has achieved a 'pass' mark, as referred to in Article 4.5(1), for the test of the unit of study concerning, or
  - c. 'satisfactory' or
  - d. has been granted exemption from the test of the unit of study concerning 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 counterbalance each other, the results of partial tests can.

## **Article 4.8 Announcement of results**

1. The results of a test, partial test or a component of a cumulative test must be announced in Osiris no later than 15 working days after the date on which it was administered, but at least 3 working days prior to the scheduled resit. In case of force majeure, the degree programme manager may determine to extend the term with up to 5 working days, but no later than 3 days prior to the scheduled resit date. Students will be informed of this by the degree programme. The student can report overdue announcement of the result to the programme manager.
2. The examiner and the Exam Board may correct apparent mistakes in Osiris. Examiners may only do so within 2 months after the date on which the test or partial test was administered. After this time frame, the student may derive rights from the results as posted in Osiris, unless the student could reasonably have known that the entered result is an apparent error.
3. Results that have been announced via other media, for example OnStage and Blackboard, are not definitive and no rights can be derived from this.

## **Article 4.9 Review**

1. The grading system for the various components of a test, partial test or component of a cumulative test, will be announced prior to the examination or on the actual test form. If the grading system is not mentioned, the same grading system will apply to all components of the test. Based on the qualitative analysis of the test, the examiner may adjust the grading retroactively. The examiner has to report the adjustment of the grading to the Exam Board.
2. The student will be offered the opportunity to review the marked test, partial test or cumulative test and the applied grading system at a time to be announced by the programme. This examination review

must occur within 25 working days after the administration of the (partial) test and at least 3 days before the resit. The student may make an appointment with examiner at another opportune moment if the student is able to show a valid reason for his inability to be present during the announced review. Review of the test may also take place remotely in a digital classroom setting. In cases where a review of the test in a digital classroom setting is not possible, the answers of the test should be made available. The student only has the one-time right to review the test. For tests where no collective review opportunity has been scheduled, for example in case of an internship report or assignment, the student may schedule an individual meeting with the examiner to review the test. The same time limits apply here.

3. During the test review, students are not allowed to take notes of or write on the test, or make any changes to the submitted work, nor is it allowed to take pictures or make copies in another way. The programme manager can derogate from this in consultation with the exam board.

### **Article 4.10 Force majeure**

If a force majeure event precludes the student from taking a test or partial test, and if this affects academic progress, 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. A circumstance qualifies as force majeure when it is not possible to fulfil an obligation for a reason that cannot be attributed to the person in question. 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. 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 no more than twice per academic year, insofar as the test or partial test is held on more than two occasions per academic year. The student may resit tests passed with satisfactory marks in the academic year in which these were attained or in the following academic year. The student is not permitted to resit tests passed with satisfactory marks in subsequent years. Tests from the propaedeutic phase cannot be retaken after the propaedeutic exam has been issued.
3. For cumulative tests, the resit consists of one (partial) test.
4. The highest result achieved applies to resits of tests and partial tests.
5. The Exam Board may in special cases decide to depart from the provisions of paragraphs 1, 2 and 3 and to allow an additional resit. For instance in case the progress in the study is endangered by force majeure. The student may submit a request to that end to the Exam Board in writing, stating reasons.

### **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. The Exam Board determines the period of validity for the exemption. No exemption can be granted from a partial test or a component of a cumulative test.
2. Exemption may be granted on the basis of the following:
  - a. the tests results achieved for another NVAO-accredited degree programme,
  - 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 via Osiris Case 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 5 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 working 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 working days of receipt of the additional information.

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

1. If a student has passed either a propaedeutic exam or a final exam, the exam results are valid indefinitely.
2.
  - a. Test results, partial test results and exemptions are valid indefinitely but can lose their validity 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 (see article 3.6). 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 (partial) 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 exam 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 (partial) 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 (partial) 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. 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 dean 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 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 and after consultation with the dean of the faculty, 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 cannot be guaranteed.

# Chapter 5. Exams and Diplomas

## Article 5.1 Exams

1. An exam is attached to both the propaedeutic phase and the main phase of a Bachelor's and Associate degree programme.
2. The Exam Board determines the results of an exam. The date on which the Exam Board determines the exam results is declared as the exam date.
3. An exam 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 exam 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 exam. The graduation manual can be found on Blackboard in the Final Project page (ES-FINAL1-20, ESFINAL2-20), Work Placement page (ES-WPL-E3E4-20), and iReflect (ES-4IFLECT-E4-15).

## Article 5.3 Award of degrees

1. If the Exam Board has determined that the student has passed the final exam, 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 exam or final exam in accordance with article 7.11 WHW.
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 and Associate Degree Programmes, the diploma will not be awarded until such time as the student meets these requirements.
3. The student who has met the requirements for completing the final exam, can file a request with the Exam Board via Osiris Case to decide at a later time in the academic year that the student has complied with all the requirements. The student must file a reasoned request in writing at least 5 days prior to the meeting of the Exam Board. After the meeting, the Exam Board will share its decision with the student in writing.
4. The text on the diploma is written in Dutch and English.
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 exam results;
  - c. the name of THUAS 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 exam: the degree awarded to the student;
  - g. for the final exam: the qualification associated with passing the final exam, if applicable.

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<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>.

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 exam. The diploma supplement is drawn up in the English language. If the student has successfully 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 accordance with article 1.3.1.

## **Article 5.5 Distinctions**

1. The Exam Board will determine whether a student has passed the propaedeutic exam or the final exam 'with distinction' or 'with highest distinction'. 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 or main phase 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 or main phase:
    - 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 or main phase, and
  - d. the Exam Board has never found the student guilty of fraud, and
  - e. for the distinctions for the propaedeutic exam of the programme that it has been obtained within 1 academic year.
  - f. for the distinctions for the final exam of the bachelor programme that the student has completed the programme in a maximum of 5 academic years.
  - g. for the distinctions for the final exam of the Ad-programme that the student has completed the programme in a maximum of 3 academic years.
3. The conditions under paragraph 2.e., f. and g. apply to students who have started the propaedeutic or main phase of the programme from the academic year 2021-2022 and onwards.
4. 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 THUAS.
2. Nominations for students who have carried out activities within the faculty or programme should be addressed to the relevant dean. Nominations for students who have carried out University-wide activities should be addressed to the Executive Board.
3. The dean 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.
4. A student who has managed to combine study and elite sports can request – next to his diploma – a certificate from the elite sports coordinator, which will be signed by the Executive Board and the director of NOC\*NSF.

## Chapter 6. Counselling

### Article 6.1 Study choice activity

After application the student will be invited to a study choice activity. This will consist of an oral intake and assessment and can also include a language and/ or mathematics test. The activities are used to examine the match between the student, the programme and the future occupational field. The student receives a study advice based on this study check activity.

### Article 6.2 Counselling

1. Study career 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 (for students of an Ad-programme the first academic year), he will be invited to at least two meetings with his study career counsellor 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 acknowledged by both the study career advisor and the student.
3. The activities relating to study career 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 dean.
2. Study advice may be issued as long as the student has not passed the propaedeutic exam.
3. The student may receive positive, deferred 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, after the 1<sup>st</sup> of February, 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 the student unenrols before 1 February of the current academic year, and doesn't re-enrol in the same academic year study advice will not be issued to the student. If he enrolls for the same programme in a later academic year, his enrolment will be seen as 'first enrolment' (also see article 3.5).
6. 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.
7. What applies for the propaedeutic phase in this article also applies for the first period of an Ad-programme with a study load of 60 credits. What applies in this article for a propaedeutic exam also applies to the tests attached to the units of study of the first period of an Ad-programme with a jointed value of 60 credits.

### Article 7.2 Study progress standards

1. If the student has passed the propaedeutic exam 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 a student has been exempted for one or more units of study in the propaedeutic phase, the norm of 50 credits still applies.
4. If by the end of his first year of enrolment the student has not complied with section 2 of this article, he will be issued with a 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 degree programme European Studies 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 binding negative study advice is issued to the student during an academic year, his enrolment will be terminated by the Executive Board as of the second full month following the month in which the negative binding study advice was issued in writing or was sent to the student's university of applied sciences email address or to the student's current email address as known at that time by THUAS of applied sciences.
  4. A binding negative study advice may also extend to a bachelor's degree programme or an Associate degree programme that shares the propaedeutic phase of a bachelor's degree programme or the first period of 60 credits of an Associate degree programme. In that case, the study advice will state the bachelor's degree programme or Associate degree programme to which the study advice pertains.

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

1. The Exam Board may decide, after having taken notice of a 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 via Osiris Case.
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 counsellor 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 2 working 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 counsellor 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 clock 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.
4. The student who has received a postponed advice and decides not to enrol in the following academic year, can enrol again for the same degree programme in the subsequent academic year. The conditions for postponement as described in the postponed advice will apply to that student.

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

1.
  - a. A binding negative study advice is cancelled after three years will have passed after the advice was issued.
  - b. For students who started in 2015/16, 2016/17 and 2017/18 academic years, the provisions of the PER for their academic year apply; after one year has passed from the end of the academic year in which negative binding study advice was received, students may submit a request to the dean to be readmitted to the relevant degree programme.
  - c. Students who have been issued a negative binding study advice prior to the academic year 2015/16, it holds that they may reapply for the relevant degree programme.
2. The dean 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 dean 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. Results obtained earlier, provided that they are not determined to be outdated and are still included in the curriculum, maintain their validity.

### **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 via Osiris Case 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 regulations 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 regulations (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, 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 student will be given the opportunity to finish the test or examination.
  - b. The invigilator or examiner will confiscate any potential evidence.
  - 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 be supported, if necessary, by an examination assistant and will notify the Exam Board of any irregularity or suspicion of fraud and will present a report.
  - e. The Exam Board will inform the student of the suspicion of irregularities within 5 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 irregularities have 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 dean.
  - j. In case of an irregularity or irregularities, a remark is made by the exam board in Osiris.
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. By submitting text, students grant permission for their text to be included in the database of the relevant detection programme. The student should submit work in a format that can be read by the electronic detection programme. The permitted file formats are .doc and .docx.
4. If an irregularity is found or suspected in a test, the Exam Board may decide to investigate previous tests submitted by the same student to determine whether irregularities can be found.

### **Article 8.3 Sanctions**

1. Depending on the seriousness of the irregularities, including repeated irregularities, the Exam Board may impose the following sanctions:
  - a. warning;
  - b. declare the relevant test or partial test invalid;
  - c. exclude the student from taking part in the relevant test for a maximum period of 1 year;
  - d. exclude the student from additional tests to be specified by the Exam Board, for a maximum period of 1 year;
  - e. 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 Osiris Case within 6 weeks of the decision.

## Chapter 9. Special Provisions

### Article 9.1 Provisions 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 provisions, unless it would disproportionately burden THUAS to provide them. Adapted provisions are intended to remove or limit obstacles and to foster the independence and full participation of students as far as possible. The adapted provisions 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 provisions 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, the Exam Board may ask the student to show the earlier mentioned 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 provisions within 15 working days of receipt of the student counsellor's recommendation;
  - c. a decision granting adapted provisions will be implemented within 15 working days after the decision has been taken;
  - d. if the request relates to a complex provision, 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 Provisions 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 provisions. 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 Provisions 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 1 or more dictionaries during the first three years of enrolment at THUAS. This request can be submitted throughout the entire academic year to the Exam Board, though it should preferably be submitted as soon as possible after the start of the academic year via Osiris Case.
2. The Exam Board may extend the provisions at the student's request.

## **Article 9.4 Provisions applicable to other situations**

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

## 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 Academic Calendar 2021 – 2022

The Academic calendar has been laid down October 27th 2020 by the Executive Board of THUAS.

Period	From	Until incl.
Introduction (year 1) and resits	23-08-2021	27-08-2021
Semester 1	30-08-2021	04-02-2022
- autumn recess	18-10-2021	22-10-2021
- Christmas Holiday	27-12-2021	07-01-2022
Semester 2	07-02-2022	01-07-2022
- spring recess	28-02-2022	04-03-2022
- Easter	15-04-2022	18-04-2022
- King's Day	27-04-2022	
- Liberation Day	05-05-2022	
- Ascension Day	26-05-2022	27-05-2022
- White Monday	06-06-2022	
- summer recess	18-07-2022	26-08-2022

A detailed academic calendar that applies specifically to European Studies can always be found on the student portal.

## Definitions

Since the various holidays/ recesses are not identical, the following definitions are used:

- Holiday period: no activities that are required or mandatory for the degree programme. This refers to the time periods when the buildings are closed (see remark 2 below).
- Recess: no scheduled educational activities, but projects and tests/ resits may be scheduled. This refers to fall, spring and summer break.

- 1) The academic year starts on Monday in the working week in which 1 September falls. If 1 September falls in a weekend, the academic year starts on the following Monday.
- 2) The buildings are closed on holidays, on the Friday after Ascension Day and during Christmas Holiday.
- 3) Educational activities and tests take place on weekdays (Mon-Fri) and on Saturday.

## Appendix 2 Education programme Plan (EPP)

(See OLP of European Studies in separate document)

### ES3, ES4, Minors and electives Clarification of the OLP of European Studies 2021-2022

lec= lecture  
wg= work  
group  
wgs= work  
group office  
hour  
(spreekuur)

A red **x** in exam period (assessment time) indicates a re-sit round, but can be the first change also.

Please note that the numbers used in the section that is colored light-blue refer to the study load hours linked to components of the study unit, not to credit points. The basic unit that is used in the computation is 28 hours, so 1 represents a study load of 28 hours, 2 represents 56 hours, etc.

Some parts of the OLP are not part of the formal Exam programme for ES-3 and ES4 students but are offered to them as an extra option (for example: MFL-3 in year 3 of ES4, excellenceprogramm Zukunft Deutschland etc).

## Year 1

Students can fill in Career Development in different ways (with activities inside or outside THU). For activities inside THUAS students can choose from the offer of available activities previously proposed by staff. Activities outside THU must have a clear professional and international orientation. Further guidelines in CD manual.

BSA norm ES-3 and ES4:  
- 50 credits of year 1

## Year 2

MFL-3: continuation of year 1. Only for students who followed part 1 and 2 in year 1

Students can use credits obtained from a maximum of one of the following activities to compensate for missing exchange credits provided they have not used the credits of the activity in question for other components of the programme:

- Language Buddy Programme
- Tutoring
- Zukunft Deutschland

To compensate missing credits students can also select electives that are offered in the Programme.

Compulsory attendance applies to the following modules (all years):

- Oral presentations
- All Modern Foreign Languages
- Introduction to Dutch Culture and Society
- Minor Democracy in the European Union
- Minor Eastern European Politics part 2

Further details are included in the module guidelines.

\*\*\* LWE can be done at different moments in the year. Students can fill in LWE in different ways (with activities inside or outside HHS).

## Year 3 and 4

ES students with a Dutch secondary school diploma are required to go on exchange as part of their degree. Students with a foreign secondary school diploma and students with an mbo, havo or vwo from the Dutch Antilles are not required to go on exchange and can choose to do minors at THUAS instead.

A student required to go on exchange who thinks that s/he should be exempted from the exchange because of personal circumstances can request an exemption from the Exam Board. All personal circumstances must be first verified by the student counsellor.

Compulsory attendance applies to the following modules (all years):

- Oral presentations
- All Modern Foreign Languages
- Introduction to Dutch Culture and Society
- Minor Democracy in the European Union
- Minor Eastern European Politics part 2
- Further details are included in the module guidelines.

**\*\*\*\* Entry requirements for the Final Project / Dissertation**

ES4

- o First year diploma (*propedeuse*);
- o At least 80 credits in the main phase, including:
- o Specialization Unit;
- o Advanced Research Skills.
- o Have been on exchange and obtained at least 15 credits **OR** completed a minor of 15 credits;
- o Preparation course (Research Skills Week) for Final Project/Dissertation **OR** have followed Research Design Course (year 3).

ES3:

- o First-year diploma (*propedeuse*);
- o Completed from the main phase of the programme:
- o Specialization Unit second year.
- o Have been on exchange and obtained at least 15 credits **OR** completed a minor of 15 credits;
- o Preparation course (Research Skills Week) for Final Project/Dissertation **OR** have followed Research Design Course (year 3).

**\*\*\*\* Entry requirements for the Work Placement**

ES4

- First-year diploma (*propedeuse*)
- At least 80 credits in the main phase of the bachelor's programme (i.e. years 2-4), including:
  - Specialization Unit
  - Advanced Research skills
  - Obtained at least 15 credits on exchange **OR** completed a minor of 15 credits

ES3

- First-year diploma (*propedeuse*)
- At least 80 credits in the main phase of the bachelor's programme (i.e. years 2-4), including:
  - Completed the course of the Specialization Unit in year 2
  - Advanced Research skills
  - Obtained at least 15 credits on exchange **OR** completed a minor of 15 credits

## Appendix 3 Test Regulations 2021-2022

### Article 1. General provisions

- 1.1 These Test Regulations contain the rules for correct conduct during examinations for all Bachelor's degree and Associate degree programmes at The Hague University of Applied Sciences. The regulations form part of the Programme and Examination Regulations.
- 1.2 In these regulations, the term 'test' also includes partial tests and resits.
- 1.3 Violation of the Test Regulations may be regarded as an irregularity in the sense of Chapter 8 of the Programme and Examination Regulations (PER).
- 1.4 The student has a period of six weeks in which he may submit an objection or lodge an appeal with the Legal Protection Desk against any decision taken on the basis of these regulations. This period will commence on the day after the announcement of the decision (via Osiris Case) and runs throughout the holiday periods.
- 1.5 If the Exam Board has decided to grant adapted provisions to a student with a disability arising from a handicap or chronic illness on the basis of Article 9.1 of the Programme and Examination Regulations, this may lead to deviations from the rules set out in these Test Regulations, to the extent in which the deviations follow from the decision of the Exam Board.
- 1.6 THUAS retains the ownership of the tests at all times. The appropriation of a test of partial test, and/or the distribution of it in any form is prohibited at all times.

### Article 2. Conditions for written tests

- 2.1 The student must be enrolled for the test in accordance with the rules set out in Article 8 of these regulations.
- 2.2 The student is expected to be present in the examination room and to be seated in the place allocated to him 15 minutes before the designated start time of the examination. Students who arrive after the designated start time will be denied entry. Opportunities for resits are described in Chapter 4 of the PER.
- 2.3 Students must present a valid form of ID (not a copy or photograph) prior to the examination, namely:
  - a. a passport or identity card, where this passport or identity card has been issued by a member state of the European Union, Great Britain, Northern Ireland, Norway, Iceland, Lichtenstein or Switzerland, or
  - b. a Dutch driving licence or an EU driving licence, or
  - c. a Dutch residence permit, or
  - d. a Dutch W-document (issued to asylum seekers) or a Privileged Person's Identity Card ('Geprivilegieerdendocument' – issued to persons with diplomatic status).
- 2.4 The student must sign the attendance list.
- 2.5 During the examination, the student may only use the question sheets and examination stationery provided, and the permitted aids/ tools, as stated on the cover page of the test. The invigilators may also distribute coloured scrap paper. No other paper or scrap paper is allowed. Any aids/ tools other than those named above must be placed out of sight and out of reach of the student.
- 2.6 Students must leave their jackets, bags, mobile phones, watches and any other non-permitted aids/ tools in the designated place and should switch off their mobile phones. Students are not allowed to wear a watch, and/ or a smartwatch, during the examination.
- 2.7 From the moment that the examination papers are handed out, students are not permitted to communicate with others in any way, or to exchange paper or aids/ tools, with the exception of those stated in Article 2.9.
- 2.8 Students are only allowed to open the question paper after the invigilator has given instructions to do so.

- 2.9 If a student is unclear about anything, he may call the attention of the invigilator by raising his hand.
- 2.10 Students are not permitted to remove or record an image of tests, answer sheets or scrap paper.
- 2.11 Students are not permitted to use the bathroom during examinations that last two clock hours or less. If an examination last for longer than two clock hours, students are permitted to use the bathroom once after 15 minutes have passed since the start of the examination, and no later than 30 minutes before the end of the examination. This should be under the supervision of an invigilator. Students should leave their work behind in such a way that other students are unable to see this work.
- 2.12 The work that is handed in must be written in pen. The first page of the work handed in should indicate the number of pages which make up the work. Each page should be numbered and should state the student's name and student number.
- 2.13 The student may not leave the examination room during the first 15 minutes and the last 15 minutes of the examination.
- 2.14 After leaving the examination room, the student must immediately move out of earshot of the examination room.
- 2.15 Examinations for the same degree programme that take place on the same day and at significantly different geographic locations must be scheduled at least two clock hours apart to ensure enough time for students to reach both locations.

### **Article 3. Conditions for digital tests at THUAS testing locations**

- 3.1 Students should be enrolled for the test in accordance with the provisions of Article 8 of these regulations.
- 3.2 When students take digital tests at THUAS testing locations the test is made on a device managed by THUAS or on a device of their own that has been approved for BYOD (Bring your own device) by THUAS in a suitable equipped examination room. With exception of Articles 2.5 and 2.12, the provisions in Article 2 of these regulations apply similarly to digital examinations. Additional test regulations may also be specified that arise from the specific nature of a digital examination. These regulations are shown on the digital cover sheet and/ or the instruction sheet of the test and will also be provided to the student well before the start of the examination.
- 3.3 Digital examinations for the same degree programme that take place on the same day must not be scheduled immediately after one another to ensure sufficient time for students to rest, and to accommodate extension periods of individual examinations.

### **Article 4. Conditions for digital tests administered remotely (online, via the internet)**

- 4.1 Students should be enrolled for the test in accordance with the provisions of Article 8 of these regulations.
- 4.2 When students take digital tests administered remotely (online, via the internet) they take a test on a device that they own, or a device that is lent to them by THUAS or another party.
- 4.3 Students must have access to a device, any specified software required to take the test, and an internet connection. The email sent to students informing them about the examination will provide details about the use of permitted and non-permitted software. This will also be stated on the digital cover sheet of the test.
- 4.4 The student may only use the permitted aids/ tools, as stated on the cover sheet of the test. This information will also be provided to the student well before the start of the examination.
- 4.5 Students are not permitted to communicate with other students during the examination in any manner whatsoever.
- 4.6 The student submits their test by uploading it using the digital button provided for this purpose in the electronic test environment.

- 4.7 The moment of submission of the test is the moment after which it is no longer possible to upload the test taken. The opportunity to upload the test ends at the specified time.
- 4.8 The email informing the student about the examination will provide details about the type of file that the student should use for creating and uploading the test and this will also be specified on the digital cover sheet of the test.
- 4.9 Students are not allowed to record the test questions on paper or on their own device, or to photograph or film the test or parts of the test.
- 4.10 By submitting the test the student declares that he took the test in accordance with the test regulations and that it is his own work.
- 4.11 The provisions of Article 2 of these regulations do not apply. Special test regulations and/ or invigilation regulations will be drawn up for digital examinations administered remotely, depending on the specific characteristics of the test. These regulations are shown on the digital cover sheet and/ or instruction sheet of the test and will also be provided to the student well before the start of the examination.

### **Article 5. Conditions concerning digital invigilation (proctoring) for digital tests administered remotely (taken online via the internet)**

- 5.1 The student should be enrolled for the test in accordance with the provisions of Article 8 of these regulations.
- 5.2 When students take digital tests administered remotely (online, via the internet), they take the test on their own device, or on a device lent to the student by THUAS or another party.
- 5.3 The device used by the student should possess a separate or built-in webcam and microphone which work correctly, other specified software required to take the test, the Chrome internet browser, and a stable internet connection. The email sent to students informing them about the examination will provide details about the use of permitted and non-permitted software.
- 5.4 The student should have a well-lit and clear table/ desk upon which only any supporting material specified in advance should be placed.
- 5.5 Students should identify themselves on camera in accordance with Article 2.3.
- 5.6 The student may only use the permitted tools/ aids as stated on the cover sheet of the test. This information will also be provided to the student well before the start of the examination.
- 5.7 Students should be seated 30 minutes prior to the start of the examination in a room that other people are unable to access during the administration of the test.
- 5.8 During the 30-minute period preceding the start of the examination to the time at which the test is submitted, the student is not permitted to have contact with other people, other than the digital instructor for the examination via the chat function.
- 5.9 Students submit the test by uploading it using the digital button provided for this purpose in the electronic test environment.
- 5.10 Students should show their work environment to the digital invigilator, including their table/desk using a webcam.
- 5.11 Students are not permitted to leave the room in which they are sitting during the allotted time. Students are not permitted to be out of sight of the camera. Therefore, students are not permitted to use the bathroom.
- 5.12 While taking the test, students are not permitted to make sounds, or background noise, such as humming, etc.
- 5.13 Students are not permitted to use earplugs, headphones or other types of ear phones. This is only possible if the student has obtained permission to do so from the Exam Board in advance, so before the administration of the examination.
- 5.14 Students are not permitted to use any form of additional screen.
- 5.15 Eating and/ or drinking is not permitted during the examination.

- 5.16 Students are not allowed to wear a watch, and/ or a smartwatch, during the examination or to use any other mobile device such as a mobile phone.
- 5.17 The student will be called to conduct the system check by an email from the examination administrator and must carry out the system check no later than 48 clock hours prior to the start of the examination. After the check has been completed successfully, the student will receive a second email containing a link to the online examination.
- 5.18 Unless stated otherwise on the cover sheet of the test, only the Chrome browser may be used during the examination and all other applications should be closed.
- 5.19 Students are not allowed to record the test questions on paper or on their own device, or to photograph or film the test or parts of the test.
- 5.20 By submitting the test, the student declares that he has taken the test in accordance with the test regulations, that it is entirely his own work, and that he understands that any suspected irregularities will be communicated to the Exam Board.
- 5.21 Further test regulations and/ or invigilation regulations will be drawn up for digital examinations administered remotely, depending on the specific characteristics of the test. These regulations are shown on the digital cover sheet and/ or instruction sheet of the test and will also be provided to the student well before the start of the examination.

## **Article 6. Conditions for other forms of tests and forms of administering tests**

- 6.1 Students should be enrolled for the test in accordance with the provisions of Article 8 of these regulations.
- 6.2 The degree programme will ensure that the student is informed in good time about test regulations and invigilation regulations for other tests that are not written or digital, such as oral tests, presentations, paper assessments and practical assessments. These regulations will be laid down in the module description of the unit of study concerned.
- 6.3 Tests for the same degree programme that take place on the same day and at significantly different geographic locations, must be scheduled at least two clock hours apart to ensure enough time for students to reach both locations.

## **Article 7. Supervision and irregularities**

- 7.1 The invigilators are responsible for monitoring the conduct of written and digital tests at THUAS examination locations. At least one invigilator must be present at all times in the examination room during written and digital tests taken on site at THUAS.
- 7.2 The monitoring of good conduct during digital tests administered remotely may involve the use of digital invigilation, also known as 'proctoring'. Remote invigilators use software to monitor the tests taken by students for irregularities, during and/ or after the examination. For more information and the procedure, see:  
*[<https://dehaagsehogeschool.sharepoint.com/sites/StudentServices/SitePages/Making-exams-at-home-with-online-proctoring.aspx>]*
- 7.3 The student must follow the instructions of invigilators and other staff members before, during and immediately after the examination.
- 7.4 The student is not allowed to enter into a discussion with the invigilator during the examination.
- 7.5 If the student displays behaviour during the examination which the invigilator deems disturbing to other students, and the student does not cease this behaviour after being warned, the invigilator may decide to remove the student from the examination room.
- 7.6 In the event of irregularities, the procedure described in Article 8.2 of the Programme and Examination Regulations will be followed. A report on the relevant incidents will be sent to the Exam Board.

## **Article 8. Enrolment procedure for tests**

- 8.1 Students enrol during the test enrolment period that has been opened for this purpose, via Osiris to take all tests and/or partial tests. Exception: students who are in the first year of enrolment in the propaedeutic phase of the respective degree programme will be enrolled by the degree programme for the tests or partial tests they have not yet taken or completed. The degree programme is responsible for providing students with adequate information about the enrolment period.
- 8.2 Students enrol for minors and other options, and in doing so are automatically enrolled for the tests belonging to that unit of study, but not for the resits.
- 8.3 The student is responsible for correctly enrolling in good time for tests or partial tests (not only for written or digital tests, but also for oral tests, presentations, paper assessments and practicals, etc.) in Osiris. Students should always check whether they are enrolled, and if they are not, should take immediate action to perform the enrolment via Osiris.
- 8.4 Students who do not wish to take the test for which they have enrolled should de-enrol in good time to create space for fellow students and/ or with a view to the limited number of opportunities to take tests.
- 8.5 After the formal test enrolment period, the degree programme will organise a late enrolment period. Students who have not enrolled for a test (or partial test) during the formal test enrolment period for whatever reason may be able to enrol during open enrolment days in Osiris for a limited time period for late enrolments. The exact date of these days will be determined by the degree programme and emailed to students. Students may still be able to take the test (or partial test) if they enrol during the late enrolment period, though this is solely where organisationally possible (including the availability of places). If the student is also unable to enrol during the late registration period, he will be excluded from taking the test (or partial test). Each test period has an a test enrolment period and a late enrolment period.

## **Article 9. Complaints about a test or administration of a test**

- 9.1 Complaints concerning a test or the administration of a test can be submitted to the exam board of the respective degree programme.