

TEACHING AND EXAMINATION REGULATIONS (OER) 2011 - 2012

Academic Bachelor Programme International Leisure Sciences

Academy for Leisure

NHTV Breda University of Applied Sciences

Academy	Academy for Leisure
Study programmes	International Leisure Sciences
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Chapter 1 General Stipulations

Article 1 Applicability of these regulations

- 1.1 These regulations apply to the teaching activities and examinations/exams of the full-time bachelor programme International Leisure Sciences (CROHO registration number 50756; hereinafter referred to as 'the programme'), of NHTV Breda University of Applied Sciences.
- 1.2 NHTV's Academy for Leisure (AfL) is responsible for the programme, which is taught in English under the name of 'International Leisure Sciences' (ILS).

Article 2 Definitions

Academy for Leisure (AfL)	Organisational unit as referred to in article 10.3a of the Dutch Higher Education and Research Act (WHW), which offers one or more study programmes.
Academy Director (Management Regulations)	Executive officer in charge of AfL. The academy director bears final responsibility for the day-to-day running of an academy on the grounds of the duties and powers authorised to him/her by the Board of Governors.
Academy Council (WHW art. 10.25)	A body instituted for each academy which exercises the right of consent and the right to prior consultation vested in the Participation Council, insofar as it concerns matters that pertain to the academy.
Management Regulations (WHW art. 10.3b)	The management regulations of the institution, in which the administration of the institution has specified the duties and powers that are delegated to the Board of Governors, the guidelines for exercising the delegated duties and powers, and the powers delegated by the Board of Governors to the academy directors.
Term	A part of the academic year. The first year of study consists of four equal terms.
Examinations Appeals Board (WHW art. 7.60 and 7.61)	An appeals board instituted by NHTV Breda for students.
Board of Governors (WHW art. 10.2)	The governing and policy-making body of <i>Stichting NHTV internationale hogeschool Breda</i> , as referred to in article 10.2 of the WHW in conjunction with articles 3 to 7 inclusive and article 17 of the articles of association of <i>Stichting NHTV internationale hogeschool Breda</i> .
CROHO (WHW art. 6.13)	The Central Register of Higher Education Programmes is a systematic database of study programmes delivered by higher education institutions.
CROHO number	Number under which a study programme is officially registered in CROHO.
WHW	Dutch Higher Education and Research Act of 8 October 1992, including any amendments made after that date.

Diploma supplement (WHW art. 7.11, par. 4)	A document attached to the degree certificate, the aim of which is to describe the nature and content of the study programme completed, partly with a view to the international recognisability of the programme.
Transfer master programme (WHW art. 7.13, par. 3 and 4)	The master programme which is open to graduates from the programme.
Exam (WHW art. 7.3 par. 3, and 7.10, par. 2)	The final exam of the bachelor programme.
Board of Examiners (WHW art. 7.12, par. 1 and 2)	The body, as referred to in article 7.12 paragraphs 1 and 2 of the WHW, which establishes – in an objective and competent manner – whether a student complies with the conditions of the OER in terms of knowledge, understanding and skills which are required in order to earn a degree. Every study programme or group of study programmes of NHTV has its own board of examiners.
Examiner (WHW art. 7.12c par. 1)	A member of staff appointed by the board of examiners, who is charged with organising and grading tests/examinations.
Disability	Physical, sensory or psychological impairments which are (as yet) of a chronic nature and which often lead to a student falling behind in his/her studies.
NHTV Breda	<i>Stichting NHTV internationale hogeschool Breda</i> , abbreviated as NHTV Breda.
OER (WHW art. 7.13)	Teaching and Examination Regulations as established by the administration of the institution for a study programme or group of study programmes.
The programme (WHW art. 7.3)	The bachelor programme International Leisure Sciences, which consists of an interconnected set of units of study, as referred to in article 7.3 of the WHW and which is registered in CROHO.
Study programme committee (WHW art. 10.3c)	For each study programme, a study programme committee is instituted, which issues advice on the teaching and examination regulations, assesses the way in which these regulations are implemented and enforced, and which has the power to issue advice to the staff and student advisory committee and the academy director on all matters pertaining to the teaching activities of the study programme in question.
OSIRIS	Digital academic progress tracking system, in which lecturers enter academic results and which students can consult to check their academic progress.
Practical component (WHW art 7.13)	Practical components are: <ul style="list-style-type: none"> - Writing a thesis - Writing a paper or an academic design project - Conducting a research project - Participating in fieldwork/excursions - Carrying out a work placement Participating in an educational activity which is aimed at developing certain skills.

Semester	A part of the academic year. The second and third years of study consist of two equal semesters.
Student (WHW art. 7.32)	A person enrolled at NHTV, as referred to in WHW article 7.32.
Student handbook	Handbook describing the educational offerings for the current or next academic year, in which the student can find all the information relevant to studying.
Academic year (WHW art. 1.1, par. k)	The academic year starts on 1 September and ends on 31 August of the following year.
Study load (WHW art. 7.4, par. 1)	The study load of one academic year corresponds to sixty credits. Sixty credits equal 1680 hours of study.
Credit (WHW art. 7.4, par. 1)	The study load of a study programme and a unit of study is expressed in credits. One credit represents a study load of 28 hours.
Examination (WHW art. 7.10, par. 1)	An investigation into the knowledge, comprehension and skills of a student, as well as an assessment of the outcome of this investigation. An examination is a part of the exam.
Test	Part of an examination
Subject	A unit of study of the study programme.

Article 3 Objective of the programme

- 3.1 The objective of the study programme is:
- acquisition of knowledge and understanding and development of skills in the area of Leisure Sciences;
 - development of academic proficiency;
 - preparation for a continued academic career, with a right and unconditional access to at least one master programme: the Master in Leisure Studies, offered by Tilburg University.
- 3.2 A more detailed description of the objectives of the bachelor programme can be found in appendix 1.

Chapter 2 Structure of the Programme

Article 4 Format of the programme

- 4.1 The programme is delivered in a full-time format.
- 4.2 The first year of the programme is divided into four terms.
- 4.3 The second as well as the third year consist of two semesters.

Article 5 Academic development

Academic development in the programme is guaranteed through:

- teaching all courses at an academic level, with attention for learning to think, act and communicate academically and independently;
- project-based education, in which students become increasingly independent as the study programme progresses, and carry out increasingly complex research tasks;

- attention for philosophical traditions and theoretical issues which are relevant to the programme (the curriculum contains, among other things, philosophy classes with a minimum study load of 12 credits).

Article 6 Study load

- 6.1 The study load of the bachelor programme is 180 credits.
- 6.2 As a rule, the study load of the individual units of study is 6 credits, or a manifold of 6 credits.
- 6.3 Attendance in a number of units of study is mandatory. These attendance requirements and the possible sanctions in the event of non-compliance, are communicated in the study guide of the unit of study in question.

Article 7 Programme content

- 7.1 A detailed overview of the programme can be found in appendix 2.
- 7.2 If units of study contain practical components, this is clearly described in appendix 2 and in the student handbook.

Article 8 The minor programme

- 8.1 The programme has a minor programme which totals 18 credits.
- 8.2 Compensation is not possible (see also article 18 in the Rules and Guidelines in appendix).
- 8.3 Students are allowed to compose a minor programme according to individual interest. The minor programme consists of a theoretically interrelated set of courses. As a rule, this involves second- or third-year courses offered at a university in the Netherlands or abroad.
- 8.4 In addition to article 8.2, the minor programme can contain one course (or the equivalent of a maximum of 6 ECTS credits) offered by an University of Applied Sciences (HBO), provided this is a fourth year course with added (content) value to the other courses of the minor programme.
- 8.5 Students themselves are responsible for checking whether a course they wish to undertake as a part of their minor programme is freely accessible and can actually be taken, and whether or not it has any entry requirements, as well as checking whether they comply with these entry requirements.
- 8.6 The minor programme must be approved in advance by the board of examiners. The board of examiners will make a decision within six weeks after all the relevant documents are submitted.
- 8.7 Changes to a minor programme at a later stage must be approved by the board of examiners.

Article 9 Flexible degree programme

Based on article 7.3d of the WHW, students are entitled to compose a degree programme themselves, which consists of units of study taught at AfL or other education institutions. This programme requires approval from the board of examiners. Approval from the board of examiners indicates that the flexible degree programme is part of the bachelor programme International Leisure Sciences. A flexible degree programme involves a substantial change of at least three units of study.

Chapter 3 Exam and Examinations

Article 10 The exam

- 10.1 The board of examiners establishes the result of the exam, as soon as the student has submitted sufficient evidence of the tests/examinations he/she passed and the level of academic development achieved.

- 10.2 Before establishing the result of the test/examination, the board of examiners may decide to undertake an investigation of its own into the knowledge, comprehension and/or insights of the student with regard to one or more components of the degree programme, if and insofar as the results of the test/examination concerned necessitate so.
- 10.3 Compensation is not possible (see also article 18 in the Rules and Guidelines in appendix).

Article 11 Degree title

- 11.1 Students who pass the exam receive the degree title of Bachelor of Science in Leisure Sciences.
- 11.2 The degree awarded will be stated on the *certificate* that the student receives upon completion of the study programme. The *certificate* is issued in Dutch and English and is signed in duplicate. An English supplement is added to the certificate which explains the nature, content and study load of the study programme completed.

Article 12 Sequence of units of study and examinations

- 12.1 Entry requirements may be specified for certain units of study. These entry requirements are clear upon the start of the academic year and are described in the student handbook. If a unit of study has entry requirements, a student can only start on this unit of study if he/she complies with these requirements.
- 12.2 Students are strongly advised to earn the Math Testimonial if they have a deficiency in the area of mathematics. This Testimonial is part of the Methods and Statistics (M&S)1 course. Students can only complete this course if they have earned the Testimonial.
- 12.3 The study programme is concluded with a bachelor's thesis, corresponding to a total of 12 credits. Only students who've earned at least 114 credits – including all the compulsory components of the first year – are allowed to start on the bachelor's thesis.

Article 13 Forms of examinations

- 13.1 Examinations may be administered in a variety of manners:
- by means of a written or digital examination, in which the student has to answer questions in writing (open or closed questions);
 - by means of an oral examination, in which the student has to answer questions verbally;
 - by means of submitting a paper or other type of end product;
 - by means of giving one or more presentations, active participation in working group sessions, reflection reports, participation in field trips etc.);
 - and/or a combination of the above.
- 13.2 The precise form of the examination is described in the student handbook. Any changes or additions must be clearly stated by the examiner upon commencement of the unit of study which prepares the students for the examination in question.
- 13.3 If a examination consists of several sections or tests, the examiner will inform the students of the weighting of these sections upon commencement of the unit of study which prepares the students for the examination in question.
- 13.4 The second opportunity may consist of an additional or substitute assignment and/or another testing method, provided that the same learning goals are tested.
- 13.5 Oral tests/examinations are administered individually and are open to anyone who is interested, unless otherwise determined by the board of examiners.
- 13.6 Examinations for a unit of study that has been changed, thereafter are offered no more than one year in the old form.
- 13.7 For rules about taking exams: identification, rules of conduct, fraud, graduating with distinction, we refer to the Rules and Guidelines in the appendix to the OER.

Article 14 Periods and frequency of examinations

- 14.1 Students are offered the opportunity to take examinations for the units of study of the programme twice every academic year. For registration procedures, we refer to article 10 of the Rules and Guidelines in the appendix.
- 14.2 In the first year, examinations are offered immediately after the term which consisted of the units of study which prepared students for the examinations in question, with the exception of M&S 1 and M&S 2, the examinations for which are scheduled after terms 2 and 4 respectively.
- 14.3 The second opportunities of a term take place after the regular examinations of the first following term. The second opportunities of term 4 are held immediately after the regular examinations of term 4.
- 14.4 In the second and third year, examinations are scheduled immediately after the semester which consisted of the units of study which prepared students for the examinations in question.
- 14.5 The second opportunities for the second and third year are scheduled after the examinations of the second semester.
- 14.6 As for the dates on which examinations and/or second opportunities are held, the following is applicable:
- the periods of written examinations and/or second opportunities are established by the institution and published in the student handbook;
 - the date of an oral test/examination is established by the examiner involved, if possible after consultation with the student involved, preferably but not necessarily within the regular examination periods, but in any case not during holidays nor after the last regular opportunity for second opportunities;
 - the examiner will establish two deadlines for assignments/papers, which are part of an examination, to be submitted. These deadlines will be communicated to the students, in a clear fashion, no later than upon commencement of the unit of study in question. The last deadline must be before the last regular second opportunity.
 - This article is also applicable to the bachelor's thesis.

Article 15 Examination results

- 15.1 The examiner will establish the results of a written examination within 15 working days after the examination is held.
- 15.2 The examiner will establish the result of an oral test/examination immediately after it is held.
- 15.3 The assessment of an examination is expressed in whole figures below six, and whole or half figures above six. Below six figures from .01 to and including .49 are rounded down and figures from .50 to and including .99 are rounded up. Above six figures from .75 to and including .24 are rounded off to a whole figure, and figures from .25 to and including .74 are rounded off to half figures. This rule implies that for an examination 5.49 is a fail, and 5.50 is a pass.
- 15.4 The results of tests, such as papers, theses and presentations will be determined within 15 working days after they are submitted/held.
- 15.5 The test/examination result, as referred to in the first, second and third sections, must be announced at least five working days before the date of the second opportunity.
- 15.6 After determining the results, the examiner will enter them into OSIRIS.
- 15.7 At the same time when test/examination results are announced to the students, students will be informed of their right of inspection and the possibilities to appeal to the board of examiners and the Examinations Appeals Board.

Article 16 Right of inspection

- 16.1 During a period of 10 working days after the announcement of the result of a test/examination, the student is permitted to inspect the assessed piece of work, if desired. If the second

- opportunity takes place within this period of 10 working days, the examiner will arrange an inspection opportunity at least three working days before the second opportunity.
- 16.2 During the period mentioned in the first section, students may take cognizance of the questions and assignments of the test/examination in question, receive feedback from the lecturer, as well as information on the assessment criteria.
- 16.3 The examiner will determine a place and time for inspection. If a student demonstrates that he/she was unable to appear in this given place at this given time due to circumstances beyond his/her control, he/she may be offered another opportunity, if possible within the period stated in the first section.

Article 17 Period of validity

- 17.1 The period of validity of the units of study passed is unlimited.
- 17.2 In deviation of the previous section, the board of examiners may impose an additional or substitute test/examination where it concerns a unit of study the test/examination of which was passed more than four years ago, before the student is admitted to the concluding exam of the bachelor programme.
- 17.3 As for the period of validity of an exemption for a subject/course, sections 1 and 2 of this article are applicable.
- 17.4 As a rule, courses must be completed within one academic year, which reduces the validity of tests or parts of an examination to the current academic year. In deviation of this, an examiner may allow students to transfer results obtained for parts of a course to a next academic year. If this is the case, the examiner in question will do so before the course in question begins.

Article 18 Exemption

- 18.1 At the request of the student, and having heard the examiner in question, the board of examiners may grant exemption from a unit of study, if the student meets the final objectives of the unit of study in question on the grounds of previous studies or experience.
- 18.2 Exemption requests must be submitted to the board of examiners - in writing and stating reasons - no later than two weeks after the unit of study in question begins. For the procedure, we refer to the Rules and Guidelines in the appendix.

Chapter 4 Previous Education and Admission

Article 19 Previous education requirements

- 19.1 The following legal admission requirements are applicable to the bachelor programme:
- Vwo diploma (all programmes)
 - A degree from a higher professional (hbo) or university (wo) programme
 - Propaedeutic certificate from a higher professional (hbo) or university (wo) programme
 - A *diploma*/degree issued outside the Netherlands which is equivalent to the *diplomas*/degrees mentioned in a, b, or c.
- 19.2 If a student has a mathematics deficiency, he/she is strongly advised to earn the Math Testimonial (level: final vwo exam) as a part of the test/examination of M&S 1.
- 19.3 The Board of Governors, on the advice of the board of examiners which serves as Colloquium Doctum committee for this purpose, may grant persons aged 21 and older who do not comply with the previous education requirements exemption from this requirement, provided that they prove their suitability for the programme in an entrance examination. The entrance examination assesses whether a candidate's previous education and experience will allow him/her to complete the programme successfully and/or if there are any deficiencies with regard to math and English that need to be remedied.

Article 20 English language

- 20.1 The programme is delivered in the English language.

- 20.2 Students from abroad who want to be admitted and students who want to be admitted on the grounds of article 19, section 3, must have a good command of the English language. They have to demonstrate their proficiency by means of the TOEFL test (minimum score of: 550 paper-based, 213 computer-based, or 79 internet-based) or the IELTS test (minimum score of 6.0, and no mark lower than a 5.5 for any of the separate components).

Article 21 *withdrawn*

Chapter 5 Transfer to a Master Programme

Article 22 Transfer master programme

- 22.1 Students who have earned the bachelor's degree in Leisure Sciences from the academy are unconditionally entitled to proceed to the master programme in Leisure Studies (CROHO registration number 60078) which is offered by Tilburg University.
- 22.2 Students who have earned the bachelor's degree in Leisure Sciences from the academy, with an average final mark of higher than 7.0 and who meet the requirements for English language proficiency as defined by the University of Wageningen are entitled to proceed to the master programme in Leisure, Tourism and Environment (CROHO registration number 60111) which is offered by Wageningen University.

Chapter 6 Binding Recommendation regarding the Continuation of Studies and Student Counselling

Article 23 Binding recommendation regarding the continuation of studies

- 23.1 The Academy applies a binding recommendation regarding the continuation of studies in conformity with article 7.8b of the WHW. All students are given a recommendation in their first year of enrolment, no later than 31 August. This recommendation may either be positive or negative. A binding negative recommendation regarding the continuation of studies is given if the student has earned less than 42 credits, or in other words, less than 70% of the study load of the first year, with the exception of the provisions of sections 6 and 7 of this article.
- 23.2 A binding negative recommendation at the end of the second year of enrolment is given, no later than 31 August, if the student has failed to meet the first year requirements within these preceding two years, with the exception of the provisions of sections 6 and 7 of this article.
- 23.3 If a student receives a negative binding recommendation regarding the continuation of his/her studies, he/she will be excluded from enrolment on the ILS programme for a duration of three years.
- 23.4 After the second term of the first year, the student is given a provisional recommendation, based on his/her performance so far. For the provisional recommendation, the norm of 70% is also applied .
- 23.5 If a student has received exemptions from certain units of study of the first year, he/she must earn 70% of the remaining credits in the first year. In determining the number of credits to be obtained, academic standards are rounded up and expressed in whole credits.
- 23.6 In the case of special circumstances, the student may ask the board of examiners to defer the binding recommendation or to depart from the regular course of proceeding, as referred to in sections 1 and 2. Special circumstances may include:
- illness, physical, sensory or other type of disability;
 - pregnancy;
 - special family circumstances;
 - heavy leadership duties for the programme or the institution;
 - recognised status as top athlete.
- The student is obliged to report the circumstances as mentioned above to the student counsellor in time. The student counsellor may ask for a supporting statement, like a medical

- or psychological statement. If the personal circumstances are unknown to or have not been reported in time to the student counsellor, then the provisions of article 23 will be applicable.
- 23.7 The board of examiners may decide to consider the special circumstances as referred to in section 6, if:
- the student is able to convincingly demonstrate these circumstances;
 - the student has reported these circumstances to his/her student counsellor at the earliest reasonable opportunity;
 - the circumstances are clearly the cause for the student not to have earned the required amount of credits.
- By way of support in assessing the student's plea of special circumstances, the board of examiners may ask the student counsellor or another expert on the matter for advice.
- 23.8 Decisions regarding the binding recommendation regarding the continuation of studies are made by the board of examiners.
- 23.9 If a student disagrees with the negative binding recommendation, he/she may lodge an objection with the board of examiners. The board of examiners will then determine, within three working days, whether or not to change the negative binding recommendation based on this objection and will inform the student of its decision immediately.
- 23.10 If a student disagrees with the negative binding recommendation as well as the decision made by the board of examiners as referred to in section 9, he/she may appeal to the Examinations Appeals Board within a period of six weeks.

Article 24 Studying with a disability

- 24.1 Students with a disability, of whatever nature, may be enabled by the board of examiners to attend courses and take examinations in a specially adapted manner. The facilities to be provided for this purpose consist of a type or duration of units of study and examinations particularly geared to individual situations, or the provision of practical aids. The student counsellors of NHTV have published the handbook "Studying at NHTV with a disability" in which facilities, arrangements, procedures and contact persons are described.
- 24.2 A student is to submit his request to the board of examiners, via the student counsellor of the academy, as soon as possible after the commencement of the academic year or after the occurrence of the disability. The student counsellor will attach a written recommendation to this request. Prior to this, a copy of a medical certificate issued by a doctor or psychologist has to be submitted. The student counsellor may ask the student for information concerning the facilities that were provided to him/her at his previous education institution.
- 24.3 In the case of certain facilities, the board of examiners will grant authority to the student counsellor.
- 24.4 The board of examiners assesses the request in the light of the professional competencies of the bachelor's programme.
- 24.5 The board of examiners will inform the student, the student counsellor and the academy director of its well-founded decision in writing.
- 24.6 In principle, arrangements/facilities are provided for the duration of the entire study programme, unless otherwise determined by the board of examiners. If determined otherwise, the situation will be reconsidered every academic year.

Article 25 Academic progress and counselling

- 25.1 The students' individual academic results will be recorded in OSIRIS.
- 25.2 Students themselves are responsible for checking their results for accuracy in the academy's student records system (OSIRIS). In the case of incorrect or incomplete records in the system, the student is to report to the examiner involved.
- 25.3 The academy ensures that the students enrolled on the bachelor programme are provided with adequate academic counselling and information, which includes advice on reorientation of studies, either within or outside the academy.
- 25.4 To this end, the academy operates a study career coaching system and it also has a student counsellor.
- 25.5 The student has to check his academic achievements, If, according to the student, there are items missing or incomplete, the student has the right to lodge a protest with the board of

examiners. The board of examiners will examine the protest and will make a decision. If the student disagrees with this decision, he has the right to lodge an appeal with the Examinations Appeals Board of NHTV Breda.

- 25.6 Academic progress data are recorded in compliance with the provisions of the 'Privacy Regulations; Processing of Student Personal Data'.

Chapter 7 Additional Stipulations

Article 26 Courses offered by Tilburg University

- 26.1 Both the second and third year of study contain one compulsory course which is also part of the pre-master programme in Leisure Studies of Tilburg University. In addition, students also have the opportunity to take courses at Tilburg University for the purpose of their minor programme.
- 26.2 Students take courses as referred to in section 1 at Tilburg University, and to this end they enrol at that university.
- 26.3 Tilburg University will inform the Academy for Leisure of the results obtained for the courses as referred to in section 1.
- 26.4 The courses offered at Tilburg University are subject to the Teaching and Examination Regulations and the Rules and Guidelines of the board of examiners of the Tilburg School of Social and Behavioural Sciences.
- 26.5 If a student is of the opinion that he/she is disproportionately harmed by the application of the Teaching and Examination Regulations and/or the Rules and Guidelines, as referred to in section 4, he/she may submit a request to the board of examiners for the Teaching and Examination Regulations and/or the Rules and Guidelines of ILS to be applied.

Article 27 Unforeseen and special circumstances

- 27.1 In situations not covered by these regulations, and which affect the interests of individual students, the board of examiners will decide.
- 27.2 In the case of unfairness and/or circumstances due to which a student falls behind through no fault of his/her own, the board of examiners is authorised to make an exception to these Teaching and Examination Regulations, in favour of the student in question. In these cases, the board of examiners will make a well-founded decision and will inform the person or persons involved of this decision.

Article 28 Amendments

- 28.1 Amendments to these regulations will be determined by exceptional decree by the Board of Governors at the suggestion of the academy director following advice from the study programme committee and permission from the staff and student advisory committee.
- 28.2 Amendments that apply to the current academic year will only be made if they do not harm the interests of the students.
- 28.3 Amendments will furthermore not affect (to the detriment of the students):
- examinations passed;
 - exemptions granted;
 - any other decisions, already taken with regard to a student by the board of examiners pursuant to these regulations.

Article 29 Publication

The academy will see to it that these Teaching and Examination Regulations (OER) and the Rules and Guidelines established by the board of examiners, including any amendments, are published in an appropriate manner.

Appendix 1

Exit Qualifications of the Academic Bachelor in International Leisure Sciences

1. GENERAL INTELLECTUAL SKILLS

1.1. Logical, analytical reasoning

- Logical and analytical reasoning, problematising, and placing problems into context

1.2. Critical self-reflection

- Ability to reflect on one's own professional knowledge and practices, and on those of others

1.3. Ethical/normative awareness

- Familiarity and compliance with the fundamental principles of academic objectiveness, integrity and responsibility
- Awareness of social-political and ethical aspects involved in operating in the field of Leisure Sciences

1.4. Communication skills

- Ability to communicate clearly, both orally and in academic writing, about the aspects of the discipline with fellow professionals and non-fellow professionals
- Academic English proficiency
- ICT and presentation skills

1.5. Multi-perspective or multi-source approach

- Use and evaluation of various sources of information, in order to be able to make an accurate, qualitatively sound selection
- Multidisciplinary perspective in approaching practical problems
- Awareness of intercultural differences in leisure activities and in the conditions for leisure activities

2. RESEARCH ATTITUDE

2.1. Ability to identify connections, trends and developments

- Contribution to the expansion of knowledge based on an interested, inquisitive attitude
- Recognition of paradigms within Leisure Sciences
- Independent opinion formation on issues in the discipline of Leisure Sciences
- Ability to - under supervision – set up, carry out and report on research projects into the use of leisure and conditions and/or organisation of leisure

2.2. Commitment to update/expand one's level of knowledge

- Critical attitude with regard to one's own findings and conclusions, and those of others
- Looking for and being open to new points of view

2.3. Lifelong learning

- Commitment to the continuous process of knowledge development
- Willingness to lifelong learning

3. DISCIPLINARY KNOWLEDGE

3.1. Knowledge and understanding of the fundamentals and history of one's discipline

- Knowledge of and insight into the developments in leisure activities/pursuits and in the conditions for leisure activities/pursuits

- Knowledge and understanding of the fundamentals, history and development of Leisure Sciences
- 3.2. Understanding of the structure and relationships between subareas of the discipline**
- Overall understanding of the multidisciplinary discipline of Leisure Sciences, with an eye for the relationships between the various subfields
 - Knowledge and understanding of the most important models and conceptual frameworks in Leisure Sciences
- 3.3. Recognition of discipline-related paradigms**
- Insight into relevant theories and research traditions in the fields of anthropology, sociology, economics, psychology, and philosophy in general, and the way leisure is studied in these fields in particular
- 3.4. Specific practical skills**
- Application of knowledge in organisations which operate in the mixed economy of leisure
- 3.5. Knowledge and understanding of research methods and theory formation**
- Knowledge of social scientific research methods and techniques
 - Knowledge of the history and development of research in one's discipline and the methods and approaches used in it
- 3.6. Taking a position in academic discourse**
- Taking a critical position with regard to topics in the academic literature in the field of Leisure Sciences
- 3.7. Application of discipline-related analysis techniques**
- Ability to apply current research methods and techniques
 - Ability to translate social issues into discipline-related problems and an ability to relate these problems – by means of current research methods and techniques – to empirical and theoretical insights in the field of Leisure Sciences
 - Insight into the progression of research
 - Ability to – under supervision and in a methodically sound manner – carry out the various phases of research; ability to ask clarifying questions regarding one's own discipline and an ability to test hypotheses on the grounds of knowledge and skills acquired with regard to problem formulation, theory construction, and research methods and techniques
 - Interpretation of and reporting on research findings
- 3.8. Evaluation of discipline-bound research**
- Understanding and interpretation of presuppositions, information content/value and empirical tenability of research and theories in the field of Leisure Sciences
 - Understanding and interpretation of specialist literature
- 3.9. Disciplinary skills**
- Proficiency in fundamental professional skills, such as project-based working, ability to work in a team, reporting and advising
- 4. TRANSDISCIPLINARY SKILLS**
- 4.1. Knowledge and skills not related to one's own discipline**
- Knowledge of the most important social-philosophical and epistemological principles and approaches
 - Knowledge of the basic principles of at least one other related or non-related discipline
- 4.2. Multidisciplinary collaboration skills**
- Application of a multidisciplinary perspective in exercising academic activities

Appendix 2 Curriculum ILS 2011-2012

Year 1 (number of credits between brackets)

Semester 1		Semester 2	
Term 1	Term 2	Term 3	Term 4
Methods and Statistics 1 (6, including practical)		Methods and Statistics 2 (6, including practical)	
Sociology of Leisure (6) Anthropology of Leisure (6)	Leisure Economics(6) Project 1 (6, including practical)	Psychology of Leisure (6) Leisure Marketing (6)	The Organisation of Leisure (6) Project 2 (6, including practical)

Year 2 (number of credits between brackets)

Semester 1	Semester 2
Methods and Statistics 3 (6, including practical)	Methods and Statistics 4 (6, including practical)
Action Theory and Epistemology (6)	Strategic Management (6)
Labour, Care and Leisure (6)	Productivity, Sustainability and Entrepreneurship (6)
Imagineering (6)	Innovation and Change (6)
Project 2 (6, including practical)	Project 4 (6, including practical)

Year 3 (number of credits between brackets)

Semester 1	Semester 2
Minor programme (18, preferably 3 x 6))	Philosophy of Leisure (6)
Research lab (12, including practical)	Leisure and urban development (6)
	Intercultural Management (6)
	Bachelor Thesis (12)

Appendix 3

Rules and Guidelines 2011/2012

Board of Examiners - International Leisure Sciences

Academy for Leisure, NHTV Breda

Article 1 Scope of application

These Rules and Guidelines are applicable to the examinations and exams of the study programme International Leisure Sciences, hereinafter referred to as 'programme' or 'ILS'.

Article 2 Definitions

In these Rules and Guidelines, the following expressions have the meanings stated:

- Exam regulations: the Teaching and Examination Regulations (OER) of the International Leisure Sciences programme.
- Exam: the total of successfully completed tests/examinations of the units of study that make up the study programme, possibly supplemented with an investigation by examiners appointed by the Board of Examiners into the examinee's knowledge and skills.
- Examination: part of the exam in which the examinee's knowledge and skills relating to a certain component of the programme are measured.
- Test: part of an examination.
- Examinee: a student who sits an examination or exam.
- Student: a person enrolled in the programme to attend courses and/or take examinations and/or the exam of the programme.
- Board of Examiners: a board set up by the Board of Governors, with the task to determine objectively and professionally whether students meet the requirements set by the Teaching and Examination Regulations with regard to the knowledge, insights and skills requested for obtaining a degree (WVB, art. 7.12, par. 2).
- Examiner: the Board of Examiners appoints examiners to administer examinations and to determine the results of the examinations. The examiners supply the Board of Examiners with the requested information regarding the examinations (WVB, art. 7.12c).
- Graduation committee: a committee consisting of at least two examiners of the programme, put together for the purpose of assessing the bachelor's thesis and signing the bachelor's degree. In addition to the supervising lecturer (= first assessor), the committee consists of at least one second assessor who was not involved in the factual supervision of the graduation thesis.
- Programme coordinator: a member of staff charged with the organisation and coordination of the study programme.
- WHW: Law on Higher Education and Scientific Research
- WVB: Law of 14 February 2010 containing adjustments in the Law on Higher Education and Scientific Research (WHW) (Staatsblad 2010, 119).

Article 3 Appointment and composition of the Board of Examiners

1. The members of the Board of Examiners are appointed for their expertise. At least one member of the Board of Examiners is member of the teaching staff (WVB, art. 7.12a, par. 1).
2. Before appointing a member, the Board of Governors consults the members of the Board of Examiners (WVB art. 7.12a, par. 3)

Article 4 Duties of the Board of Examiners

1. The duties of the Board of examiners are set by the law, in particular by articles 7.11 and 7.12 of the WVB.
2. Furthermore, and pursuant to the OER ILS, the Board of Examiners has been charged with the following duties:
 - a. Introducing and monitoring obligations to attend with regard to practical components;
 - b. Approval in advance of minor programmes put together by students;
 - c. Approval afterwards of changes in already approved minor programmes;
 - d. Approval of individual plans of study;
 - e. Establishing exam results;
 - f. If necessary, conducting an investigation of its own into the student's knowledge and skills before establishing the exam result;
 - g. Handling appeals against examination or exam results;
 - h. Monitoring the period of validity of examination results, and if necessary, imposing additional or substitute tests or examinations, for examinations the results of which were established four or more years ago;
 - i. Granting exemptions;
 - j. Acting as an Entrance Examination Committee, if applicants do not meet the previous education requirements;
 - k. Advising on requests for enrolment after the academic year has started;
 - l. Issuing provisional and binding recommendations regarding the continuation of studies;
 - m. Hearing appeals against binding recommendations regarding the continuation of studies;
 - n. Determining the existence of special circumstances, which are or may be relevant within the framework of the binding recommendation regarding the continuation of studies.
 - o. Handling requests of disabled students for adapted educational facilities/arrangements, which include alternative ways of taking examinations.
 - p. Making decisions in matters not provided for by the OER, or in matters which involve circumstances through no fault of the student, which affects the student's interests disproportionately or unreasonably.
3. These Rules and Guidelines describe how the duties as referred to in sections 1 and 2 are carried out by the Board of Examiners, supplementary to and in so far as not yet stipulated in the OER.

Article 5 Day-to-day activities of the Board of Examiners

From among its members, the Board of Examiners will appoint one member to be charged with responsibility for the day-to-day activities of the Board of Examiners.

Article 6 Form of the examinations (WHW, art. 7.13, par. 2l)

1. The form of the examinations is stipulated in the OER.
2. The form of the examinations is proposed by the examiners, after liaising with the programme coordinator.
3. In special cases, the Board of Examiners may instruct or permit a deviation of the provisions in the OER.
4. Oral examinations are administered individually and are public events, unless otherwise determined with the agreement of the persons concerned.

Article 7 Determination of exam results

The Board of Examiners determines the exam results. Before the exam result is determined, the Board of Examiners itself, or an expert appointed by the Board of Examiners, may conduct an inquiry into the student's knowledge relating to one or more components or aspects of the programme, if and in so far as the need to do so arises from the results of the examinations in question.

Article 8 Graduating with distinction

1. A student will be awarded a 'summa cum laude' distinction if he/she has scored at least 9 for all exam components, as set by the OER and with a total of 180 credit points.
2. A student will be awarded a 'cum laude' distinction if he/she has scored 8 for all exam components, as set by the OER and with a total of 180 credit points.
3. The distinction will be stated on the certificate.
4. Distinctions are not awarded if a student has been awarded exemptions totalling more than 60 credits.
5. In case parts of the exam are obtained studying at another institution, the Board of Examiners will determine the weight and assessment of these parts.
6. In special circumstances the Board of Examiners can deviate from what is stated in sections 1 and 2.

Article 9 Time periods (WHW, art. 7.13, par. 2)

1. The time periods within which examinations can be taken, as well as the number of examination opportunities per year are stipulated in the OER.
2. In determining the time periods for examinations, simultaneous or virtually simultaneous examinations are avoided where possible.
3. In special cases or in the case of circumstances beyond one's control, the Board of Examiners may determine a date and time for a first or second attempt at an examination, contrary to the provisions of sections 1 and/or 2.
4. Oral examinations are administered at a date and time to be determined by the examiner and/or examiners concerned, possibly after consultation with the examinee, preferably but not necessarily within the time periods designated for taking examinations, as specified in the OER.
5. The dates and times for tests, such as presentations or papers, will be announced before the start of the unit of study in question by the examiner. Tests have the same number of second opportunities as examinations. Dates and times for these second opportunities will also be announced before the start of the unit of study in question.

Article 10 Registration for Examinations (Including Second Attempts)

1. It is compulsory for all students to enrol for examinations, whatever their nature of form.
2. Students who want to take an examination have to register via Osiris in time.
3. Registration for an examination opens a few weeks before the examination period in question begins. The registration period for second opportunities is shorter.
4. Registration for an examination closes a few weeks before the examination period in question begins. The registration period for second opportunities is shorter.
5. If a student registers for an examination, but fails to take part in it, an 'MO' (Missed Opportunity) will be entered in Osiris.
6. If a student takes part in an examination for which he did not register, a 'UA (Unjust Attendance) will be entered in Osiris. The mark obtained will become invalid and the student will lose all claim to it.
7. If a person is not enrolled as a student (any more), but still takes part in an examination, then the result will be declared invalid and it will not be entered into Osiris.

Article 11 Exemption

1. A request for exemption from taking an examination has to be submitted in writing and supported by reasons to the Board of Examiners.
2. Unless a request is rejected for formal reasons, the Board of Examiners will hear the examiner or examiners concerned, before making a decision on the request.
3. The reasons for a decision to reject a request for exemption will be explained.
4. The Board of Examiners will make its decision within one month after having received the request and all relevant documents, including advice from the examiner or examiners. This one-month term is exclusive of the regular holiday periods of the institution. The student will be notified about the decision within one week.

Article 12 Invigilation

1. Invigilation during tests and examinations is part of the Academy for Leisure's teaching responsibilities.
2. If there are external invigilators involved in supervising the test or examination, this falls under the responsibility of the examiner, in principle. The examiner must be available for the invigilators for the duration of the test or examination.
3. Invigilators act on behalf of the Board of Examiners or individual examiners. They will make sure that the invigilators have sufficient and clear information about matters such as the duration of the examination, ancillary materials permitted, closed- or open-book examination, and so on.

Article 13 Rules for examinees during the examination

1. Students must always bring their student ID cards to examinations. This card must be placed visibly on the table during the examination. If a student is unable to present his NHTV smartcard, he has to report to the secretarial office (of the academy that has organised the examination) with a valid means of identification (passport, driving licence, identity card). The secretarial office will then issue a statement which confirms that the student is enrolled at NHTV. This statement, in combination with a valid means of identification, will allow the student to be admitted to the examination after all. The statement has to be handed to the examination supervisor, who will make a note of it on the attendance list.
2. While taking the examination or test, the examinee is not allowed to use any textbooks, dictionaries, lecture notes, other notes, digital/electronic devices, or other items as referred to in article 14, section 2a, unless otherwise determined by the Board of Examiners or the examiner.
3. Mobile phones and other electronic media must be switched off and must be placed out of sight and reach.
4. While taking the examination or test, the examinee is not allowed to have any materials - as referred to in article 14, section 2a - other than those provided to him/her (including scrap paper) and apart from writing materials - on his/her table, unless otherwise determined by the Board of Examiners or the examiner.
5. The examinee is obliged to follow the instructions of the Board of Examiners, and/or the examiner, which were published before the date of the exam, examination or test, as well as any instructions given during the examination or test and immediately afterwards by the invigilators. In any case, the invigilators are authorised to give instructions and carry out inspections for the purpose of a proper course of events during an examination or test.
6. While taking an examination or test, the examinee is only allowed to use his/her own capacities and any literature the use of which during the examination or test has been specifically allowed by the Board of Examiners or the examiner. Any actions or activities which are irreconcilable with the foregoing are not permitted, which includes copying from fellow-students, having non-permitted sources of information in plain sight or within reach, and/or providing information to or eliciting information from fellow-students.
7. On the instruction of the invigilator, the examinee is obliged to hand over any material as referred to in the second, third, fourth or fifth section of this article to him/her. This material will be returned to the examinee as soon as possible after the invigilator concerned has inspected and copied the

material. In special cases, the invigilator may hold on to the material pending a decision of the Board of Examiners, in accordance with article 15.

8. With a view to plagiarism and/or fraud checking, the examiner may oblige the examinee to submit a written piece of work or a thesis, placement report, or other type of written assignment electronically.

Article 14 Fraud

1. Fraud encompasses any act by a student that may result in a false academic assessment of that student or another student.
2. The following is at least considered as fraud:
 1. Having within reach during an examination or test any pieces of writing, electronic devices, or any other objects with comparable features or functions, the use or consultation of which has been specifically prohibited during the examination or test;
 2. Copying from a fellow-student during the examination or test, or exchanging information with them in any way, either inside or outside the examination room;
 3. Pretending to be another person during the examination and/or having another person instead of oneself take the examination or test;
 4. Changing the distributed question and/or answer sheets or sharing them with others;
 5. Prior to the examination, gaining unauthorised possession of exam/test/examination papers or of any other information which has been prohibited by the Board of Examiners or examiner;
 6. Altering examination/test answer sheets after having submitted them;
 7. Copying data, texts, arguments, or ideas of others without a correct reference or without quotation marks in a thesis, placement report, or other written piece of work. In other words: plagiarism. Plagiarism involves:
 - Reproducing from someone else's work without reference to the source, or without correct reference to the source and/or
 - Paraphrasing from someone else's work without indicating that it concerns the views or ideas of this other person, and without reference to the source, or without correct reference to the source and/or
 - Presenting another person's ideas, findings, or work as one's own;;
8. Manipulating and/or misrepresenting the research results of one's research project and/or graduation thesis, with the intention of misleading. This involves, among other things:
 - Facts used for the purpose of the research are distorted, made up, or presented selectively and irresponsibly;
 - Opinions, interpretations, and conclusions of other persons are deliberately misrepresented;
9. Giving fellow-students or fellow-examinees the opportunity or inciting them to commit fraud.

Article 15 Sanctions

1. The examinee who does not appear on the list, which contains the names of the students who have registered for the examination, and who is also unable to present an student ID card, will be excluded from participating in the examination in question.
2. If the examinee fails to observe the provisions of article 13, second, third, fourth, fifth, sixth and/or seventh sections, he/she will be informed by the examiner or invigilator that an official report will be drawn up of the infringement observed immediately. Furthermore, he/she will make a note of the infringement observed on the work to be submitted or already submitted by the examinee.
3. If the second section of this article is applicable, it will be pointed out to the examinee that his/her work will not be assessed until the Board of Examiners decides which consequence it will attach to the infringement observed.
4. If article 14, section g, is applicable, the mark established will be maintained until it is certain that fraud and/or plagiarism can be ruled out. The student may be asked for an oral explanation or an additional assignment in order to demonstrate the originality of the work submitted.
5. If the examiner or invigilator establishes a fact which gives rise to the suspicion of fraud, as referred to in article 14, this will be brought to the attention of the Board of Examiners without delay.
6. As soon as possible after the examination concerned, the examiner will submit an official report to the Board of Examiners about the actual and/or suspected fraud incident by using the form specifically designed for this purpose. A copy of this form will be sent to the examinee.
7. Before making a decision, the Board of Examiners will give the examinee and the invigilator, or – in the case of a paper – the examiner the opportunity to be heard. If desired, the examinee may also decide to respond in writing to the official report.
8. If the examinee has acted contrary to article 13, second, fourth or sixth section, the Board of Examiners may decide not to assess the student's work altogether.
9. If the examinee has acted contrary to article 13, fifth or seventh section, and the Board of Examiners is of the opinion that the instructions were given in reasonableness, the Board of Examiners may decide not to assess the student's work altogether.
10. If a fraud incident, as referred to in article 14, has been established conclusively, the Board of Examiners will impose one of the following disciplinary measures – depending on the seriousness of the incident and taking into account the principles of equality of rights and proportionality:
 - a. In all cases: declaring the examination/test taken invalid; As a result of the exam the term 'FR' will be registered in Osiris.
 - b. Exclusion of the examinee from one or more examinations and exams for a term of three months up to one year;
 - c. In the case of fraud in a group assignment, all group members are – in principle - individually accountable;
 - d. In the case of fraud in the writing of a graduation thesis: ordering a new thesis to be written.
11. In establishing a disciplinary measure as referred to in section 10 of this article, the Board of Examiners may take into consideration the circumstance of a fraud incident previously committed by the examinee.
12. The Board of Examiners will inform the examinee and examiner of its decision in writing and with statement of reasons, regardless of whether it proceeds to imposing one or more disciplinary measure as referred to in section 10 of this article or not. It is also pointed out to the examinee that he/she has the right to appeal against the decision of the Board of Examiners to the Examinations Appeals Board within four weeks after this decision was made.

Article 16 Examination contents

1. The questions and assignments that make up the examination must relate to the sources from which the examination subject matter has been derived. These sources will be communicated to the students before the start of the classes preparing students for the examination. No later than one month before the examination is administered, the definitive and precise description and contents of the subject matter will be announced.
2. The questions and assignments that make up the examination constitute a well-balanced representation of the examination subject matter.

3. The examination is an accurate representation of the educational aims, in terms of contents and form.
4. The instructions, as well as the questions and assignments of an examination, are clear and contain as much relevant information as possible.
5. The Board of Examiners and/or the examiner will announce, well in time before the examination is administered, in what way the examination will be administered.
6. The student who attended classes for an examination in the foregoing academic year and who was unable, due to special circumstances, to take an attempt at one or more examination opportunities, may submit a request to the Board of Examiners to be permitted to sit an examination relating to the subject matter as it was established for that particular component in that particular year.
7. Marks obtained for one or more components of an examination will become invalid at the end of the academic year if the student has failed the examination, unless explicitly stipulated otherwise by the examiner. If the examiner has done so, he/she will communicate to the students upon commencement of the unit of study in question which previously obtained results can be transferred to the next academic year.

Article 17 Duration of the examinations

The duration of written examinations is 3 hours, unless otherwise announced by the examiner himself or by someone on his/her behalf upon commencement of the examination, or unless otherwise stated on the examination cover sheet.

The duration of the examination at least gives the students sufficient time, according to criteria of reasonableness, to answer all questions.

Article 18 Assessment

1. The examinee passes the exam if all marks for the exam components are at least a 5.50 and if he/she has fulfilled all his/her obligations.
2. If an examination consists of several tests, the final mark will be determined by means of the marks obtained for the separate tests. The examiners involved will establish the weighting of
3. the marks of the tests and announce this in advance. As a rule, at least a five must be obtained for each of the tests, unless explicitly determined otherwise by the examiner.
4. The assessment of an examination is expressed in whole figures below six, and whole or half number above six. Below six figures from .01 to and including .49 are rounded down and figures from .50 to and including .99 are rounded up. Above six figures from .75 to and including .24 are rounded off to a whole figure, and figures from .25 to and including .74 are rounded off to half figures.
5. If a student has attended a unit of study outside ILS, he/she will pass this unit of study if he/she passes this unit of study in conformity with the rules as applicable at the education institution where he/she has taken this unit of study.
6. In the assessment of exam components, marks mean the following: 10: excellent; 9: very good; 8: good; 7: fairly good; 6: satisfactory; 5: unsatisfactory; 4: very unsatisfactory; 3: poor; 2: very poor; 1: abysmal.
7. In certain cases and in consultation with the Board of Examiners, the examiner may decide not to give a mark, but express his/her assessment in terms of satisfactory/unsatisfactory, pass/fail, obligations met/not met.
8. Written examinations are assessed in such a manner that the examinee is able to ascertain how the examiner has arrived at the examinee's examination result, and what the pass/fail standard is.
9. A student may take a second attempt at an examination within one and the same academic year. In this case, the highest mark obtained will count.

Article 19 Principles

The Board of Examiners takes the following principles as a point of departure in all its decisions:

- a. Maintenance of quality and selection criteria of every examination.
- b. Protection of students who wish to assume too great a study load.
- c. Leniency towards students who have fallen behind due to circumstances beyond their control.
- d. Efficiency requirements, basically aimed at:
 - Minimising loss of time for students who are progressing rapidly in their studies;
 - Timely discontinuation of studies by students who are unlikely to pass an examination or exam;
 - Minimising the work load of examiners as a result of re-assessments, extra opportunities, or other activities which are deemed separate from regular teaching duties.

Article 20 Amendments

Amendments which are applicable to the current academic year will only be made if these amendments are not detrimental to the students' interests.

Article 21 Unforeseen circumstances

All matters not provided for by these Rules and Guidelines will be decided by the Board of Examiners.

Article 22 Entering into force

These Rules and Guidelines entered into force on 1 September 2010.
Thus laid down by the Board of Examiners of ILS on 25 November 2011.