



Teaching and Examination Regulations (OER)

Bachelor's Programme Leisure Management

Croho number: 34438

Academic Year 2011-2012

Academy for Leisure (AfL) NHTV Breda University of Applied Sciences

The teaching and examination regulations are part of the study programme-specific part of the Students' Charter. The Students' Charter describes the rights and duties of students, ensuing from the Dutch Higher Education and Research Act (WHW) and consists of a general part pertaining to the institution as a whole, and of specific parts pertaining to the various study programmes.

The Students' Charter is subject to alterations in laws and regulations.

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Study programmes	Leisure Management
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Chapter 1 General

1.1 General Provisions

- 1 In conformity with article 7.59 of the WHW, NHTV has a Students' Charter which has been laid down by the Board of Governors ('College van Bestuur' or 'CvB') of NHTV, after approval from the Representative Advisory Board ('medezeggenschapsraad'). The Students' Charter consists of a part pertaining to the institution as a whole (approval from the Representative Advisory Board) and a part pertaining to the various study programmes (approval from the Staff and Student Advisory Committee ('deelraad')). The part relating to the institution as a whole has been laid down in a separate document. The teaching and examination regulations ('OER') are part of the study programme-specific part of the Students' Charter.
- 2 In this document, NHTV Breda University of Applied Sciences will be referred to as NHTV Breda.
- 3 The teaching and examination regulations are in compliance with the rules and regulations of the 'OER Framework Arrangement for *hbo* bachelor's programmes'. The first draft version was laid down by the Board of Governors on 15 March 2011. The definitive version of this framework arrangement was laid down by the Board of Governors on 30 May 2011.
- 4 The teaching and examination regulations are formalised by the academy director in conformity with the 'Regeling voor het vaststellen van de onderwijs- en examenregelingen'.
- 5 The academy director ensures that the teaching and examination regulations are evaluated annually, and in this process, also conducts study time measurements for the purpose of monitoring and adjusting the study load when necessary (WHW article 7.14).
- 6 The study programme committee evaluates the way in which the teaching and examination regulations are implemented. The study programme committee presents the results of its evaluation to the academy director.
- 7 The Dutch version of the teaching and examination regulations takes precedence over the English translation.

1.2 Definitions

The definitions insofar as relevant to the teaching and examination regulations are specified in appendix 1 of the OER.

1.3 Applicability

- 1 The teaching and examination regulations 2011-2012 are applicable to all student cohorts enrolled at NHTV and are applicable to the academic year of 2011-2012. These regulations do not apply to the first year of the International Leisure Management programme (the international propaedeutic year; IP); the 'OER' of the Tourism Management programme is applicable to this year.
- 2 The academic year of 2011-2012 runs from 1 September 2011 up to and inclusive 31 August 2012.
- 3 If the decisions regarding the teaching and examination regulations 2011-2012 are not finalised by 1 September 2011, the teaching and examination regulations 2010-2011 will

remain in force – as an exception to section 1 – until the teaching and examination regulations 2011-2012 are approved and enter into force.

- 4 These teaching and examination regulations specify the rights and duties of students of the following study programme:

Name of study programme	B Vrijetijdsmanagement
ISAT code	34438
Degree title (in full)	Bachelor of Business Administration in Leisure Management
Degree title (abbr.)	BBA in Leisure Management

as well as the rights and duties of the Board of Governors, the academy director, the board of examiners, the study programme committee, and the employees of the study programme.

- 5 Where 'students' are mentioned in these teaching and examination regulations, this also includes *extraneus* students, unless otherwise determined.
- 6 Where 'he' or 'his' is used in these teaching and examination regulations, it should be taken to represent both 'he' / 'his' and 'she' / 'her'.
- 7 Where 'examination' is used in these teaching and examination regulations, it should be taken to represent an examination, test, assessment, or competency exam.

Chapter 2 Guiding Principles of the Study Programme(s)

2.1 Objectives and competencies of the study programme(s)

- 1 The objective of the 'Vrijtijdsmanagement' bachelor's programme is to ensure that its graduates comply with the relevant professional competencies. Graduates of the programme have the following competencies: Project Management, Marketing, Operational Management, Leisure Management, Imagineering, Research, Cooperation/Communication, Self-Management. See diagram in figure 1.
- 2 The competency profile (or training profile) of the 'Vrijtijdsmanagement' bachelor's programme has been derived from the national Leisure Management competency profile. These documents are available in N@tschool.

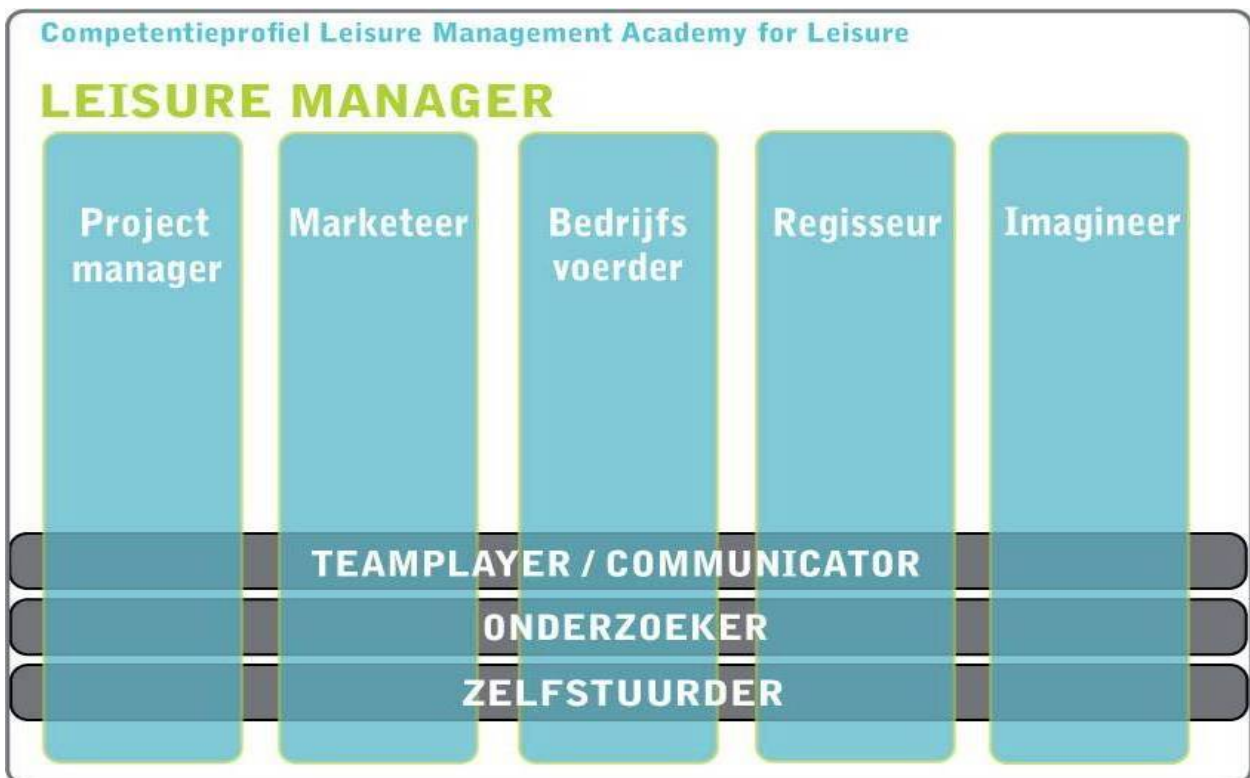


Fig. 1 VTM competency profile

Chapter 3 Previous Education and Admission

3.1 Previous Education Requirements

- 1 Students who want to enter a study programme in higher professional education (*hbo*) must be in possession of a diploma from upper general secondary education (*havo*), pre-university education (*vwo*), middle management education, or specialist education as referred to in article 7.2.2, first paragraph 1, under c, of the Adult and Vocational Education Act (*WEB*). A diploma, as referred to in the preceding sentence, is equated with a diploma from a vocational training course designated by ministerial regulation (article 7.2.2 paragraph 1c *WEB*).
- 2 By virtue of article 7.28 paragraph 1 of the WHW, an official certificate stating that the student successfully completed the propaedeutic phase or final exam of a study programme in *hbo* or *wo* also entitles this student to apply for a bachelor's programme.

3.2 Alternative Requirements for *havo/vwo* graduates

3.2.1 Extra previous education requirements

The profile or profiles to which the *havo* or *vwo* diploma must relate (in order for a prospective student to be considered for a certain study programme or group of study programmes) are designated by ministerial regulation. Furthermore, subjects and other curriculum components that must have been part of the final *havo* or *vwo* exam (in order to for a prospective student to be considered for a certain study programme or group of study programmes) may also be designated by ministerial regulation.

- [1] The table below (figure 2) indicates the extra previous education requirements of the *hbo* programme in 'Vrijetijdsmanagement'.

Vrijetijdsmanagement					
mbo 4	admissible, recommended: English				
	N+T	N+G	E+M	C+M	
Havo	admissible	admissible	admissible	ec or m&o	
Vwo	admissible	admissible	admissible	ec or m&o	

Fig. 2 Extra previous education requirements

3.2.2 Additional requirements

This study programme does not have any additional requirements.

3.3 Entrance test pertaining to extra previous education requirements (deficiency test)

3.3.1 'Old' *havo/vwo* diplomas

As from the academic year of 2005-2006, the extra previous education requirements for candidates with a *havo* or *vwo* diploma relate to the profiles as well as the subject requirements, and no longer to the 'old' subject requirements alone.

This means that candidates with an 'old' *havo* or *vwo* diploma no longer comply with the extra previous education requirements. That is why these candidates have to do an additional entrance test. However, NHTV Breda will consider candidates who comply with the subject requirements as in effect at the time they acquired their secondary school diploma.

3.3.2 'Old' *havo*/*vwo* diplomas based on profiles

As from August 2007 (*havo*) and August 2008 (*vwo*), the extra previous education requirements for candidates with a *havo* or *vwo* diploma only relate to the 'new' profiles.

This means that candidates with a diploma based on the 'old' *havo* or *vwo* profiles no longer comply with the extra previous education requirements insofar as these are applicable. That is why these candidates have to do an additional entrance test. However, NHTV Breda will consider candidates who comply with the extra previous education requirements as in effect at the time they acquired their secondary school diploma.

3.3.3 Deficiency test

- 1 The Board of Governors may decide to enrol a candidate who has a diploma that is not in compliance with the extra previous education requirements, on condition that this candidate shows, by means of a test (deficiency test), that he complies with requirements which are comparable to the extra previous education requirements.
- 2 The requirements as mentioned in section 1 have to be met before the study programme commences (WHW article 7.25, paragraph 4).
- 3 If a candidate enrolls for the first time for a study programme with an enrolment restriction ('*numerus fixus*'), these requirements have to be met before 15 May before the commencement of the study programme, if this candidate obtains his secondary school diploma in that same year.

3.4 Exemption from the previous education requirements based on another type of diploma or qualifications

3.4.1 Equivalent diploma or qualifications

The Board of Governors grants exemption from the previous education requirements as mentioned in article 3.1 to candidates who are in possession of a diploma, either issued in the Netherlands or abroad, which is at least equivalent to the previous education requirements as mentioned in articles 3.1 and 3.2. International Office advises the Board of Examiners on this matter.

3.4.2 Students with a diploma/qualifications obtained abroad, who are planning to attend a Dutch-taught study programme

WHW article 7.29

Students who have been exempted from the previous education requirements based on a diploma as referred to in article 3.4.1, will not be allowed to take any examinations or exams before they have passed the '*staatsexamen NT2 programma II*' (Dutch as a second language), and/or has demonstrated by means of another test to the board of examiners that they are sufficiently proficient in Dutch. This requirement does not apply to Flemish students.

3.4.3 Students with a diploma/qualifications obtained abroad, who are planning to attend an English-taught study programme

Bindingsbesluit HBO-raad (30 September 2005)

- 1 Students who have been exempted from the previous education requirements based on a diploma as referred to in article 3.4.1 and who comply with one of the conditions as mentioned in section 2 of this article, don't need to take an English language test in order to be admitted to an English-taught programme at NHTV Breda.
- 2 The conditions as referred to in section 1 of this article are:
 - the student's native language is English
 - the student attended education in a country where the official language of communication and instruction is English
 - the student earned his *Abitur* in Germany with English as his *Leistungskurs, Neigungsfach* or *Profilfach*.
- 3 Students who have been exempted from the previous education requirements based on a diploma as referred to in article 3.4.1, but who don't comply with one of the conditions as mentioned in section 2 of this article, and who want to attend an English-taught study programme at NHTV Breda, must demonstrate English proficiency by means of one of the following tests:
 1. IELTS test
Minimum score: 6.0
 2. TOEFL test
Minimum scores:
 - paper-based (PBT) 550
 - computer-based (CBT) 213
 - internet-based (iBT) 79
 3. Cambridge certificate in Advanced English (CAE)
 - minimum score: C

3.5 Entrance Examination for Candidates Aged 21 or Older

WHW article 7.29

- 1 Students who are 21 years of age or older and who do not comply with the previous education requirements as referred to in article 7.25 of the WHW, nor have been exempted from these requirements on the grounds of article 7.28 paragraph 1 or paragraph 2 of the WHW, may be exempted from these previous education requirements after all on the basis of an entrance examination.
- 2 The Board of Governors may determine that the age limit mentioned in section 1 is not applicable to a student who is in possession of a diploma that was issued outside the Netherlands and that grants access to higher education in the country where it was issued.
- 3 The entrance examination involves an assessment of the candidate's suitability to attend a study programme and of the candidate's proficiency in the language in which this study programme is taught.
- 4 The requirements of the entrance examination are:
The student has to be at least 21 years of age at the moment when the study programme starts. An assessment will be administered to determine whether the student is allowed to start on the study programme. The assessment involves a portfolio containing evidence of work or other experience, and an intelligence/motivation test.

- 5 The entrance examination is administered by or on behalf of the board of examiners.
- 6 The results of the entrance examination will be communicated to the student within 10 working days. If the student passes the entrance examination, he will be exempted from the previous education requirements and he will be issued with a written statement to this effect, as set forth in article 7.29 of the WHW.

Chapter 4 Content, Structure and Organisation of the Study Programme(s)

4.1 Modes of Delivery

WHW article 7.13 paragraph 2i

The VTM bachelor's programme is delivered in a full-time, part-time and dual mode. All these modes of delivery are in principle subject to the same regulations and procedures. More detailed information on the part-time and the dual modes can be found in the student handbooks concerned, which can be found on N@tschool.

4.2 Language

WHW article 7.2

The bachelor's programme is taught in Dutch and in English; the examinations are administered in Dutch and in English too. Where the use of the English language is concerned, a code of conduct is in effect (appendix 2).

4.3 Scope and Duration of the Bachelor's Programme(s)

WHW article 7.4 and article 7.4b

- 1 The *hbo* bachelor's programme consists of a propaedeutic phase consisting of 60 ECs and a main phase consisting of 180 ECs. Both phases are concluded by means of an exam. The propaedeutic phase has a threefold purpose: orientation, selection and/or referral.
- 2 The *hbo* bachelor's programme corresponds to a total of 240 ECs. One EC represents 28 hours of study. The standard duration of the study programme is 4 years. One year of study consists of 60 credits (1680 hours of study).

4.4 Structure of the VTM programme

The 'Vrijtijdsmanagement' bachelor's programme consists of a propaedeutic phase and a main phase. The programme of both phases, as well as the number of ECs to be earned for each competency, can be found in appendix 3.

4.4.1 Propaedeutic phase

1. For a number of components within the propaedeutic phase, an attendance requirement is in effect. This attendance requirement, as well as any sanctions for non-compliance, is explained in the study guide of the unit of study in question, among other things.
2. The VTM bachelor's programme offers a propaedeutic programme which enables the student to attain level 1 of the competencies.
3. The student may take two years to complete the propaedeutic phase.

4.4.2 Main phase

1. A 30-week work placement (corresponding to 45 ECs) is part of the main phase. In exceptional cases, or for ILM students who participate in an exchange programme, this work placement covers only 20 weeks and corresponds to 30 ECs.
2. The bachelor's programme offers a main phase programme which enables the student to attain level 2 and 3. The student is allowed to exchange components of the programme for practical experience placements or other practical assignments. To this end, the board of examiners has to grant its permission.
3. The 4th year of the VTM bachelor's programme consists of EITHER a period of 15 weeks up to the Christmas break, corresponding to 20 ECs (called 'tracks'), after which the student starts on his graduation phase, OR a track that lasts an entire academic year, which contains various subcomponents including the graduation part. The 4th year programme is described in the 4th-year study guide and the overview of all minors and tracks that can be found on N@tschool.
4. In the period from September to November, fourth-year students can participate in a minor. All minors (either the general NHTV minors or the specific minors offered by the academies) last 10 weeks and have a study load of 15 ECs. The academy in charge of organising and offering the minor is responsible for this minor in terms of contents and quality. Students who have attended a minor and want to graduate from the VTM programme are required to complete an additional course with a study load of 15 ECs.
5. If a student opts for a minor of a study programme other than his own (within NHTV), he does not need permission from the board of examiners to attend this minor. In any other case, the student's choice has to be authorised by the board of examiners of the student's own bachelor's programme.

4.5 Areas of Specialisation

The VTM bachelor's programme does not have any areas of specialisation. The English-taught version (ILM, International Leisure Management) trains students to develop the same competencies as students on the VTM programme. However, ILM has a number of additional requirements which the student has to comply with before he is allowed to graduate. These requirements are available in English only and can be found in appendix 5.

4.6 The VTM curriculum

WHW articles 7.7 and 7.8

1. The curriculum of the VTM programme can be found in appendices 3 and 4, including a description of that which is offered in the programme, or which is only tested.
2. The progression rules of the VTM bachelor's programme can be found in appendix 4. (this only concerns 'KGO').

4.7 Exemptions

4.7.1 Exemptions for students with a WEB diploma (mbo)

Students who are in possession of a WEB diploma in the same field as VTM (economics) may be exempted from examinations relating to units of study up to a total of 60 credits. More details regarding this exemption arrangement can be found in appendix 7 (also see section 7.16.1 subsection 4d).

4.7.2 Exemptions for students with a vwo diploma

Students who are in possession of a vwo diploma (or an equivalent foreign diploma) may be exempted from examinations relating to units of study up to a total of 60 credits. If students wish to appeal to this specific exemption arrangement, they are required to inform the Student Affairs office of this before the start of the study programme. In practice, it means that the student is exempted from the propaedeutic phase, and enters the study programme in the 2nd year. Also see appendix 6. After having studied at the academy for at least one year and having earned 60 ECs, these students will be awarded their propaedeutic certificate.

4.7.3 Exemptions for students with an associate degree

Not applicable.

4.7.4 Standard exemption arrangements for other entrant groups

Not applicable.

4.8 Enrolment for the main phase (propaedeutic phase and main phase of the same NHTV study programme)

WHW article 7.30

A student is allowed to progress to the main phase of the same NHTV study programme, if:

- 1 he has passed the propaedeutic exam;
- 2 he has earned at least 46 ECs (see chapter 5, Binding Recommendation Regarding the Continuation of Studies) in the first year of the propaedeutic phase, unless the board of examiners has stipulated further conditions;
- 3 he has been granted permission by the board of examiners by means of a study contract – at his own request – to attend courses and take examinations of the main phase before he has passed the propaedeutic exam of the bachelor's programme.

The following applies to the further conditions (mentioned in section 2):

The board of examiners has not set any further conditions,.

4.9 Enrolment for the main phase (propaedeutic phase and main phase of different NHTV study programmes)

WHW article 7.30

A student is allowed to progress to the main phase if:

- 1 he has passed the propaedeutic exam of another NHTV programme. Both programmes must be part of the same domain as VTM.
- 2 he has been granted permission by the board of examiners of the VTM programme, despite the fact that he has fallen behind in his studies in the propaedeutic phase of the other study programme. The student is under the obligation to complete the propaedeutic phase of the study programme he was attending initially. In this process, the board of examiners may have stipulated further conditions.

4.10 Referral in the main phase

WHW article 7.9 – applies only to bachelor's programmes that have areas of specialisation

Not applicable.

4.11 Programme alterations

4.11.1 Transition to a newer curriculum

- 1 If any changes occur in the successive years of the curriculum, the board of examiners will establish a transitional arrangement. If necessary, the board of examiners will also stipulate how to deal with any changes in the academic performance standards.
- 2 As a consequence of curriculum alterations, the structure of the propaedeutic phase and/or the main phase may differ with each cohort. As a result, a student who has fallen behind in his studies, may be offered different units of study (or parts of units of study) and attendant examinations than described in the programme that is applicable to his cohort. If this is the case, the chair of the board of examiners will compose an individual plan of study (including examinations), after consultation with the student concerned.

4.11.2 Guaranteed form of testing

- 1 The form of testing of a second or subsequent examination will be equivalent to that of the first examination (also see 7.5) – during the academic year in which the first examination was administered, unless the student agrees to another form of testing.

4.12 Honours programme

Admission to the honours programme

- 1 Students who want to be admitted to the honours programme have to go through a selection procedure at the end of the propaedeutic phase.
- 2 Selection will be based on study results, the rokeach value survey, creative leadership skills, and role in / reinforcement of the team, and the selection procedure will be carried out by lecturers who are closely involved in the programme.

Structure of the honours programme

- 1 The honours programme consists of three years, which are the 2nd, 3rd and 4th year of study after the propaedeutic phase.
- 2 The extra study load for the honours programme runs to 30 ECs. The total study load of the main phase for these students therefore adds up to 210 ECs.
- 3 The honours programme of the Academy for Leisure has been designed within the Imaginheroes track. More details on this programme and its testing/assessment system can be found in appendix 8.
- 4 The student has to demonstrate whether he complies with the learning outcomes of the honours programme in one or more competency exams and he has to complete the programme within 4 years' time.

Chapter 5 Binding Recommendation Regarding the Continuation of Studies

WHW article 7.8b

5.1 Binding recommendation in the propaedeutic phase

- 1 At the end of the first year of enrolment on the propaedeutic phase of a full-time or dual study programme, every student receives a recommendation from the board of examiners with regard to the continuation of studies, either on the same study programme or another one. In the case of a part-time programme, the board of examiners will determine the time at which the recommendation is issued.
- 2 Without limiting the provisions of the first section, the board of examiners may issue a recommendation to a student who has not yet passed the propaedeutic exam.
- 3 A recommendation, as referred to in the first or second section, may involve a rejection, in which case it is called a negative binding recommendation regarding the continuation of studies (or in short: negative binding recommendation). In this respect, the board of examiners is of the opinion that - taking into account any personal circumstances (see article 5.3) - the student is not deemed capable of completing the study programme successfully, in view of the fact that this student has failed to make satisfactory academic progress.
- 4 A rejection as referred to in section 3 of this article may be issued during the period of time as mentioned in section 2 of this article; however, it cannot be issued before the end of the first year of enrolment.
- 5 The Board of Governors may decide that the rejection as referred to in section 3 of this article also extends to study programmes which have the same propaedeutic exam as the study programme in question.
- 6 A certain time limit may be attached to the rejection as referred to in section 3.
- 7 Before the board of examiners issues a rejection, it will give the student in question a warning on the condition of a reasonable time limit within which the student must have improved his academic performance in the areas that he is deficient. Where the VTM programme is concerned, this is the "Provisional Recommendation" which is issued to all students no later than mid-March.
- 8 Every student who still has not passed the propaedeutic exam at the end of the second year of enrolment will receive a negative binding recommendation.
- 9 In derogation from the provisions of section 8 of this article, the binding recommendation can be postponed for one year, based on personal circumstances (see article 5.3) and on the advice of the student counsellor.
- 10 In derogation from the provisions of section 4 of this article, every student who terminates his enrolment during the first year of enrolment will be given a negative binding recommendation, unless the board of examiners decides otherwise, on the advice of the student counsellor.
- 11 A student may appeal against a negative binding recommendation with the Examinations Appeals Board within six weeks after the negative binding recommendation has been issued.

5.2 Specific provisions of the VTM study programme

- 1 The academic achievement standard with regard to the negative binding recommendation at the end of the first year of enrolment is 46 ECs for students on the VTM programme.
- 2 The warning as referred to in article 5.1.7 will be issued by the academy on 15 March at the latest. Such a provisional recommendation (initial warning) will be based on the number of credits earned at that particular point in time and the attendant “message”.

0 - 8 ECs: “It will be impossible for you to comply with the achievement standard of the binding recommendation regarding the continuation of studies. You are recommended to discontinue your studies.”
9 – 14 ECs: “In the second half of the academic year you can still earn 37 ECs, which means that it is still possible for you to complete the first year successfully. However, you will have to earn all the remaining ECs in order to comply with the academic achievement standard regarding the binding recommendation regarding the continuation of studies (46 ECs).”
15 – 23 ECs: “You are doing well, keep up the good work and keep a close watch on your study results.”

This message will be sent, in writing, to the student accompanied by a transcript of the study results achieved so far.

5.3 Personal circumstances

Personal circumstances, as mentioned in article 5.1, involve:

- 1 illness;
- 2 physical, sensory or other disorder(handicap);
- 3 pregnancy ;
- 4 special personal or family circumstances;
- 5 engagement in top-class sport or board activities.

The student is obliged to report the circumstances as mentioned under 1 to 5 inclusive 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 5.1 will be applicable.

5.4 Cancellation of the negative binding recommendation regarding the continuation of studies

The board of examiners may cancel a negative binding recommendation. This happens when the student is deemed capable by the board of examiners to successfully complete the study programme at the moment of re-entering this programme. A propaedeutic certificate obtained within the same domain may serve as evidence. Cancellation of the negative binding recommendation regarding the continuation of studies is an absolute condition to re-enrolment.

Chapter 6 Student Counselling and Student Progress

WHW article 7.13 paragraph 2u and article 7.34e

6.1 Student counselling

This article does not apply to *extraneus* students.

- 1 The academy applies an individual student counselling system. By means of this student counselling system, the academy seeks to ensure that study-related problems are either avoided or discovered in time, and to offer support in solving these problems.
- 2 The registration of data relating to student counselling is in compliance with the provisions of the 'Privacy Regulations; Processing of Student Personal Data'. These regulations are part of NHTV's Students' Charter and can be accessed via Intranet.
- 3 If desired or necessary, notes taken during talks between a student and a student counsellor can be recorded in the student records system (Osiris).
- 4 Students are advised to report any special circumstances (such as illness, death in one's immediate family, etc.) to the student counsellor as soon as possible. If a special circumstance is likely to affect a decision of the board of examiners (such as the binding recommendation regarding the continuation of studies, see chapter 5), then this special circumstance should have been reported before the board of examiners makes this decision.
- 5 The student counsellor represents the student in meetings of the board of examiners in which specific requests of this student are dealt with. The board of examiners makes a decision regarding these requests.
- 6 The student's personal development and academic progress is discussed in the individual coaching interviews (particularly within Creative Leadership and – for senior-year students – within Leisure for Life). The student consults with his coach about the progress of his learning process.
- 7 The student is coached/supported in attaining the required competency levels in the individual coaching talks as well as in the group coaching sessions.

6.2 Studying with a disability

- 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.
- 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.
- 3 In the case of certain facilities, the board of examiners will grant authority to the student counsellor.
- 4 The board of examiners assesses the request in the light of the professional competencies of the VTM bachelor's programme.

- 5 The board of examiners will inform the student and the student counsellor of its well-founded decision in writing.
- 6 In principle, facilities are provided for the duration of an entire study programme, unless otherwise determined by the board of examiners. If otherwise determined, the situation is reconsidered every academic year.

6.3 Student progress monitoring

- 1 The academy ensures that the students' academic achievements are carefully and accurately recorded.
- 2 Through an internet link with the Osiris student records system (via the Portal), students have access to their academic achievements at all times.
- 3 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 lecturer involved.
- 4 At least once every academic year, students are sent a transcript of their academic achievements and progress. This transcript is sent to them no later than 30 September, on paper, via regular mail.
- 5 Together with the transcript of their academic achievements and progress, students will receive information on the procedure for lodging an objection if they believe the transcript to be incorrect or incomplete.
- 6 The student has to check his academic achievements, as described in the transcript (see section 4). 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 before 31 October of that year. In this process, the student has to adhere to the procedure for lodging an objection which was enclosed with the transcript. 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.
- 7 Academic progress data are recorded in compliance with the provisions of the 'Privacy Regulations; Processing of Student Personal Data'.
- 8 Credits (ECs) are awarded to a student after he has attained the required competency levels and/or has completed the required units of study. ECs are recorded under the responsibility of the academy.

6.4 Interruption of enrolment

- 1 Every student has the right to quit his studies in the course of the academic year and terminate his enrolment.
- 2 Re-enrolment in the current academic year is not possible. The student has to wait and enrol for the new academic year, provided that he did not receive a negative binding recommendation regarding the continuation of studies.
- 3 If the student received a negative binding recommendation regarding the continuation of studies, he is not allowed to enrol for the same study programme at NHTV Breda, unless the negative binding recommendation is withdrawn by the board of examiners of the study programme in question.
- 4 If there are any special circumstances involved, a student may re-enrol in the current academic year. This, however, is only possible on the advice of the student counsellor and with the permission of the academy director.

Chapter 7 Examinations

7.1 Competency-based education and earning ECs

- 1 For each competency, and for each level, the student has to demonstrate that he has attained the required level. Within the programme, there are various ways in which this is tested. The final test to demonstrate overall competence (level 3) is the final exam.
- 2 The student's competency development at a certain level is concluded, for each competency, with an assessment of the student's knowledge and actions. A satisfactory score (5.5 or more; satisfactory or more, or completed) will earn the student a certain amount of ECs. Overall competence at all three levels is assessed at several points in time throughout the study programme.
At level 3, this is the final exam. More detailed information can be found in the study guides on N@tschool. In these interviews, the student shows that he is able to relate his competency development level to the broader context of the job of leisure manager.

7.2 Examinations

WHW article 7.10 paragraph 1

- 1 Every unit of study is concluded by means of an examination. An examination may consist of one or more tests.
- 2 The examination of a unit of study is passed if:
 - a the pass criteria of that unit of study, determined in advance, are met.
 - b The pass criteria of the unit of study are met if the score for an examination, and/or the average of all examination components, is a 5.5 or higher, a 'satisfactory' or more, or a 'completed'.
- 3 If an examination is passed, the credits that go with the unit of study in question will be recorded in the student records system (Osiris). If an examination consists of several tests, the ECs will only be awarded once all these tests have been passed. In a few cases (English and Dutch), the weighted average is the determining factor.
- 4 Each examination involves an investigation of the student's knowledge, insights and skills, as well as an assessment of the results of this investigation.
- 5 The investigation may take the shape of an assessment, written or oral questions, a presentation, a study task or assignment, a paper or essay, carrying out practical activities, a thesis, a research report, a placement report, placement assignments, practical training, or fieldwork, and the like.

7.3 Organisation of examinations

WHW article 7.13 paragraph 2

- 1 At the beginning of each unit of study, the examiners will inform in writing the students of the following (with regard to the examinations that go with a particular unit of study):
 - a The contents (subject matter),
 - b The learning goals,
 - c The form of the examination,
 - d The sequence in which the examinations have to be taken (if applicable),
 - e Any materials that students are permitted to use while taking the examination,
 - f If applicable, the attendance and participation requirements relating to the unit of study (or parts of the unit of study).

- 2 Oral examinations are no public events. The board of examiners has the authority to deviate from this rule in special cases ((WHW article 7.13.2j).
- 3 In special cases (for instance, students with a disability), the board of the examiners is authorised to prescribe an alternative form of examination than that specified by the examiner (WHW article 7.13.2).

7.4 Sequence of examinations

WHW article 7.13 paragraph 2d

- 1 In the propaedeutic phase, there is no mandatory sequence of examinations.
- 2 In the main phase, there is no mandatory sequence of examinations.

7.5 Periods of time and frequencies of examinations

WHW article 7.13 paragraph 2h en 2j

- 1 Every year, students are offered at least two opportunities per component to take examinations. The highest score obtained will count.
- 2 A student is allowed to participate in no more than two opportunities every academic year.
- 3 The opportunities as mentioned in section 2 are inclusive of 'MOs' (Missed Opportunities) and 'UPs' (Unjustified Participation).
- 4 The examinations are held in the course of or at the end of the academic period in which the unit of study or component is offered. The second opportunity will be offered at a later point in time in the academic year.
- 5 The dates on which the examinations are held, and/or on which study tasks and assignments are to be submitted to the examiner, will be announced in writing no later than at the beginning of the academic period to which they belong.
- 6 There are no restrictions on participation in a second or subsequent examination.
- 7 The contents (and/or form) of the second or subsequent examination is equivalent to those/that of the first examination or examination component respectively. Also see article 4.11.2.
- 8 If a student does not take part in an examination, he will not be entitled to an extra examination in the course of the same academic year, if only two opportunities are offered in that academic year. In special cases, the board of examiners is authorised to offer the student an extra examination opportunity in that same academic year. Students should bear in mind, however, that this is not an automatic right.
- 9 Examinations for a unit of study that has been changed will be offered in their original form for one year at the most.
- 10
 - a. If a student has not yet passed a unit of study that is no longer part of the curriculum, he will be able to compensate this unit of study by carrying out one or more alternative activities, to be determined by the board of examiners.
 - b. These alternative activities may consist of an additional or substitute assignment and/or another form of testing, provided that the same competencies are tested.
- 11 More specific arrangements regarding examinations are described in the 'examination regulations', see appendix 9.

- 12 For ILM specifically:
Where the completion of the Free Electives is concerned, choices made by the student (language courses or practical assignments) cannot be reversed.

7.6 Conditions for annual exam / competency exam

Not applicable.

7.7 Registration for examinations (including second attempts)

- 1 It is compulsory for all students to register for examinations, whatever their nature or form.
- 2 Students who want to take an examination have to register via Osiris in time.
- 3 Registration for an examination opens at least a couple of weeks before the examination period in question begins. The registration period for second opportunities is shorter. Full details can be found in the examination calendar (appendix 10).
- 4 The duration of the registration period for an examination can be found in the examination calendar.
- 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 'UP' (Unjustified Participation) will be entered in Osiris. The mark obtained will become invalid and the student will lose all claims 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.

7.8 Inability to attend an examination

If a student does not take part in an examination for which he registered, an 'MO' (Missed Opportunity) will be entered in the student records system. If this student is of the opinion that he was unable to attend the examination owing to circumstances beyond his control, he may submit a request, supported by reasons, to the board of examiners to undo this 'MO'.

7.9 Work placements and other practical assignments

Before a second-year student (2011-2012) is allowed to perform his work placement in 2012-2013, he must have passed one competency exam. The student manual for work placements 2012-2013 sets out the criteria that the student has to comply with in that exam (interview).

7.10 Graduation project / thesis

- 1 Full-time, fourth-year students are only allowed to start with their graduation project if they are no more than 4 ECs behind in their studies (which involves the entire curriculum up to and inclusive the third year of study). Other regulations with regard to graduating can be found in the student handbook and the graduation manual, which can be found on N@tschool.
- 2 In determining the above-mentioned academic achievement level, the compensation arrangement is applied (see 8.3). The student is responsible for making up incomplete

coursework. The graduation report can be submitted if the student is behind in his studies. In situations of this sort, the report is assessed, but the student is not yet allowed to take the final exam.

7.11 Assessment

- 1 All examinations are assessed by the examiners concerned in conformity with the predetermined and published assessment criteria and assessment standards.
- 2 If the board of examiners has decided that external experts (e.g. supervisors of the placement or thesis host company) are involved in the assessment, the way in which this is done is described in the relevant study guide.
- 3 One or more of the following assessment criteria will be applied:
 - a The way in which a study task or assignment has been carried out (in terms of quantity);
 - b The degree to which the specific criteria with regard to the study task or assignment have been met (in terms of quality) (for instance, the degree to which the questions have been answered correctly, the degree of participation in the execution of a study task or assignment in a group of students);
 - c The degree of participation in practical assignments; this criterion only applies to the assessment of examinations or parts of examinations that go with units of study or parts of units of study which have been designated as practical components with mandatory attendance, and which has been announced as such at the beginning of the unit of study (see section 7.3).
- 4 The following classification is used in the assessment of examinations:
 - a a number (mark) between 0 and 10, up to one decimal place accurately.
 - b a word (with attendant abbreviation) as listed in the table below.
 - c pass or fail.

a, b and c are interconnected as follows:

Marks	Descriptions	Abbreviations	Pass/Fail
0	Zero	Z	Fail
1	Extremely poor	EP	
2	Very poor	VP	
3	Poor	PO	
4	Unsatisfactory	UN	
5	Mediocre	M	Pass
6	Sufficient	SU	
7	Above average	AA	
8	Good	G	
9	Very good	VG	
10	Excellent	E	Fail
N/a	Fraud	FR	
N/a	Unjust attendance	UA	
N/a	Missed opportunity	MO	
N/a	Fail	F	
N/a	Exemption	EX	Pass
N/a	Pass	P	

- 5 If a student takes more than one attempt at an examination, the highest result obtained will count.
- 6 Rounding of marks:
 - a Results are entered and presented as rounded numbers (up to one decimal place accurately).
 - b If marks are rounded to one decimal place, a 5.5 or higher will count as a pass. If whole numbers are used, a 6 or higher will count as a pass.
 - c If marks are rounded, this is done in the following manner: up to n,49 down (mark will be 'n'), from n,50 up (mark will be 'n+1').

Example:

Mark	To whole numbers
5.40	5
5.49	5
5.50	6
5.51	6

- d Assessments in words, without any numerical equivalent, cannot be used in calculating averages and compensation arrangements.
 - e Only assessments with a numerical equivalent can be used in calculating a student's average result.
 - f Averages can only be determined as weighted averages, in which the weighting factors are whole numbers.
- 7 The marks on the list of marks that is distributed together with the certificate of the propaedeutic phase and the main phase exam, are rounded whole marks.

7.12 Announcement of examination results

WHW article 7.13 paragraph 2o

- 1 The examiner establishes the results of an examination and enters these into Osiris, within 10 working days from the day on which the examination was held. This means that students have access to the results (in provisional form) in Osiris.
- 2 The academy formalises the results (in definitive form) in Osiris within five working days after the inspection period of examinations (see article 7.15). Consequently, the definitive examination results are announced within 25 working days after the examination was held.
- 3 The results of an examination have to be announced no later than three whole working days before the second opportunity of this examination. If this term is exceeded, the second opportunity will be postponed to a date to be set by the academy director. In this process, the provisions of article 7.15 section 1 should be taken into account. Any arrangements to the contrary should also be communicated to the students via e-mail or intranet in time.
- 4 If a second assignment builds on a previous one, the result of the first assignment must be announced before the deadline for handing in the second assignment.
- 5 If a student disagrees with an examination result, he may lodge a notice of objection with the chair of the board of examiners, provided that it concerns an examination that has been made available for inspection, and that he does so within two weeks after the inspection date. The board of examiners will decide on the notice of objection within six weeks after it has been lodged.
- 6 If a student disagrees with the decision previously mentioned, he may lodge an appeal with the Examinations Appeals Board of NHTV Breda.
- 7 If there is any reason to do so, the academy director may decide to differ from the provisions in section 1, on the understanding that the rights and duties of the students and lecturers concerned are carefully considered. Any arrangements to the contrary should, however, be communicated to the students via e-mail, ELO or intranet in time.

7.13 Period of validity

- 1 The period of validity of examinations passed is indefinite.
- 2 The period of validity of propaedeutic exams passed is indefinite.

- 3 If a student passes an examination in the main phase, but has not yet completed the main phase and interrupts his enrolment period, these examinations passed will remain valid for a maximum duration of 10 years. Article 6.4 of this framework arrangement should be taken into account in this process.
- 4 In deviation of section 3, the board of examiners may impose an additional or substitute examination where it concerns a unit of study the examination of which was passed more than four years ago, before the student is admitted to the concluding exam of the bachelor's programme.

7.14 Record-keeping

- 1 Questions and assignments of written examinations will be kept on file for at least one year.

In this respect, questions and assignments involve questions and assignments distributed in organised written examinations, as well as assignments and study tasks (usually published in study guides) which are subject to assessment.

In this respect, assessment results involve results of examinations as entered in the student records system.
- 2 All the assessed pieces of work (examinations) as well as the attendant results will be kept on file for up to at least one year after the examination in question was held.
- 3 Copies of certificates and lists of marks attendant to certificates will be kept on file for 50 years ('Archiefwet').
- 4 Personal data will be kept on record for 50 years (in compliance with legal requirements regarding the protection of personal data).
- 5 The terms mentioned in section 1 and section 2 will be extended, should any appeal procedure require so.

7.15 Inspection

- 1 During a period of 10 working days after the announcement of the results of an examination, students are permitted to inspect the assessed pieces of work, on the understanding that this inspection takes place no later than three working days before the second opportunity. The date and time for this inspection opportunity is set by the lecturer involved.
- 2 During the above-mentioned term of 10 working days after the announcement of the results of a written examination, students can take cognizance of questions and assignments of the examination in question and the assessment criteria used (WHW article 7.13.2q). The date and time for this inspection opportunity is set by the lecturer involved.
- 3 If there is any reason to do so, the academy director may decide to differ from the provisions in section 1 and in section 2, on the understanding that the rights and duties of the students and lecturers concerned are carefully considered. Any arrangements to the contrary should, however, be communicated to the students via e-mail or intranet in time.

7.16 Exemptions

7.16.1 Exemptions from examinations

WHW article 7.13.2r

- 1 The board of examiners may grant exemption from certain exams or examinations on the grounds of:
 - an official EVC (recognition of prior learning) procedure gone through at NHTV Breda or somewhere else;
 - a performance assessment.
- 2 Apart from the provisions stated in section 1, a student may submit a written request to the board of examiners for exemption from one or more examinations, on the grounds of a certificate, diploma or degree, or another statement which shows that the student already complies with the completion requirements of the examination in question.
- 3 Requests for exemptions must be submitted no later than six weeks before the beginning of the term in which the unit of study concerned is offered. Requests for exemptions from units of study delivered in term A must be submitted before 1 October of the current academic year.
- 4 The procedure for requesting and granting exemptions is as follows:
 - a The student has to submit a well-founded written request for exemption from an examination to the chair of the board of examiners. The request must be accompanied by:
 - A copy of the certificate, diploma or degree concerned,
 - A copy of the attendant list of qualifications,
 - A list of literature, lecture notes, etc. studied,
 - If the content of the component for which exemption is requested was not part of the exam or examination, the student has to submit evidence showing that he attended the component in question.
 - b The board of examiners will decide as soon as possible – within 20 working days after the request is submitted – whether or not to grant the request, possibly in consultation with the examiners involved, and will inform the student of its decision. A copy of the decision will be filed in the student's academic file.
 - c An exemption granted is registered as an examination passed in the student records system on the date the exemption is granted. The assessment score entered into the system is "VRIJ", which counts as a pass.
 - d If a student is granted exemption from the propaedeutic phase or a part of the propaedeutic phase, then this exemption will not be entered into the student records system until this student has actually earned 60 ECs for courses of the study programme to which the exemption applies. These courses must have been attended at NHTV Breda.
- 5 If the board of examiners grants an exemption, the student concerned will be notified of this in writing.
- 6 The student may lodge an appeal against the decision of the board of examiners referred to in paragraph 4b with the Examinations Appeals Board.

7.16.2 Assessment frameworks applied by the board of examiners in granting exemptions

Requests for exemption will be evaluated by the board of examiners by means of the competency profile of the leisure management programme. In this process, the following criteria (among other things) will be considered:

- The assignment carried out (if any)
- The knowledge and skills acquired
- The result achieved (through assessment by an expert)

The board of examiners decides whether or not an exemption is granted.

7.17 Rules of conduct at examinations

7.17.1 Identification

During all examinations, students have a statutory duty to provide proof of identity in the form of their smartcard. Students must place their own NHTV smartcard with photo on the table, so that the examiner or supervisor can see it clearly. 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

7.17.2 Additional rules of conduct

- 1 A written examination is taken under the supervision of at least one examiner or one supervisor, appointed for this purpose by the board of examiners.
- 2 Students are to follow all instructions from the board of examiners, examiner, or supervisor. Any materials that students are permitted to use while taking the examination, are described in the examination question papers.
- 3 The proceedings of a written examination are recorded in a report or protocol. This document contains the start and end times, the names and signatures of the participating students, and a description of any irregularities.
- 4 In all cases where the above-mentioned regulations cannot be applied, the AfL examination regulations will be applicable (see appendix 9).

7.18 Contingency scheme

A contingency is any situation that requires everyone present in a building during an examination to leave this building because the alarm goes off. In situations like this, the examination will be declared invalid and the work submitted will not be assessed. A new examination will be scheduled as soon as possible and the students will be informed of the date, place and time of the new examination.

7.19 Fraud and plagiarism

WHW article 7.12 paragraph 4

- 1 Fraud is committed if before, during or immediately after the definitive determination of the results of an examination, it turns out that the student's work has been fully or partially copied from others (with the exception of the usual references of sources), has been obtained by means of unauthorised tools or aids, and/or has been produced under a false identity.
- 2 If a student is caught in any act of fraud, the academy director may bar this student from participation in the examinations in the next round of examinations. The academy director may also declare the examinations taken by the student to be invalid. In conformity with WHW article 7.12b paragraph 2, a student who has committed fraud may be suspended from school for up to a maximum of one year. The decisions of the academy director can be appealed against with the Examinations Appeals Board.

- 3 If the irregularity or fraud is discovered after the examination, the board of examiners may decide not to award the student the certificate/degree as referred to in article 7.11 of the WHW, or that the student will only be awarded the certificate/degree after a renewed examination with regard to academic components to be specified by the board of examiners and in a manner to be specified by the board of examiners.
- 4 Before taking a decision pursuant to the first, second, or third section of this article, the board of examiners will first hear the student and any other interested parties. A written report will be made of this hearing, which is signed “seen and agreed” by the student, possibly with the comment “seen but not agreed”. The board of examiners will inform the student of its decision immediately, possibly orally and in any case in writing. Furthermore, the student is informed of the possibility to appeal.
- 5 The board of examiners will make a written report of its decision and the facts on which the decision rests.
- 6 The student concerned has the right, at all times, to appeal to the Examinations Appeals Board within four weeks’ time, if he disagrees with one of the above-mentioned decisions of the examiner, the examination supervisor, the board of examiners, or the chair of the board of examiners. The appeal procedure is described in the Code of Order of the Examinations Appeals Board of NHTV Breda.
- 7 By handing in pieces of work, the student gives explicit permission for his work to be incorporated into the anti-plagiarism database. If the piece of work contains confidential business details, which the business in question does not want to see incorporated into the anti-plagiarism database, then this must be brought to the examiner’s attention. In their digital pieces of work, students are not allowed to apply any software blocks against anti-plagiarism software (Ephorus plagiarism control).

7.20 Examination certificates

WHW article 7.11

- 1 As proof of an examination having been passed, the examiner concerned will issue a written piece of evidence. The periodically issued academic progress transcripts (see article 6.3, section 4) will also be regarded as evidence.
- 2 The student who has passed more than one examination, but to whom a certificate as referred to in article 8.5, sections 3, 4 or 5 cannot yet be awarded, will receive a written statement from the board of examiners in which the examinations passed are listed. Students have to submit a written request for this statement themselves to the chair of the board of examiners.

Chapter 8 Exams

8.1 Propaedeutic exam

WHW articles 7.8 and 7.10

A student passes the propaedeutic exam, if he has met the completion requirements of all the examinations that go with the units of study of the propaedeutic phase of the study programme. This exam is the first exam of the *hbo* study programme. Passing this exam will earn the student 60 ECs. The compensation possibilities as mentioned in article 8.3.1 are applicable in this process.

8.2 Final exam

WHW article 7.10

8.2.1 Final exam of the *hbo* bachelor's programme

- 1 A student passes the final exam, if he has met the completion requirements of all the examinations that go with the units of study of the main phase. Passing this exam will earn the student 180 ECs. The compensation possibilities as mentioned in article 8.3.2 are applicable in this process.
- 2 The final exam is the second exam of the *hbo* bachelor's programme. If a student has passed both the propaedeutic exam and the final exam, he has successfully completed the *hbo* bachelor's programme and has earned 240 ECs in total.

8.2.2 Final exam of the associate degree programme

Not applicable.

8.3 Compensation possibilities

8.3.1 Compensation possibilities in the propaedeutic phase

There aren't any compensation possibilities/arrangements in the propaedeutic phase. For competencies which involve subproducts or parts of examinations (Dutch, English, Business Management), the student is required to earn separate marks of at least a 5.0, with the average of the marks being a 5.5 at least.

8.3.2 Compensation possibilities in the main phase

- 1 An examination result within a minor programme cannot be compensated by another examination result achieved within this same minor programme. In addition, an unsatisfactory result for any curriculum component cannot be compensated by a satisfactory result obtained in a minor programme.
- 2 The arrangement described below applies to student cohorts of entry year 2009 and earlier.
 - a The compensation arrangement for the second year of study is as follows:
 - a 5 obtained for one project can be compensated by a 7 obtained for another project;
 - a 5 obtained for one course can be compensated by a 7 obtained for another course which represents at least the same amount of ECs;

- in addition, a 5 for one subcomponent of the courses of Marketing/Entrepreneurship and Imagineering/Project Management can be compensated by a 7 for another course.
- b Within the ILM programme, compensation is NOT possible in the international courses and crash courses as mentioned in the ILM programme / study track (see appendix 4).
- c In the third and fourth years of the main phase, there is no compensation arrangement.

8.4 Entry conditions for the final exam

- 1 If a student wants to take part in the final exam, he must have passed the propaedeutic exam.
- 2 Prior to the final exam, the board of examiners will establish whether the student has passed all the units of study of the main phase.
- 3 Students are offered the opportunity to take the final exam of the main phase three times every academic year.
The period between the start date of the student's graduation project and the moment of taking the final exam must not exceed 2 years.

8.5 Announcement of exam results

WHW article 7.11 (and other articles)

- 1 The board of examiners establishes the results of the propaedeutic exam, as soon as the student has met the completion requirements of the examinations that go with the units of study of the propaedeutic phase. The names of the students who have passed the propaedeutic exam will be incorporated in an official report, prepared on the occasion of the exam meeting, in conformity with the agreed-upon 'format process-verbaal NHTV Breda'.
- 2 As proof of the propaedeutic exam having been passed, the board of examiners will issue a certificate with attendant list of marks. The certificate and list of marks are in compliance with the regulations and procedures of NHTV Breda.
- 3 The board of examiners establishes the results of the final exam, as soon as the student has met the completion requirements of the examinations that go with the units of study of the main phase. The names of the students who have passed the final exam will be incorporated in an official report, prepared on the occasion of the exam meeting, in conformity with the agreed-upon 'format process-verbaal NHTV Breda'.
- 4 As proof of the final exam having been passed, the board of examiners will issue a certificate with attendant list of marks, and a diploma supplement. The certificate, list of marks, and diploma supplement are in compliance with the regulations and procedures of NHTV Breda.

8.6 Degrees conferred

WHW article 7.10a

8.6.1 HBO bachelor's degree

The Board of Governors confers the bachelor's degree on students who have passed the propaedeutic and the final exam of the bachelor's programme, clearly specifying the discipline or professional field to which the degree relates (see article 1.3, section 4 for the correct degree title).

8.6.2 Associate degree

W HW article 7.10b

Not applicable.

8.7 'Cum Laude' distinction

8.7.1 Propaedeutic phase

If an examinee complies with all the criteria as mentioned in sections 1, 2, and 3 of this article, he may receive the designation 'cum laude' (with distinction):

- 1 The total of exemptions from units of study granted to the examinee must not exceed 15 ECs.
- 2 All results for the units of study which are assessed by means of a mark are 8 or higher.
- 3 The examinee has never been involved in an incident of fraud or academic dishonesty during the propaedeutic phase.
- 4 The designation 'cum laude' will be stated on the propaedeutic certificate.
- 5 If the results as referred to in section 2 of this article are 9 or higher, the student will receive the 'summa cum laude' (with highest distinction) designation. This designation will also be stated on the student's propaedeutic certificate.
- 6 In special cases, the board of examiners may deviate from the provisions as mentioned above.
- 7 Only the definitive final marks earned for competencies which are on the list of marks will count towards the 'cum laude' status. Any underlying submarks will not count towards the 'cum laude' status.

8.7.2 Main phase

If an examinee complies with all the criteria mentioned in sections 1 to 5 inclusive of this article, he may receive the designation 'cum laude' (with distinction):

- 1 The total of exemptions from units of study granted to the examinee must not exceed 60 ECs.
- 2 All results for the units of study in the main phase which are assessed by means of a mark are 8 or higher. It concerns two results:
 - The mark for 'theory': the weighted average of all final marks forming part of the curriculum of the main phase, which are listed on the list of marks, with the exception of the mark for the final exam.
 - The mark for the final exam.
- 3 If the examinee has passed more than the required units of study, only those examination results which are part of the curriculum as specified in the teaching and examination regulations of the study programme in question will be considered.
- 4 If the examinee has attended units of study of the bachelor's programme abroad, and/or completed a final management placement, the board of examiners will establish the value and weighting of this component / these components.
- 5 The examinee has never been involved in an incident of fraud or academic dishonesty throughout the entire study programme.
- 6 The designation 'cum laude' will be stated on the degree certificate.

- 7 If the results as referred to in section 2 of this article are 9 or higher, the student will receive the 'summa cum laude' (with highest distinction) designation. This designation will also be stated on the student's degree certificate.

Chapter 9 Boards of Examiners and Other Relevant Committees

9.1 Board of Examiners

For each study programme or group of study programmes (see article 1.3, section 4), the Board of Governors institutes a board of examiners by virtue of article 7.12 of the WHW.

9.1.1 Appointment and composition of the board of examiners

- 1 The number of members of the board of examiners is determined by the Board of Governors.
- 2 Members of a board of examiners are appointed for a duration of 4 years and are eligible for reappointment once.
- 3 The (members of the) board of examiners is/are independent and competent. The Board of Governors ensures the independent and competent working of the boards of examiners.
- 4 The Board of Governors appoints the members on the basis of their expertise in the area of the study programme or group of study programmes concerned. At least one member is a lecturer at the study programme or at one of the study programmes that are part of the group of study programmes. The board of examiners may have external members, or may consult external experts. Members of a management team / members of the Board of Governors cannot be members (or advisory members) of a board of examiners.
- 5 Before the Board of Governors appoints members, the Board of Governors hears the members of the boards of examiners concerned.
- 6 The term on a board of examiners starts on 1 September of any year.
- 7 The membership of a board of examiners ends when the term – as mentioned in section 2 of this article – comes to an end, or when the member is no longer associated with the study programme or group of study programmes concerned, as referred to in section 4 of this article.
- 8 A member of the board of examiners may terminate his membership at any time by notifying the Board of Governors in writing.

9.1.2 Duties and powers of the board of examiners

- 1 The legal duties and powers of the board of examiners are:
 - a Awarding degree certificates to students who passed the final exam;
 - b Establishing, in an objective and competent manner, whether a student complies with the conditions as outlined in the teaching and examination regulations with regard to the knowledge, insight and skills required to earn a degree;
 - c Monitoring and safeguarding the quality of examinations and exams;
 - d Establishing rules and guidelines within the framework of the teaching and examination regulations to assess and determine the results of examinations and exams;
 - e Granting permission to students who do a combined study programme;
 - f Granting exemption from one or more examinations and/or a fast track;

- g Depriving a student or 'extraneous' student who has committed fraud or academic dishonesty of the right to take one or more examinations for a maximum duration of one year, the precise duration (and precise examinations) to be determined by the board of examiners. In the case of serious academic dishonesty and at the suggestion of the board of examiners, the Board of Governors may decide to expel the student concerned from his academy;
 - h Appointing examiners for the purpose of the administration of examinations and the establishment of the results of these examinations;
 - i Determining the exam policy;
 - j Determining rules with regard to the duties and powers, as referred to in subsections a to i inclusive of this article, and with regard to the measures it can take in that respect;
 - k Acting as a party on behalf of the study programme or group of study programmes, if a student files an appeal with the Examinations Appeals Board.
- 2 The Board of Governors has authorised the boards of examiners to execute the provisions of the 'Regulations pertaining to the binding recommendation regarding the continuation of studies'.
- 3 Every year, the boards of examiners draw up a report on their activities as referred to in article 9.1.2 sections 1 and 2. This report relates to the previous academic year which runs until 30 September and is published on 1 November every year. This report contains a justification of the duties and powers, an overview of the decisions made, conclusions on the execution of tasks by examiners, conclusions on class scheduling, and on the administration of examinations, and recommendations and observations – either on request or otherwise.

9.1.3 Working procedure of the board of examiners

- 1 The Board of Governors will appoint a managing committee from among the members of the board of examiners, consisting of a chair, deputy chair and a secretary.
- 2 The chair has the power to call together the members of the board of examiners.
- 3 The meetings are led by the chair of the board of examiners. If the chair is absent, the deputy chair will lead the meeting. If the deputy chair is absent too, the members present will choose a person to chair the meeting.
- 4 The secretary of the board of examiners has at least the following duties: preparing for the meetings, determining the urgency of requests received, writing a report of the meetings and making these reports available for inspection, monitoring the decisions made at the meetings, and bearing responsibility for the filing of requests and items dealt with.
- 5 The board of examiners has plenary meetings according to a preset schedule to deal with current business. Extra meetings may be called for the purpose of urgent matters.
- 6 The meetings of the board of examiners are public, unless otherwise determined by the board of examiners.
- 7 The board of examiners makes its decisions by majority vote. The board of examiners strives to make decisions by consensus. If the votes are equally divided, the chair will have the deciding vote.
- 8 The board of examiners can only make decisions if at least two-thirds of its members are present at the meeting.
- 9 After a meeting of the board of examiners, at least the student or students involved should be informed orally by a member of the managing committee of the board of examiners. The written decision will be sent to the person or persons involved within ten working days.

- 10 Students may lodge an appeal against the decisions of the board of examiners or an examiner within six weeks with the Examinations Appeals Board.
- 11 In urgent or very urgent cases, the chair of the board of examiners can make a decision, of which he has to notify all the members of the board of examiners promptly. If one or more members of the board of examiners deems or deem it necessary or desirable for a meeting of the board of examiners to be moved up because of this notification, the complete board of examiners will be convened as quickly as possible.
- 12 If a student files a request or a complaint which involves an examiner who is a member of the board of examiners, then this examiner will not take part in the handling of the request or complaint.

9.1.4 Legal protection of the board of examiners

The Board of Governors makes sure that the members of a board of examiners will not be adversely affected in their employment or position at NHTV Breda by virtue of their membership in the board of examiners.

9.1.5 Concluding provisions

In cases not covered by these regulations, the Board of Governors will decide.

9.2 Study programme committee

The duties and powers of the study programme committee are:

1. Issuing recommendations on the teaching and examination regulations to the academy director.
2. Submitting the aforesaid recommendations to the Representative Advisory Board for inspection, before they are adopted by the Board of Governors.
3. Annual evaluation of the way in which the teaching and examination regulations are implemented.
4. Issuing recommendations, either on request or on its own initiative, to the staff and student advisory committee and the academy director on all other matters pertaining to education in the study programme or group of study programmes concerned; the aforesaid recommendations are submitted to the Representative Advisory Board for inspection as soon as possible

The full version of the regulations pertaining to study programme committees NHTV Breda can be found on the intranet.

Chapter 10 Adoption and Amendment of the Teaching and Examination Regulations

10.1 Evaluation, adoption, and entering into effect

- 1 The academy director, together with the study programme committee, evaluates the current OER at least once a year.
- 2 Partially based on the advice of the study programme committee, the academy director draws up the draft version of the OER for the new academic year.
- 3 The academy director submits the draft text to the staff and student advisory committee for approval.
- 4 After evaluation of the OER, the academy director formalises the OER.
- 5 The Board of Governors adopts the OER and asks the representative advisory board (MR) for approval.
- 6 The academy director is responsible that relevant documents are drawn up in conformity with the teaching and examination regulations.
- 7 The academy director will make sure that students and staff are informed of the OER in time, though no later than 1 September of the academic year to which the OER relate. In any case, the OER must be published on the internet and intranet no later than 1 September 2011.

10.2 Amendments

- 1 Amendments that apply to the current academic year will only be made if they do not harm the interests of the students.
- 2 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.
- 3 Following a discussion of the proposals with the department committee, the academy director will draw up a draft text of the necessary amendments to the OER, and submits this text for approval to the staff and student advisory committee.
- 4 After evaluation of the OER, the academy director formalises the OER.
- 5 The Board of Governors adopts the OER and asks the representative advisory board (MR) for approval.
- 6 Definitive amendments to the OER will be communicated to the persons concerned through the usual channels in an overview of amendments (possibly in cumulative form).

10.3 Unforeseen circumstances

- 1 In situations or circumstances which should be covered by the OER, but which are not, the chair of the board of examiners will decide, in consultation with the academy director. In the written argumentation to the student or students concerned, the situations and/or circumstances, considerations, and decisions will be clarified (and the possibility to appeal will be mentioned).
- 2 Should any differences of opinion arise within the board of examiners with regard to the interpretation of the regulations and procedures in the OER, the academy director will decide, in consultation with the chair of the board of examiners.

Chapter 11 Additional Provisions

11.1 Hardship Clause

- 1 The board of examiners is authorised to deviate from these regulations if their application leads to serious injustices, and to make decisions in situations not provided for in these regulations. To determine whether the hardship clause should be applied, the board of examiners carefully weighs the interests of the student and the academy. Issues that require immediate attention will be decided upon by the chair or the deputy chair of the board of examiners, after which the other members must be notified as soon as possible.

- 2 The student has to submit a written, well-founded request with an appeal to the hardship clause to the board of examiners. The board of examiners will decide on the request and inform the student of its decision and the reasons it is based on in writing, and of the student's right of appeal.

Appendix 1 – Definitions

When applying these regulations, the following is meant by:

Academy	Organisational unit as referred to in article 10.3a WHW, which offers one or more study programmes.
Academy director	Leading officer of an academy. 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	A body instituted for each academy, as referred to in article 10.25 of the WHW, which exercises the right of consent and the right of prior consultation vested in the Participation Council, insofar as it concerns matters that pertain to the academy.
Accreditation	The quality mark which expresses that the quality of a study programme has been positively assessed, as referred to in article 1.1s of the WHW.
Area of specialisation	Area of specialisation within the main phase of a study programme.
Associate Degree	An Associate degree programme is a programme that lasts two years and has a study load of at least 120 credits as referred to in article 7.8a paragraph 1 and paragraph 2 of the WHW. The programme is affiliated with an HBO bachelor's programme. Upon completion of this programme, students are awarded an Associate Degree (AD).
Management and administrative regulations	<p>In the management and administrative regulations, the Board of Governors lays down all regulations and procedures with regard to the management, administration and structure/organisation of the institute (as referred to in article 10.3b of the WHW).</p> <p>The management and administrative regulations also stipulate the duties and powers that the Board of Governors has delegated to the academy director or the management team of the organisational unit in question.</p> <p>Furthermore, the management and administrative regulations contain provisions about the composition and working procedure of the management team of the organisational unit in question.</p>
Term	A part of the academic year. The first year of study consists of four equal terms.
BSA	See 'Binding recommendation'.
Cohort	The group of students enrolled, on the same reference date and for the first time, on a study programme of NHTV Breda.
Examinations Appeals Board	An appeals board instituted by NHTV Breda for students, as referred to in articles 7.60 and 7.61 of the WHW.
Board of Governors	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> .

Academic year	The period which starts on 1 September and ends on 31 August of the following year.
Competency	A competency is acting and meta-acting in a competent manner, in a certain role and professional context, at a certain level, based on knowledge, skills and attitudes.
Competency exam	Exam aimed at assessing competencies and which concludes a unit of study.
Competency-based education	A type of education in which the final objectives are expressed in terms of competencies.
CROHO	The Central Register of Higher Education Programmes in the Netherlands, as referred to in article 6.13 paragraph 1 of the WHW.
CROHO number	See 'ISAT-code'.
Part-time programme	A part-time study programme, as referred to in WHW articles 7.27 and 7.7, is a study programme that has been set up in such a manner that students can attend it in addition to their regular employment commitments.
Diploma supplement	A document (as referred to in article 7.11 paragraph 4 of the WHW) attached to the degree certificate, the aim of which is to describe the nature and content of the programme completed, partly with a view to the international recognisability of the programmes. Diploma supplements are in English and comply with the standard European format.
Double Degree	A double degree programme involves a student pursuing two degrees, one at NHTV and one at another education institution (a partner institution abroad), completing them in less time than it would take to earn them separately. If the student completes the double degree programme successfully, he will be awarded two degrees, one from NHTV and one from the partner institution.
Dual programme	A study programme, as referred to in article 7.7 paragraph 2 of the WHW, consisting of periods of full-time study alternated with work experience periods in the professional field. The work experience periods are part of the curriculum of the study programme.
EC	European Credit, which equals 1 credit and 28 hours of study. Also see 'Credit'.
Exam	The conclusion, as referred to in article 7.3 paragraph 3, article 7.8 paragraph 2 and 7.10 paragraph 2 of the WHW, of the propaedeutic phase and/or the main phase. Every exam has its own exam programme consisting of several examinations.
Board of examiners	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	A member of staff, or an external expert, appointed by the board of examiners for the purpose of administering and marking examinations, as referred to in article 7.12c paragraph 1 of the WHW.
Extraneus student	A student, as referred to in article 7.36 of the WHW, who is enrolled on a study programme at NHTV Breda who has the right to take examinations and exams and use certain student facilities. An <i>extraneus</i> student does not have the right to attend classes/lectures.
Fast track	A short, fast-paced study track with standard exemption arrangements for students who comply with certain previous education requirements (such as <i>MBO</i> or <i>VWO</i>).
Disability	All illnesses/disorders which may lead to a student falling behind in his studies.
Degree certificate	A certificate awarded by the board of examiners, as referred to in article 7.11 paragraph 2 of the WHW, to prove that the final exam of a study programme has been completed successfully.
HBO bachelor's programme	An HBO study programme as referred to in articles 7.3 and 7.3a paragraph 2 of the WHW. Upon completion of an HBO bachelor's programme, students are awarded the title of Bachelor. Also see 'Study programme'.
Honours programme	An extra programme that the student attends in addition to his regular study programme.
University board	The Board of Governors of NHTV Breda.
ISAT code	The number under which a study programme is officially registered in CROHO.
Joint Degree	A degree programme which is set up and delivered in conjunction with a partner institution. Upon successful completion of a joint degree programme, the student will earn one degree.
Major	The core components of the bachelor's programme.
Management team	The staff members of an academy who are responsible for academy policy and have been appointed for this purpose by the Board of Governors.
Representative Advisory Board	An independent body, as referred to in article 10.17 of the WHW, which has the right to participate in policy decision-making at NHTV Breda. Half of this body consists of members chosen from among NHTV's employees, and the other half of members chosen from among NHTV's students.
Minor	A minor is a secondary area of interest which often complements a major. A minor allows a student to deepen/broaden their knowledge according to individual interest. A minor can be taken within one's own study programme or within another bachelor's programme and always represents a study load of 15 ECs.
NHTV Breda	<i>Stichting NHTV internationale hogeschool Breda</i> , abbreviated as NHTV Breda.

Normative duration of studies	The time it normally takes to complete a study programme, without incurring any delays. For a bachelor's programme of 240 ECs, the normative duration of studies is four years.
Numerus fixus	A restriction, set by the Board of Governors, on the number of students to be admitted to the propaedeutic phase of a study programme for the first time, as referred to in WHW article 7.53.
Unit of study	A curriculum component which is concluded by means of an examination, as referred to in WHW article 7.3 paragraph 3.
Study programme committee	A committee, as referred to in article 10.3c of the WHW, which issues advice (both when asked and at its own initiative) to the Staff and Student Advisory Committee / Academy Board, the management team, or the Board of Governors on all matters pertaining to education at the department in question.
Osiris	See 'SIS'.
Main phase	The second part of the bachelor's programme which follows the propaedeutic phase, as referred to in article 7.30 of the WHW.
Propaedeutic phase	The first part of the bachelor's programme which is followed by the main phase, as referred to in 7.8 paragraphs 2 and 4 of the WHW.
Propaedeutic exam and final exam	See 'Exam'.
SIS	Student Information System. NHTV Breda uses Osiris for this purpose.
Student	A person enrolled as a student of NHTV Breda, as referred to in WHW article 7.32.
Student counsellor	A staff member whose core task is to guide, inform and advise current and prospective students in the area of education and studying.
Binding recommendation	A recommendation, as referred to in article 7.8b paragraphs 1 and 2 of the WHW, which is issued to the student at the end of the first year of enrolment on the propaedeutic phase, with regard to the continuation of studies within the same study programme.
Study load	The study load expressed in ECs, as referred to in article 7.4 paragraph 1 of the WHW.
Student handbook	A compendium to be published by the academy once every academic year, containing at least a description of the contents of the bachelor's programme, specified in units of study.
Academic year	The period that begins on 1 September and ends on 31 August of the following year, as referred to in article 1.1k of the WHW.
Study career coach	A staff member of the academy charged with coaching/guiding a group of students.
Credit	See 'Study load'.
Examination	An examination, as referred to in article 7.10 paragraph 1 of the WHW of the student's or <i>extraneus</i> student's knowledge and skills, as well as an assessment of the results of this examination.

Test	Part of an examination.
Graduation track	The part of the curriculum in the 4th year of study which covers a period from 1 September to the end of December, corresponding to a total of 20 ECs.
Full-time programme	A full-time study programme involves students studying full-time, not taking into account any employment commitments. A full-time study programme does contain practical components like work placements, which represent a certain number of credits.
WEB training course	A training course within the framework of the Dutch Education and Vocational Education Act (MBO).
WHW	The Dutch Higher Education and Research Act (8 October 1992), including any changes and additions made after that date.

Appendix 2 - Code of Conduct (English-taught study programmes)

WHW article 7.2

1.1 General

- 1 The power to decide to use the English language on the grounds as mentioned in the WHW rests with the academy director.
- 2 Before deciding to use the English language, the academy director seeks advice from the study programme committee(s) involved.
- 3 Article 4.2 specifies whether the study programme is either fully or partially delivered in English.
- 4 The academy director is under the obligation to attach conditions to the use of the English language with the aim of assuring the quality of the unit of study (or units of study) in question, which explicitly includes the language proficiency of the lecturers involved.

1.2 Additional provisions

- 1 If the study programme is taught in English entirely, academy staff and students are obliged to use the English language in the following cases:
 - a In official education-related documents (like the teaching and examination regulations and study guides)
 - b In the course materials made available by the academy (like lecture notes and readers)
 - c In the following teaching / study activities:
 - lectures
 - seminars
 - instructions
 - practical training
 - examinations/tests
 - project meetings
 - study career talks
 - presentations
 - reports
 - work placements
 - d In contacts with the following organisational units of the academy:
 - All relevant committees (e.g. board of examiners, study programme committees)
 - Discussions/meetings with lecturers, coordinators, and superiors.
- 2 If only one or a few units of study (such as a minor) is / are delivered in English, academy staff and students are obliged to use the English language in the following cases:
 - a In official documents that relate to the unit of study in question (such as study guides)
 - b In the course materials made available by the academy (like lecture notes and readers)
 - c In the following teaching / study activities of this unit of study:
 - lectures
 - seminars
 - instructions
 - practical training
 - examinations/tests
 - project meetings
 - presentations
 - reports

- 3 The use of the English language by students is not obligatory in the following cases:
- a Contacts with the student counsellor
 - b Contacts with staff members of other academies / study programmes
 - c Contacts with the Board of Governors
 - d In the following cases, specified by the academy:
 - Contacts with members of the management team;
 - Contacts with employees of the secretarial office and other supporting services.

Appendix 3 - Curricula of the propaedeutic phase and the main phase

Curriculum year 1:

Overzicht curriculum en EC verdeling Propedeuse vanaf 2011-2012

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	
Blok A 9 weken									Blok B 9 weken									Blok C 9 weken									Blok D 9 weken													
PM 8 EC									BV 8 EC									MKT 8 EC									IMA 8 EC			Propedeuse examen totaal 12 EC										
Leisure Regie 4 EC																		Onderzoek												4 EC										
Nederlands; spelling, gedocumenteerd Quick Placement Test Eng.																		3 EC			Engels												Engels			totaal 5 EC				
schrijven, argumenteren																		Creative Leadership												Creative Leadership										

↑
extra week
voor afnemen
toetsen/herkansingen
fieldtrips, stagebezoek e.d.

↑ ↑ ↑
3 weken voor
Prop. examens,
herkansingen en
afroning

Curriculum year 2:

Overzicht curriculum en EC verdeling postpropedeuse vanaf 2011-2012

Jaar 2	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
	Blok A 9 weken									Blok B 9 weken									Blok C 9 weken									Blok D 9 weken												
	IMA 9 EC									PM 9 EC									BV 9 EC									MKT 9 EC												
VTM A :	Onderzoek 6 EC																		Leisure Regie 4 EC																					
SPM EVM	Nederlands 2 EC																		Engels 4 EC																					
	Creative Leadership 8 EC																																							
	BV 9 EC									MKT 9 EC									IMA 9 EC									PM 9 EC												
VTM B :	Onderzoek 6 EC																		Leisure Basics 4 EC																					
MCI LPM	Engels 4 EC																		Nederlands 2 EC																					
	Creative Leadership 8 EC																																							
	MKT 9 EC									IMA 9 EC									PM 9 EC									ENT 9 EC												
ILM :	Leisure Regie 4 EC																		Onderzoek 6 EC																					
	Engels 4 EC																		Engels 2 EC																					
	Creative Leadership 4 EC																		Creative Leadership OF 2e vreemde taal (Spaans of Dutch) 4 EC																					

Curriculum year 3:

Blok A	<i>Blok B</i>	<i>Blok C</i>	<i>Blok D</i>
Branding Experience project (9 EC)			Branding Experience project (9 EC)
Branding Experience (3 EC)			Branding Experience (3 EC)
English (Business Communication) (2 EC, 3 submarks !)			English (Business Communication) (2 EC, 3 submarks !)
Start of work placement ABC (46 EC)	Start of work placement BCD (46 EC)	Start of work placement CDZ (46 EC)	Start of work placement DZA (46 EC)

N.b.

- Summative testing moments with attendant ECs are printed in bold.
- Students attend courses in **term A or term D**

Curriculum year 4:

VTM:

1. NHTV-wide components (one year track)

- Strategic Business Management and Marketing (SBMM)	(60 EC)
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2. NHTV-wide minors (only during the minor period) + extra course

Term A	Term B
- Minor Aviation Management (15 EC)	- Course Digital Communication (5 EC)
- Minor Change Management (15 EC)	- Course Digital Communication (5 EC)
- Minor Cross-Cultural Management (15 EC)	- Course Digital Communication (5 EC)
- Minor Entrepreneurship** (15 EC)	- Course Entrepreneurship (5 EC)
- Minor Sustainable Business Development (15 EC)	- Course Digital Communication (5 EC)
- Minor Heritage & Tourism (15 EC)	- Course Digital Communication (5 EC)

Graduating: (40 EC)
 GRADUATION PROJECT (30 EC)
 AFL EXAM (10 EC)

3. AfL-specific tracks (one year track)

- Minor Entrepreneurship & operational management	(50 EC)
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Graduating:
 AFL EXAM (10 EC)

4. AfL-specific tracks (Sep-Dec)

- Events Management		(20 EC)
- project	(14 EC)	
- course: Events Management	(6 EC)	
- Imagineering		(20 EC)
- project	(14 EC)	
- course: Imagineering Revisited	(3 EC)	
- course: Experience Management	(3 EC)	
- Management in Creative Industries		(20 EC)
- project	(14 EC)	
- course: MCI	(6 EC)	
- Theme Park Management		(20 EC)
- project	(14 EC)	
- course: Theme park 3	(3 EC)	
- course: Theme park 4	(3 EC)	
- Sport Management		(20 EC)
- project	(14 EC)	
- course: Sport Management 1	(3 EC)	
- course: Sport Management 2	(3 EC)	
- Business Communication		(20 EC)
- project	(8 EC)	
- course: Marketing&Communication	(3 EC)	
- course: Promotion/Advertising	(3 EC)	
- course: Corporate Communication	(3 EC)	
- course: New Media Communication	(3 EC)	
- Retail & Merchandise Management		(20 EC)
- Retail & Merchandising 1	(5 EC)	
- Retail & Merchandising 2	(5 EC)	
- Retail & Merchandising 3	(5 EC)	
- Retail & Merchandising 4	(5 EC)	
- Marketing & Consumer Behaviour		(20 EC)
- Multifunctional Leisure Venues		(20 EC)

Graduating: (40 EC)
 GRADUATION PROJECT (30 EC)
 AFL EXAM (10 EC)

ILM:

1. NHTV-wide components (one year track)

- Strategic Business Management and Marketing (SBMM)	(60 EC)
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2. NHTV-wide minors (only during minor period) + extra course

Term A	Term B
- Minor Aviation Management (15 EC)	- Course Digital Communication (5 EC)
- Minor Change Management (15 EC)	- Course Digital Communication (5 EC)
- Minor Entrepreneurship (15 EC)	- Course Entrepreneurship (5 EC)
- Minor Sustainable Business Development (15 EC)	- Course Digital Communication (5 EC)
- Minor Heritage & Tourism (15 EC)	- Course Digital Communication (5 EC)

Graduating: (40 EC)
 GRADUATION ASSIGNMENT (30 EC)
 AFL EXAM (10 EC)

3. AfL-specific track (one year track)

- Entrepreneurship & operational management	(50 EC)
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Graduating:
 AFL EXAM (10 EC)

4. AfL-specific tracks (Sep-Dec)

- Events management (20 EC)	
- project (14 EC)	
- course: Events Management: (6 EC)	
- Imagineering (20 EC)	
- project (14 EC)	
- course: Imagineering Revisited (3 EC)	
- course: Experience Management (3 EC)	
- Management in Creative Industries (20 EC)	
- project (14 EC)	
- course: MCI (6 EC)	
- Sport Management (20 EC)	
- project (14 EC)	
- course: Sport Management 1 (3 EC)	
- course: Sport Management 2 (3 EC)	

Graduating: (40 EC)
 GRADUATION PROJECT (30 EC)
 AFL EXAM (10 EC)

Appendix 4 – Curriculum components no longer offered, but still tested

Programme year 2 VTM:

Term A	Term B	Term C	Term D
Project MKT/ENT 2MAOP (7 EC)	Project IMA/RES 2IMOP (7 EC)	Project IMA/PM 2IMPP (7 EC)	Project LR 2LCMP (7 EC)
Course Marketing/ Entrepreneurship 2MAOC (2 EC)	Course Field research: methods and techniques 2IMOC (2EC)	Course Imagineering Project management 2IMPC (2 EC)	Course Leisure City Management 2LCMC (2 EC)
	Training: Interviewing 2IMOT1 (1 EC)		
	SPSS 2IMOT2 (1 EC)		
Training MCVC 2MVC1 (1 EC)		Training Sales 2SALT1 (1 EC)	
English Promotional Writing : 2TENT1 (2 ECs, 2 submarks) Meetings: 2TENT2 (1 EC, 2 submarks) Reports 2: 2TENT3 (2 ECs, 2 submarks) Presentations: 2TENT4 (1 EC, 2 submarks)			
Assessment (0 to 14 ECs)			

Year 2 ILM:

Term A	Term B	Term C	Term D
Project: IMA/PM (Imagineering/Project Management)	Project: MAR/ENT (Marketing/ Entrepreneurship)	Project: IMA/RS (Imagineering/ Research)	Project: LCM Leisure City Management
Event Management 2IIMPMP (6 EC)	Leisure Project Mgt. 2IMENP (6 EC)	Creative Industries 2IIMRSP (6 EC)	Sports Management 2ILCMP (6 EC)
COURSES: Project Man. 2 2IPM2C (1 EC)	COURSES: Marketing / Entrepreneurship 2IMENC (2 EC)	COURSES: Research Methods and Techniques 2IRMTTC (2 EC)	COURSES: Leisure City Management 2ILCMC (2 EC)
Imagineering B 2IIMBC (1 EC)			
INTERNATIONAL COURSES:	INTERNATIONAL COURSES:	INTERNATIONAL COURSES:	INTERNATIONAL COURSES:
Interc. Studies 1 2IISTC1 (1 EC)	English1 2ILENC1 (1 EC)	English2 2ILENC2 (1 EC)	Interc. Studies 2 2IISTC2 (1 EC)

Integrated skills: Effective intercultural Teams (English, Management skills, Intercultural skills) 2IISKT1 (2 EC)	Integrated skills: Persuasion (English, Management skills, Intercultural skills) 2IISKT3 (2 EC)	Integrated skills: Professional Interviews (English, Management skills, Intercultural skills) 2IISKT4 (2 EC)	Integrated skills: International Negotiations (English, Management skills, Intercultural skills) 2IISKT2 (2 EC)
Training: Job Application 2IJAPT (1 EC)	Training: Placement Preparation 2IPLPT (1 EC)	Training: Interviewing 2IINTT (1 EC) SPSS 2ISPSST (1 EC)	
Study Coaching 2ISC1 (1 EC)	Study Coaching 2ISC2 (1 EC)	Study Coaching 2ISC3 (1 EC)	Study Coaching 2ISC4 (1 EC)
	Fieldwork: ILM Backstage Excursions 2IBE (1 EC)	Fieldwork: Fieldtrip project 2IFW (1 EC)	

All components are tested in terms A and D (2011-2012).

Curriculum component which is no longer offered, nor tested.

Customer-Oriented Entrepreneurship ('KGO')

The third-year component KGO (project (9EC) and three subcourses (3 x 1 EC)): is no longer offered, nor is it tested as it was tested originally (one mega-course for the project and multiple-choice tests for the three courses).

To pass KGO, students have to demonstrate by means of a take-home assignment and oral examination that he is sufficiently proficient in the separate components (Customer Relationship Management, Change Management, and Information Systems).

Appendix 5 - International requirements regarding ILM (gaining international experience)

ILM students are required to gain international experience.

Each ILM students has to gain experience in an international study- and/or work (placement) setting:

- International study setting: A(n) (international) study programme in another country than that in which the students was brought up.
- International work context: A placement organisation with an international work field and/or international personnel and/or in which another language than the student's mother tongue is the lingua franca.

NB: if a student wants to do the placement, the Consultancy in Leisure of final thesis/consultancy assignment in an international organisation in the country in which he or she was brought up, he or she has to make an appeal to the exam committee (vtm-ex-cie@nhtv.nl). The exam committee will decide whether the organisation meets the requirements for international experience.

The following requirements apply to regular four-year ILM student with an ID code that starts with 06 or higher and ILM fast-track students with an ID code that starts with 07 or higher.

In order to get an ILM diploma (International Leisure Management in contrast to Leisure Management) students will have to gain international experience. This results in the following requirements with regards to the ILM study programme:

- During their studies the **Dutch ILM students** (regular four-year and fast track programme who started ILM in September 2007 or later) will have to do at least **two** of the following:
 1. Taking part in an exchange programme (as described above in 'international study setting) in year 2 or 3
 2. Doing their work placement in an international setting as described in 'international placement setting'
 3. Doing their final graduation thesis in an international setting as described in 'international placement setting'
- For the **foreign ILM students on the regular four-year and fast track programme** (who started ILM in September 2007 or later) this means that they have already met the requirements by studying in the Netherlands which can be considered an exchange. However, the foreign ILM students still has to do at least **one** of the following:
 1. Taking part in an exchange programme (as described above in 'international study setting) in year 2 or 3
 2. Doing their work placement in an international setting as described in 'international placement setting'
 3. Doing their final graduation thesis in an international setting as described in 'international placement setting'
- For the both **Dutch and foreign students only doing year 2 and 4** and started ILM in September 2007 this means they will have to do at least the final work placement or Consultant in Leisure or Student Company in an international context.
- The international requirements do not apply to students who only take the 4th year. When the graduate they will receive the Leisure Management diploma.

The following requirement apply to regular four-year ILM student with an ID code that starts with 04 or 05 and ILM fast-track students with an ID code that starts with 05 or 06.

In order to get an ILM diploma (International Leisure Management in contrast to Leisure Management) students will have to gain international experience. This results in the following requirements with regards to the ILM study programme:

- During their studies the **Dutch ILM students** (regular four-year and fast track programme who started ILM in September 2006 or before) will have to do at least **one** of the following:
 1. Taking part in an exchange programme (as described above in 'international study setting) in year 2 or 3
 2. Doing their work placement in an international setting as described in 'international placement setting'
 3. Doing their final graduation thesis in an international setting as described in 'international placement setting'

- For the **foreign ILM students regular four-year and fast track programme** (who started ILM in September 2006 or before) this means that they have already met the requirements by studying in the Netherlands which can be considered an exchange. However, the foreign ILM students are strongly recommended to do at least one of the following:
 1. Taking part in an exchange programme (as described above in 'international study setting) in year 2 or 3
 2. Doing their work placement in an international setting as described in 'international placement setting'
 3. Doing their final graduation thesis in an international setting as described in 'international placement setting'

- For the **Dutch students only doing year 2 and 4** this means they will have to do at least the final work placement or Consultant in Leisure or Student Company in an international context.

Appendix 6 – Fast track for VWO graduates

Students with a VWO diploma may be allowed to enter the programme in the second year (exemption from the entire propaedeutic phase).

Year 1	Propaedeutic phase (exemption)			
Year 2	2nd year			
	Term A	Term B	Term C	Term D
Year 3	3rd year			
	Term A	Term B	Term C	Term D
	Work placement	Work placement	Work placement	<i>3rd year project</i>
	<i>3rd year project</i>	Work placement	Work placement	Work placement
Year 4	4th year			
	Minor		Graduation phase	

Appendix 7 – Fast track for MBO graduates

Students who have an MBO diploma (level 4) in any of the fields mentioned below, may be eligible for a fast track.

- HORECA-ONDERNEMER/-MANAGER
- MIDDENKADERFUNCTIONARIS RECREATIE
- MIDDENKADERFUNCTIONARIS REIZEN
- ONDERNEMER/MANAGER DETAILHANDEL
- COMMERCIEEL MDW MARKETING & COMMUNICATIE
- CIOS

	Term A	Term B	Term C	Term D
Year 1	Propaedeutic phase (<i>Regular</i>)			
Year 2	2nd year programme (<i>Regular</i>)			
Year 3	Exemption			
Year 4	4th year			
	Minor		Graduation phase	

To be allowed to proceed from the 2nd year to the 4th year – thus skipping the 3rd year – students will have to go through an admission procedure.

This procedure is as follows:

At the end of the propaedeutic year, the student submits a request for exemption from the third year of study. In order to be allowed to skip the third year, the student has to satisfy the following requirements:

- The student has earned 47 ECs of the 2nd year
- The student has passed the competency exam at the end of the 2nd year
- The student has successfully completed the propaedeutic phase

In his request, the student has to explain why he feels that the 3rd year placement does not have a particular added value to him. The letter must be supported with a portfolio containing evidence in which the student demonstrates that he already possesses the various competencies which are normally acquired through the work placement.

Appendix 8 – Overview of the components of the Honours programme

Programme and testing system of the 'Imaginheroes' Honours track

1. Within the Imaginheroes track, students are tested with regard to the AfL training profile in the regular manner.
2. For admission to the honours programme, students have to go through a selection procedure at the end of the first year.
3. Selection will be based on study results, the 'roeach' value survey, creative leadership, and role in/asset to the team.
4. The honours programme comprises three years: the 2nd, 3rd and 4th year of study after the joint propaedeutic phase.
5. The extra study load for the honours programme is 30 ECs. The total study load for these students therefore runs to 210 ECs.
6. Compliance with the requirements/final objectives of the honours programme has to be demonstrated in one or more competency exams, and the programme must be completed within 4 years' time.
7. As for the honour-specific components, the student will assemble a personal guidebook, containing knowledge acquired with regard to the Creative Leadership workshops, any external meetings/classes attended, the training programme, and the self-facilitated sessions. Apart from participation requirements, the student's personal guidebook will be tested for completeness and quality.
8. The programme of the honours track involves and is completed successfully if:
 - The student has demonstrated that he possesses all professional competencies within a real-life professional context.
 - The 20 Creative Leadership team workshops have been attended. The contents of these workshops is tailored to the needs of the teams.
 - The master classes, external workshops, network meetings, or conferences have been attended. This involves 16 one-day programmes with current topics and issues in the sector, attended by both students and professionals.
 - The training programme "faciliteren van creatieve sessies" has been attended. This involves 12 training days.
 - The student facilitates six one-day sessions within 3 years' time.
 - The student builds a relevant network, appropriate to his/her personal goals for the future, formulated within the framework of Creative Leadership.

Appendix 9 – Examination regulations

Article 1 Examination timetable

- 1.1 The student him/herself is responsible to regularly check the examination timetable which is published on the NHTV website. For the examination periods, the annual timetable as published on ELO needs to be consulted.

Article 2 Examination start time

- 2.1 Students are to be present 10 minutes before the start of the examination. The examination will start at the indicated time.
- 2.2 Students are not allowed to enter the examination room after the official start time, regardless of their reasons for being late.
- 2.3 In the case of unforeseen circumstances which affect a large group of students, such as a train strike, the academy will consider – on a case-by-case basis – whether or not to offer the examination in question again at another time .

Article 3 Identification

- 3.1 Students must bring their student ID card (smartcard). This card must be placed visibly on the table during the examination. Identification by means of a driving licence, passport or other document containing a passport photograph and personal data, is also permitted.
- 3.2 Students who forgot to bring their smartcard, are to report to the Secretarial Office of the Academy for Leisure before the examination starts. The Secretarial Office can issue a statement which allows the student to be admitted to the examination room after all. This statement is to be handed to the examination supervisor.
- 3.3 When a student hands in his/her examination answer sheets, the supervisor will have him/her sign the attendance list and establish the student's identity by means of his/her student card (or other form of identification).

Article 4 Rules during interim examinations

- 4.1 Every student is to sign the attendance list after having handed in his/her examination answer sheets. Those who did not complete any assignment/question, are to submit their (empty) examination answer sheets and/or computer card stating their full name and ID code.
- 4.2 Students are not allowed to leave the room during the last ten minutes of an examination.
- 4.3 At the end of the examination, students are to remain seated. The supervisors will collect the examination answer sheets. Only when this has been done and the students have signed the attendance list, will they be allowed to leave the room.
- 4.4 Extended examination time arrangements will only be granted by a Student Counsellor. Permission for extended examination time is in effect for the duration of one academic year.
- 4.5 If the examination takes place in a lecture hall, students are to ensure that, in occupying the seats, one place/row remains unoccupied, both in the left-right and in the up-down direction.
- 4.6 Students only have access to the classroom to which they have been assigned. The classroom allocation schedule will be published via N@tschool. If one examination consists of several sessions (e.g. in the case of computer examinations), students also have to observe the published classroom allocation schedule.

Article 5 Use of stationary and other materials

- 5.1 The following items are allowed on the student's table:
- The examination papers
 - The answer sheets and scrap paper distributed by the examination supervisor
 - Pens, pencil and eraser (no pencil cases)
- 5.2 Bags, books, laptops, palmtops, mobile phones, graphic calculators and the like are not permitted in the examination room – unless the student has explicit permission to use any of these items. Bags are collectively placed in the front of the room. In addition, all electronic devices, PDAs, mobile phones, MP3-players and so on must be switched off. Headphones are not permitted.
- 5.3 The use of aids (books, calculators, etc.) is not permitted, unless it is explicitly stated in the examination instructions, or unless the student can present written evidence that he/she has permission to use certain aids.
- 5.4 If students are allowed to use calculators, single-purpose calculators are meant. The use of graphic calculators is not permitted, unless stated otherwise. Mobile telephones and/or watches with a calculator function may not be used. Furthermore, the calculator has to be battery-operated and any printing functions need to be switched off. Students are not permitted to borrow a calculator from a fellow-student during the examination.
- 5.5 If computer cards are used in an examination, students are to bring their own pencils and erasers to the examination.

Article 6 Determination and publication of interim examination results

- 6.1 If a student does not agree with an assessment, he/she may request a second opinion from the organiser of the unit of study in question. The student has to explain the reason for this request in writing, clearly indicating why he/she thinks the assessment is unjust. Before the request is submitted, the matter must have been discussed by the student and the assessor.
- 6.2 The request is to be submitted within 3 working days after the assessment has been received. If the request is not or insufficiently substantiated with proper reasoning (such as to be determined by the organiser) it will not be taken into consideration. If the request is taken into consideration, the student is to receive a definitive answer within 15 working days after he/she submitted his/her request.
- 6.3 If a student does not agree with the organiser's decision, he/she may submit the matter to the complaints committee.
- 6.4 A second opinion procedure may result in an upward or downward adjustment of the result.

Appendix 10 – Exam/examination calendar

BACHELOR'S PROGRAMME VTM / ILM - ACADEMIC YEAR 2011-2012

PLANNING OF EXAMINATIONS/EXAMS						
week	from	to	1st and 2nd year	3rd year / work placement	4th year (and up)	details
34	22-Aug	26-Aug	week -1			
35	29-Aug	2-Sep	week 0	end of placement CDS '10-'11		
36	5-Sep	9-Sep	Term A, lecture week 1	Term A, lecture wk 1; start placement ABC		
37	12-Sep	16-Sep	lecture wk 2	lecture wk 2		
38	19-Sep	23-Sep	lecture wk 3	lecture wk 3		
39	26-Sep	30-Sep	lecture wk 4; register exams A	lecture wk 4; register exams A	register exams course 1 and 2 and Dig.comm	Monday: deadline thesis report 09.00-16.00
40	3-Oct	7-Oct	lecture wk 5	lecture wk 5		
41	10-Oct	14-Oct	lecture wk 6; OAT A	lecture wk 6	exams course 1	
42	17-Oct	21-Oct	lecture wk 7	lecture wk 7		
43	24-Oct	28-Oct	Autumn Break			
44	31-Oct	4-Nov	wk 8; delivery assignment A	wk 8; delivery assignment project A	exams previous years ILM	FINAL EXAMS
45	7-Nov	11-Nov	resit OAT A	exams A	exams previous years ILM	
46	14-Nov	18-Nov	Term B, lecture week 1	Term B, start placement BC/BCD	exams minor	
47	21-Nov	25-Nov	lecture wk 2			
48	28-Nov	2-Dec	lecture wk 3		exams course 2	
49	5-Dec	9-Dec	lecture wk 4; register exams B			
50	12-Dec	16-Dec	lecture wk 5		delivery assignment; presentation next week	
51	19-Dec	23-Dec	lecture wk 6; OAT B		exam course Digital comm.; resits course 1 and 2	
52	26-Dec	30-Dec	X-mas Holidays			

2012 - 1	2-Jan	6-Jan	X-mas Holidays			
2	9-Jan	13-Jan	lecture wk 7			
3	16-Jan	20-Jan	wk 8; delivery assignment B; resit assignm. A		exams previous years VTM	
4	23-Jan	27-Jan	resit OAT B	resits A	exams previous years VTM	
5	30-Jan	3-Feb	extension week			
6	6-Feb	10-Feb	Term C, lecture week 1	start placement CD/CDS		
7	13-Feb	17-Feb	lecture wk 2			
8	20-Feb	24-Feb	Spring Holidays			
9	27-Feb	2-Mar	lecture wk 3			
10	5-Mar	9-Mar	lecture wk 4; register exams C			Mon: deadline thesis rep. 12.00-16.00
11	12-Mar	16-Mar	lecture wk 5			
12	19-Mar	23-Mar	lecture wk 6; OAT C			
13	26-Mar	30-Mar	lecture wk 7	end of placement ABC/BC		
14	2-Apr	6-Apr*	wk 8; delivery assignment C; resit assignm. B		exams previous years VTM	FINAL EXAMS
15	9-Apr*	13-Apr	resit OAT C		exams previous years VTM	
16	16-Apr	20-Apr	Term D, lecture week 1	Term D, lecture week 1		
17	23-Apr	27-Apr	lecture wk 2	lecture wk 2		
18	30-Apr	4-May	May Holidays			
19	7-May	11-May	lecture wk 3; Studytours 2nd year	lecture wk 3		
20	14-May	18-May*	lecture wk 4; register exams D	lecture wk 4; register exams D		
21	21-May	25-May	lecture wk 5	lecture wk 5		
22	28-May*	1-Jun	lecture wk 6; OAT D	lecture wk 6; end of placement BCD		Tuesday: deadline thesis report 09.00-16.00
23	4-Jun	8-Jun	lecture wk 7	lecture wk 7		
24	11-Jun	15-Jun	wk 8; delivery assignment D; resit assignm. C	wk 8; delivery assignment D, tests D	exams previous years ILM	
25	18-Jun	22-Jun	assessments; resit OAT D		exams previous years ILM	
26	25-Jun	29-Jun	assessments		FINAL EXAMS	Monday: start final exams
27	2-Jul	6-Jul	assessments	resits D	FINAL EXAMS	Thursday + Friday: graduation ceremony

28	9-Jul	13-Jul	resits assignment D (Monday)	resits assignment D (Monday)		Wed. and/or Thu.: AfL excursion employees
29	16-Jul	20-Jul	summer holidays			
30	23-Jul	27-Jul	summer holidays			
31	30-Jul	3-Aug	summer holidays			
32	6-Aug	10-Aug	summer holidays			
33	13-Aug	17-Aug	summer holidays			
34	20-Aug	24-Aug	week -1			
35	27-Aug	31-Aug	week 0			
36	3-Sep	7-Sep		start academic year 2012-2013		
			In general: all exams take place in weeks 8 and 9 of each term, except for OAT's; these take place in weeks 6 and 9 (resit) of each term.			
* OBLIGATORY DAYS OFF:			OPEN DAYS and EVENING:			
	wk. 14	06-April	Good Friday		Sat. 12 November 2011	
	wk. 15	09-April	Easter		Sat. 10 March 2012	
	wk. 18	30-April	Queen's Day		Thu. 19 April 2012	
	wk. 20	17 (+ 18) May	Ascencionday			
	wk. 22	28 May	Whit Monday			