

## Van Hall Larenstein (VHL) University of Applied Sciences Education and Examination Regulations (EER) 2017-2018 for the Food Technology study programme

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Brief description	These Education and Examination Regulations are the Education and Examination Regulations for the study programme in question as referred to in Article 7.13 of the WHW (Higher Education and Research Act). These regulations contain the applicable procedures and rights concerning the education and examinations for the academic year 2017-2018 for all internal and external students of the corresponding study programme of NHL/Van Hall Larenstein University of Applied Sciences.
Special circumstances	
Location	Studentnet



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## CHAPTER 1: GENERAL PROVISIONS

### Article 1.1 Education and Examination Regulations

1. Each study programme at Van Hall Larenstein University of Applied Sciences (VHL) and NHL University of Applied Sciences (NHL) has a set of Education and Examination Regulations (EER), as referred to in Article 7.13 of the Act (hereinafter: these regulations). The EER can be found on Studentnet and the VHL or NHL website.
2. These regulations were enacted by the Institutional Board on the date shown on the cover sheet. These regulations enter into force on the date shown on the cover sheet.
3. Appendices 1 to 6 are an integral part of these regulations.
4. In these regulations, the masculine form of address is used for ease of reading.

### Article 1.2. Applicability

1. These regulations are applicable to the education and examinations of the HBO Bachelor's programme Food Technology and the Associate Degree programme Food Technology <onder voorbehoud accreditatie> of the university of applied sciences.
2. These regulations apply to all students and external students enrolled at VHL in the HBO Bachelor's programme and Associate Degree programme referred to in clause 1.
3. These regulations also apply to prospective students who have requested admission to the HBO Bachelor's programme and Associate Degree programme referred to in Clause 1 above.
4. The VHL and NHL websites ([www.hlvhl.nl](http://www.hlvhl.nl) and [www.nhl.nl](http://www.nhl.nl)) provide a summary of all the HBO Bachelor's programmes, Associate Degree programmes and majors that are currently on offer at these institutions.

### Article 1.3 Definitions

1. Insofar as they are also mentioned in the WHW (Higher Education and Research Act), the terms used in these regulations have the same meaning as in this Act, unless expressly stated otherwise.
2. In these regulations, the following definitions apply:

**Final evaluation:** an evaluation that concludes the Bachelor's programme or the Associate Degree programme. Unless stipulated elsewhere in these regulations, the final evaluation is completed if the student has passed all examinations in the Bachelor's programme or Associate Degree programme;

**Graduation assignment:** unit of study consisting of 30 credits in the curriculum of the fourth year, which consists of an assignment that is part of the graduation programme and which is used to evaluate the student on the final level of an important part of the final competencies of the study programme.

A graduation assignment is concluded with a written thesis with which the student or external student reports on a project or study in a systematic and logical way, often also involving an oral examination;

**Graduation programme:** components in the curriculum of a study programme in which the student demonstrates that he has achieved the final competencies of the study programme. The graduation programme always includes the graduation assignment, but may also include the internship or other study units;

**Specialisation:** major;

**Prospective student:** an individual who wishes to be admitted to a study programme;

**Associate Degree programme:** a two-year programme as referred to in Article 7.8a WHW, which is part of a Bachelor's programme and comprises at least 120 credits;

**Assessment:** the evaluation by an examiner regarding the degree to which the internal or external student has met the requirements that have been formulated for a certain study unit or module;

**Professional product:** a tangible performance that is related to professional practice and can be assessed in a simulated or actual setting;

**Binding negative study advice:** a binding negative study advice, as referred to in Article 7.8b clause 3 WHW;

**Appeal Board for VHL students:** the Examinations Appeal Board, as referred to in Article 7.60 WHW, as well as the Arbitration Board (for the Executive Boards) as referred to in Article 7.63a WHW. See also Chapter 6 of the Student Charter;

**Competencies:** (also final competencies) a combination of knowledge, understanding, skills and attitudes that students use to function according to the requirements of a specific context (professional, educational, social-cultural). The final competencies are the final competence level of the study programme, and comprise the minimum competencies that the student must master in order to graduate from the study programme in question;

**Contact hour:** a study hour (one hour on the clock) during which a lecturer (employed by the educational institution, including student assistants and tutors) or a visiting lecturer is physically present. Contact hours may include lectures and tutorials, tutoring, mentoring, examinations, and academic counselling, insofar as the institution has scheduled these for all students. Time for self-study, internships/work placements and graduation assignment research and thesis writing are not included in contact hours;

**Credits:** credits (according to the European Credit Transfer System – ECTS) as referred to in Article 7.4 clause 1 WHW. A credit is a unit that represents the number of hours worked by an average student and is associated with a study unit. One credit is equivalent to 28 hours of study;

**CROHO:** Central Register of Higher Education;

**Partial examination:** an examination together with at least one other partial examination formally considered to be an interim examination as referred to in Article 7.10 clause 1 WHW. No credits are awarded for partial examinations. In the Student Information System (SIS) partial examinations are defined as examinations (toets);

**Diploma:** the proof given by the Examining Board to show that the final evaluation of a HBO Bachelor's programme or an Associate Degree programme has been passed. See also degree certificate;

**Examinations:** the entirety of examinations in the propaedeutic phase and post-propaedeutic phase of the Bachelor's programme or in the Associate Degree programme that must be completed successfully;

**Examining Board:** the examining board according to Article 7.12 ff of the WHW;

**Examiner:** the individual appointed by the Examining Board who is responsible for designing and/or giving examinations and/or assessing the results;

**External student:** examination student; the person referred to in Articles 7.32 and 7.36 WHW who, as part of a Bachelor's programme, is only allowed to take examinations and has no right to participate in or attend educational activities;

**Degree certificate:** the document of proof given by the Examining Board showing that the final evaluation of a HBO Bachelor's programme or an Associate Degree programme has been passed.

**Universities of applied sciences:** NHL University of Applied Sciences, BRIN number 21WN, located in Leeuwarden, and VHL University of Applied Sciences, BRIN number 30HD, located in Leeuwarden and Velp and managed by the Van Hall Larenstein Foundation;

**Institutional Board:** The Institutional Board of the Life Sciences & Technology partnership in accordance with the joint regulations as referred to in Article 8.1 WHW;

**Complaints and disputes desk:** the facility as referred to in Article 7.59a WHW, where students can lodge an appeal or an objection or can file a complaint and where students can get information about the various procedures at VHL. See also Chapter 6 of the Student Charter;

**Major:** a specialisation in the post-propaedeutic phase of one or more study programmes, consisting of a minimum of 90 credits and a maximum of 120 credits;

**Minor:** a coherent set of study units in the post-propaedeutic phase that consists of 30 credits and that adds breadth or depth to the study programme;

**“No show”:** the result when a student has registered for an exam, but does not participate without deregistering. A “no show” is considered to be a used exam opportunity;

**NVAO:** Accreditation Organisation of the Netherlands and Flanders, an independent accreditation organisation founded by the Dutch and Flemish governments to provide an expert and objective assessment of the quality of higher education in the Netherlands and Flanders;

**EER:** the Education and Examination Regulations, as referred to in Article 7.13 WHW;

**Study unit:** study unit according to Article 7.3 clause 2 WHW. A coherent unit of educational activities focusing on acquiring competencies for a specific part of the study programme. A study unit is concluded with an exam. When a study unit is closed, a student will receive the amount of credits corresponding to that study unit. Specified in the Student Information System (SIS) with the term “module”;

**Study programme:** a coherent set of study units focusing on achieving clearly defined objectives with regard to the competencies which the student must attain to complete the study programme;

**Degree programme committee:** a committee appointed for each programme or group of programmes. Its duties include making recommendations about the Education and Examination Regulations and their implementation (Art. 10.3c WHW);

**Portfolio:** a collection (possibly in digital form) of files and documents with which the student can tangibly demonstrate his level of achievement;

**Post-propaedeutic phase:** the component of the study programme that immediately follows the propaedeutic phase, also known as the main phase;

**Preliminary study advice:** an interim study advice report that is sent by the Examining Board on behalf of the Institutional Board to every student during the first year of enrolment in the propaedeutic phase of a HBO Bachelor’s programme or Associate Degree programme. The preliminary study advice also serves as a warning as referred to in Article 7.8b clause 4 WHW;

**Propaedeutic phase:** the propaedeutic phase as referred to in Article 7.8 WHW. The first phase of the HBO Bachelor’s programme or the Associate Degree programme, comprising 60 credits. The propaedeutic phase is completed with a propaedeutic evaluation;

**Propaedeutic certificate:** the proof given by the Examining Board that the propaedeutic evaluation has been passed. See also degree certificate;

**Propaedeutic evaluation:** an evaluation that completes the propaedeutic phase as referred to in Article 7.8 WHW;

**Internship:** a study unit consisting of a period of practical experience;

**Student:** an individual referred to in Article 7.32 WHW who is enrolled as a student at the universities of applied sciences in order to participate in education;

**Student Charter:** the charter as referred to in Article 7.59 WHW;

**Student Information System (SIS):** a system in which all the data of the study programme relevant to student is registered, including information about study units and grades;

**Study advice:** an advice provided by the Examining Board on behalf of the Institutional Board to every student, as referred to in Article 7.8b WHW;

**Academic year:** the time period that begins on 1 September and ends on 31 August of the subsequent year;

**Study choice check (SKC):** a digital questionnaire and a study advisory meeting;

**Study load:** the number of credits allocated to the Bachelor's programme, the Associate Degree programme or the study unit;

**Study advisor:** the individual who advises students during the course of their study on learning how to study, the choices/electives within the study, and their professional orientation;

**Invigilator:** an individual appointed by the Institutional Board to monitor examinations. Invigilators follow the instructions of the Examining Board and the examiners and act in accordance with the guidelines for invigilators;

**Exam:** an interim examination as referred to in Article 7.10 clause 1 WHW. An examination of the competencies of the student required to complete the study unit;

**Exam opportunity:** an opportunity to take an exam for which a student has registered;

**Variant:** the type of study programme (full-time or part-time) as referred to in Article 7.7 clause 1 WHW;

**Exemption:** a signed declaration from the Examining Board that a student has been exempted from an examination or partial examination of one or more study units as referred to in the declaration;

**Weighting factor:** the weight that is allocated to part of an exam when calculating the mark;

**WHW:** the Higher Education and Research Act.

## CHAPTER 2: CONTENT AND CURRICULUM

### Article 2.1 Objective

The aim of the HBO Bachelor's of Food Technology is to guide students in the acquisition and practical application of knowledge, insights and skills in the broad fields of product development, quality management, process development and production management in the food industry.

To reach this objective, the study programme works with different competencies. Competencies are made up of knowledge, skills and attitudes. Competencies can be acquired at three levels. Level i) implies that the context is relatively simple (primarily first year). Level ii) implies that the context is complex: various disciplines are combined. Level iii) is the most complex situation. This can only be acquired in complex professional practice.

- ❖ Product technology: industrial production methods (for instance, in the area of dairy, beverages, vegetables, meat, and baked products)
- ❖ Maths/statistics: mathematics skills, chemistry calculations, formula operations, normal distributions, confidence intervals, statistical tests, SPC
- ❖ Process engineering/physics/unit operations: mass and energy balances, stationary and non-stationary models
- ❖ Process control/process automation: measurement and control technology, process description (BFD, PFD, P&ID)
- ❖ Microbiology: growth and classification of micro-organisms, pathogens, fermentation, conservation, purification and disinfection
- ❖ Communication
- ❖ Chemistry: basic chemistry (atomic structure, reactions in water, chemical balance), analytical chemistry (spectroscopy, chromatography), organic chemistry (functional groups), biochemistry (biomolecules, protein and enzyme chemistry), interfacial chemistry (emulsions, foams)
- ❖ Sensory perception
- ❖ Business administration: structure of commercial organisations, project management, logistics, marketing
- ❖ Cost and feasibility
- ❖ Quality Management: HACCP, TPM, tracking & tracing, SPC, prerequisite programmes

### Article 2.2 Type of study and location(s)

1. The Bachelor's of Food Technology is offered as a full-time variant both at LS&T Leeuwarden as well as in Velp.
2. The part-time Associate Degree programme in Food Technology is part of the study programme and is offered in the Leeuwarden and Velp locations.

### Article 2.3 Language

1. At the Leeuwarden location, education and examinations are given in Dutch. At the Velp location, education and examinations are given in English.
2. As an exception to the provisions in the first clause, the description of the study units may stipulate that one or more study units will be offered in a different language.
3. A Code of conduct for using languages other than Dutch in education is included in Appendix 1 of these regulations.

### Article 2.4 Study load of the Bachelor's programme

1. The full-time variant is a four-year Bachelor's programme with a study load of 240 credits.
2. The Bachelor's programme consists of two study phases:
  - a. The propaedeutic phase with a study load of 60 credits;
  - b. The post-propaedeutic phase (main phase) with a study load of 180 credits.

3. The composition of the curriculum is specified in Articles 2.9 and 2.10. The study load for each study unit is specified in the description of these units in Appendix 3.

### **Article 2.5 Study load of the Associate Degree programme**

1. The part-time Associate Degree programme has a study load of 120 credits.
2. The Associate Degree programme consists of two study phases:
  - a. The propaedeutic phase with a study load of 60 credits;
  - b. The post-propaedeutic phase (main phase) with a study load of 60 credits.
3. The composition of the curriculum is specified in Article 2.11. The study load for each study unit is specified in the description of these units in Appendix 3.
4. A student who has successfully completed an Associate Degree programme has the right to continue with the Bachelor's programme. This EER will indicate which study units must still be followed within the relevant Bachelor's programme.

### **Article 2.6 Final competencies of the Bachelor's programme**

The competencies have been stipulated nationwide in the *Kernprofiel Voedingmiddelentechnologie* (core profile for Food Technology) document.

[http://www.vereniginghogescholen.nl/system/profiles/documents/000/000/177/original/Landelijk\\_kernprofiel\\_Voedingmiddelentechnologie\\_2014.pdf?1449491066](http://www.vereniginghogescholen.nl/system/profiles/documents/000/000/177/original/Landelijk_kernprofiel_Voedingmiddelentechnologie_2014.pdf?1449491066)

Competencies:

1. Researching III
2. Experimenting II
3. Developing II
4. Maintaining II
5. Advising I
6. Managing I
7. Professionalization II

1. **Researching competency** Within his/her discipline, the food technologist conducts research that either contributes to the solution of a problem, or leads to greater insight into a topic within his/her work environment.

2. **Experimenting competency** Within his/her discipline, the food technologist conducts experiments to obtain demonstrably reliable results.

3. **Developing competency** The food technologist develops, improves or implements products, processes or methods in the food sector on the basis of existing knowledge.

4. **Maintaining / coordinating competency** The food technologist implements and maintains a maintenance system or parts thereof, so as to ensure that the system complies with relevant laws and regulations, quality standards and the norms and values of the organisation.

5. **Advising / buying and selling competency** The food technologist offers well-founded recommendations on the development, improvement or implementation of products, processes and methods and creates profitable transactions of goods or services in the food sector.

6. **Leading/managing competency** The food technologist gives direction and guidance to organisational processes and the employees involved, with the goal of realising the goals of the organisational division or project team that he/she is leading.

7. **Professionalization competency** The food technologist directs his/her own performance and development, maintains his/her knowledge and skills and stays abreast of the latest developments, also in relation to ethical dilemmas and socially accepted norms and values.

## **Sustainability**

Sustainability is a continual focus point of all the study programmes at LS&T Leeuwarden. The same goes for operational management: using and stocking the laboratories together with the five HBO study programmes and the MBO study programme means that chemicals are handled efficiently and this is passed on to the students as well. During the first years of the Food Technology programme, several modules explicitly address the relationship between sustainable development and food production. In addition, sustainability is implicitly addressed in modules that deal with the efficient use of raw materials, energy and equipment. In the modules of the major dealing with product and process development, students are expected to include sustainability aspects in the criteria used to make decisions. During the internship students are given the task of examining the sustainability policy of the internship company and to indicate which sustainability aspects may be relevant during the internship assignment.

## **Internationalisation**

Naturally, it is possible for students to achieve an "international distinction" To achieve this, they should comply with the points mentioned under Article 2.14 of these regulations.

All students will in some way come into contact with the concept of "international". For instance, every year six students will be given the opportunity to participate in an international evaluation contest for dairy products organised under the auspices of Europel (the European association for dairy producers). During this event, they will learn about various kinds of international cheeses and cultures, and meet students from other countries and exchange experiences with them. The students who attend will report on this afterwards to their fellow students. It is also possible for a number of students each year to take part in the two-week summer course of the Sichuan University of Chengdu. These students will also report on this to their fellow students. The study association organises an annual excursion abroad and every year a number of foreign students participate in modules or carry out a project at VHL. Finally, students are encouraged to complete an internship abroad. But even students who do their internship in the Netherlands will become familiar with the concept of "international", through the international character of their internship or graduation company, or through the production for the international market.

## **Researching**

The DAS Research Competencies are part of almost all the modules in the first three study years of the study programmes at LS&T. The fourth year consists of a project internship and graduation assignment, in both of which conducting research takes a central role. The DAS Research Competencies are tested at the end of the study programme at level III.

Right at the start of the programme the scientific cycle will be discussed which is linked to the structure of an academic report. All later modules work with research-oriented assignments, which are largely provided by companies and lectorates. Students complete the assignment within a module through an action plan, which is then carried out in order to arrive at an answer to the research question. A lot of practical research is done during these assignments. The results of this research are presented via a professional product, such as an academic report, poster or oral presentation.

## **Article 2.7 Learning outcomes of the Associate Degree programme**

What does the AD programme train you for?

The AD programme in Food Technology is a 2-year, part-time, Dutch programme with a total study load of 120 EC.

The AD programme in Food Technology trains expert staff in managing the products, processes and quality in food technology. Here, graduates will learn about the links between the different processes (quality and production) in food technology and will become familiar with the relationship between raw materials, processes and quality in the final product. In addition, the graduate takes a proactive stance within the agreed frameworks. The graduate is engaged in optimising existing products and processes. The different aspects of production processes, food safety, food quality and legal requirements for products and processes are studied.

**Table 1: competencies in the AD**

Module from AD	Researching	Experimenting	Developing	Maintaining	Advising	Instructing	Leading	Self-guiding
Period 1	+							I
Period 2	I				I			
Period 3				I				
Period 4	I+	I	I					
Period 5	II							
Period 6		II	II		II			
Period 7+8	II			II		I	I	
SLB learning track								II
End level AD	II	II	II	II	II	I	I	II
End level year 2 Bachelor's	II	I*	I*	I*	II	0	I	II
End level Bachelor's	III	II*	II*	II*	II*	0	I	II

**Article 2.8 Composition of the curriculum**

1. Articles 2.9, 2.10 and 2.11 contain a description of the curriculum for the full-time variant of the Bachelor's programme and the part-time variant of the Associate Degree programme.
2. The description of the curriculum is based on a schematic overview, whereby a distinction is made between the propaedeutic phase and the post-propaedeutic phase.
3. The description of the curriculum of the post-propaedeutic phase is divided into the various majors. Each major is covered in its own article with a corresponding post-propaedeutic curriculum.
4. The following articles specify the study units that are part of the propaedeutic phase and post-propaedeutic phase, respectively, of the Bachelor's programme. The study load and the code are included with each study unit. In Appendix 3, each study unit is described in more detail.

## Article 2.9 Curriculum of the full-time variant

### Article 2.9a Curriculum of the propaedeutic phase, full-time

1. The full-time curriculum of the propaedeutic phase of Food Technology (FT) in Leeuwarden and Velp is as follows:

#### FT propaedeutic phase in Leeuwarden

Jaar 1			
P1	P2	P3	P4
LVT111VN Je studie je toekomst 7 EC VTgroep1	LLS103VN1 Optimalisatie zuivelproces 7 EC VTgroep1	LVT103VN Inleiding in Voeding en Gezondheid 7 EC VTgroep1	LVT102VN2 Verwerking plantaardige producten 7 EC VTgroep1
LLS101VN2 Werken in het lab 7 EC VTgroep1	LVT104VNW Leeronderneming 7 EC VTgroep1	LVT101VN1 Van vlees tot worst 7 EC VTgroep1	LBA104VNLG Organisatie & Financiën 7 EC VTgroep1
LVT111VN Je studie je toekomst 7 EC VTgroep2	LVT103VN Inleiding in Voeding en Gezondheid 7 EC VTgroep2	LVT104VNW Leeronderneming 7 EC VTgroep2	LVT102VN2 Verwerking plantaardige producten. 7 EC VTgroep2
LLS101VN2 Werken in het lab 7 EC VTgroep2	LVT101VN1 Van vlees tot worst 7 EC VTgroep2	LLS103VN1 Optimalisatie zuivelproces 7 EC VTgroep2	LBA104VNLG Organisatie en Financiën 7 EC VTgroep2
LLS100VHSLB 45C			
Route 1			
Route 2			

#### FT propaedeutic phase in Velp

Year 1			
SEMESTER 1		SEMESTER 2	
Period 1	Period 2	Period 3	Period 4
VFT1SAVE1 Sector Analysis 7 credits	VFT1FAVE 3 Food analysis 7 credits	VFT1FIVE1 Agribusiness management 7 credits	VFT1FIVE 1 Innovation in Food & Business 7 credits
VFT1FPVE2 Food Products 7 credits	VFT1FHVE 3 Food Safety & Health 7 credits	VFT1MSVE 2 Quality management in Food & Microbiology 7 credits	VFT1FDVE 1 Food Product Development 7 credits
VFT1SMVE 1 Study Mentoring year 1: 4 credits			

After completing one of the two propaedeutic phases, the student may transition into the main phase at the other location.

2. The propaedeutic phase orients the student towards the choice of majors provided by the programme. The propaedeutic phase is the same for every student within the programme, in the sense that possible choices do not impede the student from following any of the provided majors without study delay after completing the propaedeutic phase.
3. The propaedeutic phase is selective: after completion, the student has the opportunity to finish the study programme.
4. The propaedeutic phase of the programme has a minimum of 14 contact hours during each of the scheduled study weeks of the programme.
5. The propaedeutic phase is focused on the real world. This provides the students with as many assignments as possible aimed at bringing them in contact with the professional field. Each student has a minimum of two practical assignments every year which bring them in direct contact with the professional field.
6. The propaedeutic programme offers the student insight into the professional field, in a way that:
  - provides insight into the broad framework of professional practice;
  - provides basic knowledge about the field in relation to the world as a whole.

The table below lists each of the various majors along with the corresponding competencies.

**Article 2.9b Food Technology major in Leeuwarden**

Major	Researching	Developing	Experimenting	Maintaining	Advising	Managing	Professionalisation	Instructing
Food Technology	3	2♦	2♦	2♦	2	1	2	-
Process Engineering	3	2♦	2♦	2♦	2	1	2	-
Dairy Technology	3	2♦	2♦	2♦	2	1	2	-
Food Safety & Health (Velp)	3	2	2	3	2	2	2	2
Food Safety & Health (varden)	3	2♦	2♦	2♦	2	1	2	-
Food Innovation Management	3	3	2	2	2	2	2	2

HAO learning outcomes	3	2♦	2♦	2♦	1	1	2	-*
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♦ = one of these competencies must be completed at level 3; with each box checked in the graduation research project.

\*= may be completed at a higher level by individual students

1. In the first two years, you will familiarise yourself with the many facets of the food and stimulants industry. You will train a number of basic skills and naturally get started in the testing factory.

The curriculum is focused on professional practice from the outset. You will deal with themes like "from meat to sausage", "creating a dairy product" or "beer". During a basic course such as Meat Technology you will learn the ins and outs of protein swelling. And during your Dairy course you will simulate saline saturation in cheese. Management and organisation, quality and information systems are dealt with in order to ensure that you are able to perform well within an organisation.

In the second half of your second year, you will apply your knowledge during an orientating internship lasting 10 weeks.

In the third year, you will really delve into the Food Technology major programme. You will study the entire breadth of the field, from product development to health aspects. You will discover which direction best suits you, for instance the process side or quality assurance. This is what you will focus on when looking for an internship, with which you will start the final year.

You will then start your graduation project, together with a fellow student. Nearly all graduation projects are commissioned by the business community. With experienced lecturers to advise you and professionals from the field to offer constructive criticism, you will deliver a quality product.

After your final presentation and defence, you will be ready for one of the many challenging jobs in the food sector!

2. The curriculum for the Food Technology major in Leeuwarden is compiled as follows:

### Food Technology in Leeuwarden

Jaar 2			
P1	P2	P3	P4
LBA226VNLG Marketing & Logistiek 7 EC	LLS215VN3 Research Management 7 EC	LVT221VN2 Kwaliteits- & Informatiesystemen 7 EC	LLS214VNIJS11 Juniorstage 14 EC
LVT222VN1 Applicaties in de zuivel 7 EC	LLS331VN1 Biochemistry 7 EC	LLS104VN2 Biertechnologie 7 EC	
LBA226VNLG Marketing & Logistiek 7 EC	LLS331VN1 Biochemistry 7 EC	LLS214VNIJS11 Juniorstage 14 EC	LLS215VN3 Research Management 7 EC
LLS104VN2 Biertechnologie 7 EC	LVT222VN1 Applicaties in de zuivel 7 EC		LVT221VN2 Kwaliteits- & Informatiesystemen 7 EC
LLS200VNSLB 4 EC			
Route 1			
Route 2			
Jaar 3			
Major Foodtechnology			
P1	P2	P3	P4
LVT332VN1 Food Preservation Processes 7 EC	LVT331VN1 Food Product Development 7 EC		Minor 30 EC of
LLS333VN1 Industrial Quality Management 7 EC	LLS334VN1 Plant & Process Design 7 EC		LLS430VNPS1 projectstage 30 EC
LLS301VNSLB 2EC			
Jaar 4			
Alle majors			
P1	P2	P3	P4
	Minor 30 EC of		LLS430VNIAD Afstudeeropdracht 30 EC
	LLS430VNPS1 projectstage 30 EC		

3. The minor in the main phase comprises a total of 30 credits. The Examining Board must approve the content of this minor. Below are listed the minors that have been approved in advance by the Examining Board. You do not need to request approval for these minors. In addition to the mentioned modules, the modules LLS300VE, LLS301VN or LLS302VN must be chosen (total minor of 30EC).

#### Minor Food Specials, Nutrition & Health

Period 3	Period 4
Fermented Products LLS343	Sweets & Chocolates LLS350
Food Supplements LVT333	Dairy Health & Safety LLS354

#### Minor Food Specials & Dairy Technology

Period 3	Period 4
Fermented Products LLS343	Sweets & Chocolates LLS350
Dairy Technology I LLS351	Dairy Technology II LLS352

#### Minor Dairy Technology, Nutrition & Health

Period 3	Period 4
Food Supplements LVT333	Dairy Health & Safety LLS354
Dairy Technology I LLS351	Dairy Technology II LLS352

#### Minor Dairy Technology & Processing

Period 3	Period 4
Dairy Technology I LLS351	Dairy Technology II LLS352
Fermented Products LLS343	New Dairy processes and simulation LLS356

## Minor Dairy Technology & Human Health

Period 3	Period 4
Dairy Technology I LLS351	Dairy Technology II LLS352
Fermented Products LLS343	Dairy Health & Safety LLS354

### Free elective minor

Combination of modules on offer, a total of 30 EC.

In addition to the above modules, there are the following pre-approved modules which can be included in the free elective minor:

Period 3	Period 4
Toxicologie I LLS347	Toxicologie II LLS348

- If a student wants to follow a minor that has not been approved in advance by the Examining Board, then the student must submit an application to the Examining Board. The student has to substantiate why the choice of minor (or the composition of individual study units together amounting to at least 30 credits) provide him with broader or more in-depth knowledge. In addition, the student must prove that the minor meets the other requirements.
- Whether or not a minor is taught depends on the number of registrations. The domain director may make the decision that a minor will not be taught if there are fewer than 22 registrations. The decision that a minor will not be taught will be made no later than three weeks before the start of the minor.
- If students want to fill their minor with education from outside the study programme, then the provisions in Article 3.25 of these regulations apply. The Examining Board determines how many credits are allocated to the educational performance of students.

### Article 2.9c Process Engineering major in Leeuwarden

- After the first two years of receiving a broad foundation in Food Technology, students can choose the major in Process Engineering. There is a significant shortage of process engineers in the industry. Topics like the efficient drying of confectionary (sweets), effective and proportionate mixing (sauce mixing) or energy saving measures during heating processes are your areas of expertise. In short: this is an excellent major for a food technologist with an interest in processes, equipment or technology.
- The curriculum for the Process Engineering major in Leeuwarden is compiled as follows:

#### Process Engineering major in Leeuwarden

Jaar 2			
P1	P2	P3	P4
LBA226VNLG Marketing & Logistiek 7 EC	LLS215VN3 Research Management 7 EC	LVT221VN2 Kwaliteits- & Informatiesystemen 7 EC	LLS214VWJS11 Juniorstage 14 EC
LVT222VN1 Applicaties in de zuivel 7 EC	LLS331VN1 Biochemistry 7 EC	LLS104VN2 Biertechnologie 7 EC	
LBA226VNLG Marketing & Logistiek 7 EC	LLS331VN1 Biochemistry 7 EC	LLS214VWJS11 Juniorstage 14 EC	LLS215VN3 Research Management 7 EC
LLS104VN2 Biertechnologie 7 EC	LVT222VN1 Applicaties in de zuivel 7 EC		LVT221VN2 Kwaliteits- & Informatiesystemen 7 EC
LLS200VNSLB 4 EC			
Route 1			
Route 2			

Jaar 3			
Major Process Engineering			
P1	P2	P3	P4
LLS333VN1 Industrial Quality Management 7 EC	LCT322VN2 Separation Processes 1 7 EC		Minor 30EC of LLS430VWPS 1 projectstage 30EC
LVT332VN1 Food Preservation Processes 7 EC	LLS334VN1 Plant & Process Design 7 EC		
LLS301VNSLB 2EC			

alle majors			
Jaar 4			
P1	P2	P3	P4
Minor 30EC of LLS430VNPS 1 projectstage 30 EC		LLS430VNAO Afstudeeropdracht 30 EC	

3. The minor in the main phase comprises a total of 30 credits. The Examining Board must approve the content of this minor. Below are listed the minors that have been approved in advance by the Examining Board. No approval is required for these minors. In addition to the mentioned modules, the modules LLS300VE, LLS301VN or LLS302VN must be chosen (total minor of 30EC).

#### Minor Food Specials, Nutrition & Health

Period 3	Period 4
Fermented Products LLS343	Sweets & Chocolates LLS350
Food Supplements LVT333	Dairy Health & Safety LLS354

#### Minor Food Specials & Dairy Technology

Period 3	Period 4
Fermented Products LLS343	Sweets & Chocolates LLS350
Dairy Technology I LLS351	Dairy Technology II LLS352

#### Minor Dairy Technology, Nutrition & Health

Period 3	Period 4
Food Supplements LVT333	Dairy Health & Safety LLS354
Dairy Technology I LLS351	Dairy Technology II LLS352

#### Minor Dairy Technology & Processing

Period 3	Period 4
Dairy Technology I LLS351	Dairy Technology II LLS352
Fermented Products LLS343	New Dairy processes and simulation LLS356

#### Minor Dairy Technology & Human Health

Period 3	Period 4
Dairy Technology I LLS351	Dairy Technology II LLS352
Fermented Products LLS343	Dairy Health & Safety LLS354

#### Free elective minor

Combination of modules on offer, a total of 30 EC.

In addition to the above modules, there are the following pre-approved modules which can be included in the free elective minor:

Period 3	Period 4
Toxicologie I LLS347	Toxicologie II LLS348

4. If a student wants to follow a minor that has not been approved in advance by the Examining Board, then the student must submit an application to the Examining Board. The student has to substantiate why the choice of minor (or the composition of individual study units together amounting to at least 30 credits) provide him with broader or more in-depth knowledge. In addition, the student must prove that the minor meets the other requirements.
5. Whether or not a minor is taught depends on the number of registrations. The domain director may make the decision that a minor will not be taught if there are fewer than 22 registrations. The decision that a minor will not be taught will be made no later than three weeks before the start of the minor.

- If students want to fill their minor with education from outside the study programme, then the provisions in Article 3.25 of these regulations apply. The Examining Board determines how many credits are allocated to the educational performance of students.

### Article 2.9d Food Safety and Health major in Leeuwarden

- After the first two years of receiving a broad foundation in Food Technology, students can choose the major in Food, Safety and Health. Healthy and safe food products are important. This major teaches you about the relationship between food and the health and safety of food products, thus, facilitating the production of healthy products. The module Food Supplements and Functional Foods deals with supplements in food that can make products healthier. The module Physiology/Pathology teaches students how the human body works and how the body handles nutrition. The module Food Product Development applies a systematic approach to explain the development of new food products. The module Industrial Quality Management teaches students how to guarantee these aspects through a systematic approach to quality, safety, health and environmental regulations. In addition to this systematic approach, improvement tools and Tracking & Tracing, among other things, provide effective quality assurance and thus ensure food product safety.
- Competencies of the Food Safety and Health major:
  - Researching III
  - Experimenting II
  - Developing II
  - Maintaining II
  - Advising II
  - Managing I
  - Professionalisation II
- The curriculum for the Food Safety & Health major in Leeuwarden is compiled as follows:

Jaar 2			
P1	P2	P3	P4
LBA226VNLG Marketing & Logistiek 7 EC	LLS215VN3 Research Management 7 EC	LVT221VN2 Kwaliteits- & Informatiesystemen 7 EC	LLS214VNIJS11 Juniorstage 14 EC
LVT222VN1 Applicaties in de zuivel 7 EC	LLS331VN1 Biochemie 7 EC	LLS104VN2 Biertechnologie 7 EC	
LBA226VNLG Marketing & Logistiek 7 EC	LLS331VN1 Biochemie 7 EC	LLS214VNIJS11 Juniorstage 14 EC	LLS215VN3 Research Management 7 EC
LLS104VN2 Biertechnologie 7 EC	LVT222VN1 Applicaties in de zuivel 7 EC		LVT221VN2 Kwaliteits- & Informatiesystemen 7 EC
LLS200VNSLB 4 EC			
Route 1			
Route 2			

Jaar 3			
Major Foodsafety & Health			
P1	P2	P3	P4
LLS333VN1 Industrial Quality Management 7 EC	LVT331VN1 Food Product Development 7 EC		Minor 30EC of
LVT333VN1 Food supplements and functional foods 7 EC	LBT334VN1 Physiology/Pathology 7 EC		LLS430VNPS1 projectstage 30EC
LLS301VNSLB 2EC			

Jaar 4			
alle majors			
P1	P2	P3	P4
	Minor 30EC of		LLS430VNAO Afstudeeropdracht 30 EC
	LLS430VNPS 1 projectstage 30 EC		

4. The minor in the main phase comprises a total of 30 credits. The Examining Board must approve the content of this minor. Below are listed the minors that have been approved in advance by the Examining Board. No approval is required for these minors. In addition to the mentioned modules, the modules LLS300VE, LLS301VN or LLS302VN must be chosen (total minor of 30EC).

#### **Minor Food Specials, Nutrition & Health**

Period 3	Period 4
Fermented Products LLS343	Sweets & Chocolates LLS350
Food Supplements LVT333	Dairy Health & Safety LLS354

#### **Minor Food Specials & Dairy Technology**

Period 3	Period 4
Fermented Products LLS343	Sweets & Chocolates LLS350
Dairy Technology I LLS351	Dairy Technology II LLS352

#### **Minor Dairy Technology, Nutrition & Health**

Period 3	Period 4
Food Supplements LVT333	Dairy Health & Safety LLS354
Dairy Technology I LLS351	Dairy Technology II LLS352

#### **Minor Dairy Technology & Processing**

Period 3	Period 4
Dairy Technology I LLS351	Dairy Technology II LLS352
Fermented Products LLS343	New Dairy processes and simulation LLS356

#### **Minor Dairy Technology & Human Health**

Period 3	Period 4
Dairy Technology I LLS351	Dairy Technology II LLS352
Fermented Products LLS343	Dairy Health & Safety LLS354

#### **Free elective minor**

Combination of modules on offer, a total of 30 EC.

In addition to the above modules, there are the following pre-approved modules which can be included in the free elective minor:

Period 3	Period 4
Toxicologie I LLS347	Toxicologie II LLS348

5. If a student wants to follow a minor that has not been approved in advance by the Examining Board, then the student must submit an application to the Examining Board. The student has to substantiate why the choice of minor (or the composition of individual study units together amounting to at least 30 credits) provide him with broader or more in-depth knowledge. In addition, the student must prove that the minor meets the other requirements.
6. Whether or not a minor is taught depends on the number of registrations. The domain director may make the decision that a minor will not be taught if there are fewer than 22 registrations. The decision that a minor will not be taught will be made no later than three weeks before the start of the minor.
7. If students want to fill their minor with education from outside the study programme, then the provisions in Article 3.25 of these regulations apply. The Examining Board determines how many credits are allocated to the educational performance of students.

#### **Article 2.9e Food Safety & Health major (Velp)**

1. The field of food and nutrition is constantly changing: new products, production methods, dangers and risks are constantly emerging. New facts on food safety and health are incorporated

into laws and regulations. Food industries must act within this framework of rules. Consumers have high expectations about food quality and safety. Where the fields of expertise of those involved overlap, food safety advisors are required. The Food Safety & Health major offers Bachelor's students and external students the knowledge and skills necessary to become a specialised generalist: an interdisciplinary consultant in the food safety, quality and health profession.

2. The curriculum for the Food Safety & Health major in Velp is compiled as follows:

### Food Safety & Health in Velp

Year 2			
SEMESTER 1		SEMESTER 2	
TERM1	TERM2	TERM3	TERM4
VFT2PLVE 1 Orientation Placement 14 credits	VFT2RMVE1 Applied Research 7 credits	VFT2SEVE1 Sustainable Entrepreneurship 7 credits	VFT2FHVE 2 Food & Health 7 credits
	VFT2PTVE Product and Process Technology 7 credits	VFT2FME 2 Food Ingredients 7 credits	VFT2FQVE1 Food Safety & Quality 7 credits
VFT2SMVE1 Study Mentoring year 2: 4 credits			

### Year 3

1 <sup>st</sup> semester		2 <sup>nd</sup> semester
VFT3FCVE 1 Food Analysis & Consumer behavior 7 credits	VFT3FQVE Food & Quality 7 credits	VFT3PLVE 2 Practical Placement 30 EC
VFT3FSVE 2 Food Safety & Health 7 credits	VFT3FPVE Food Quality project 7 credits	
VFT3SMVE1 2 credits		

Year 4	
1 <sup>st</sup> semester	2 <sup>nd</sup> semester
Minor 30 EC	Final Thesis 30 EC

3. The minor in the main phase comprises a total of 30 credits. The Examining Board must approve the content of this minor. Below are listed the minors that have been approved in advance by the Examining Board. No approval is required for these minors.
- The core modules of Food Innovation Management
  - In addition, the minors from Leeuwarden have also been pre-approved for students from Velp
4. If a student wants to follow a minor that has not been approved in advance by the Examining Board, then the student must submit an application to the Examining Board. The student has to substantiate why the choice of minor (or the composition of individual study units together amounting to at least 30 credits) provide him with broader or more in-depth knowledge. In addition, the student must prove that the minor meets the other requirements.

5. Whether or not a minor is taught depends on the number of registrations. The domain director may make the decision that a minor will not be taught if there are fewer than 22 registrations. The decision that a minor will not be taught will be made no later than three weeks before the start of the minor.
6. If students want to fill their minor with education from outside the study programme, then the provisions in Article 3.25 of these regulations apply. The Examining Board determines how many credits are allocated to the educational performance of students.

#### **Article 2.9f Dairy Technology major in Leeuwarden**

1. In the first two years, you will familiarise yourself with the many facets of the food and stimulants industry. You will train a number of basic skills and naturally get started in the testing factory.

The curriculum is focused on professional practice from the outset. You will deal with themes like "from meat to sausage", "creating a dairy product" or "beer". During a basic course such as Meat Technology you will learn the ins and outs of protein swelling. And during your Dairy course you will make cheese, calculate the saline saturation levels in cheese and develop new products. Management and organisation, quality and information systems are dealt with in order to ensure that you are able to perform well within an organisation. During the final 5 months of your second year, you will apply your knowledge during an orientating internship lasting 10 weeks.

In the third year, you will really delve into the Dairy Technology major programme. In the modules on dairy technology, all the important processes and products of the dairy sector will be addressed. You will also receive modules on quality management and process design. You will discover which specialisation is best for you and through the minor modules you can choose to specialise in process improvement, product development, health aspects or the dairy market. You can further explore a specialisation through the choice of your project internship, which you will do in the first half of the fourth year.

You will then start your graduation project. If you choose the Dairy Technology major, you will carry out a study on the optimisation or development of a dairy product or dairy process. Nearly all graduation projects are commissioned by the business community. With experienced lecturers to advise you and professionals from the field to offer constructive criticism, you will demonstrate that you are suited to one of the many challenging jobs in the dairy sector!

2. Competencies of the Dairy Technology major:
  1. Researching III
  2. Experimenting II\*
  3. Developing II\*
  4. Maintaining II\*
  5. Advising II
  6. Managing I
  7. Professionalisation II

\* = one of these competencies must be completed at level 3.

## Dairy Technology

The study programme is structured as follows.

Jaar 2			
p1	p2	p3	p4
LBA226VNLG Marketing & Logistiek 7 EC	LLS215VN3 Research Management 7 EC	LVT221VN2 Kwaliteits- & Informatiesystemen 7 EC	LLS214VNJS11 Juniorstage 14 EC
LVT222VN1 Applicaties in de zuivel 7 EC	LLS331VN1 Biochemistry 7EC	LLS104VN2 Biertechnologie 7EC	
LBA226VNLG Marketing & Logistiek 7 EC	LLS331VN1 Biochemistry 7EC	LLS214VNJS1 Juniorstage 14 EC	LLS215VN3 Research Management 7 EC
LLS104VN2 Biertechnologie 7EC	LVT222VN1 Applicaties in de zuivel 7 EC		LVT221VN2 Kwaliteits- & Informatiesystemen 7 EC
LLS200VNSLB 4 EC			
Route 1			
Route 2			

Jaar 3			
Major Dairy Technology			
p1	p2	p3	p4
LLS333VN1 Industrial Quality Management 7 EC	LLS334VN1 Plant & Process Design 7 EC	LLS351VE1 Dairy Technology1 7 EC	LLS352VE1 Dairy Technology2 7 EC
LLS301VNSLB 2 EC			
Minor 30 ec of LLS430VNP S1 project placement 30 EC			

Jaar 4			
alle majors			
p1	p2	p3	p4
Minor 30EC of LLS430VNPS1 projectstage 30 EC		LLS430VNAO Afstudeer opdracht 30 EC	

3. The minor in the main phase comprises a total of 30 credits. The Examining Board must approve the content of this minor. Below are listed the minors that have been approved in advance by the Examining Board. No approval is required for these minors. In addition to the mentioned modules, the modules LLS300VE, LLS301VN or LLS302VN must be chosen (total minor of 30EC).

### Minor Food Specials, Nutrition & Health

Period 3	Period 4
Fermented Products LLS343	Sweets & Chocolates LLS350
Food Supplements LVT333	Dairy Health & Safety LLS354

### Minor Food Specials & Dairy Technology

Period 3	Period 4
Fermented Products LLS343	Sweets & Chocolates LLS350
Dairy Technology I LLS351	Dairy Technology II LLS352

### Minor Dairy Technology, Nutrition & Health

Period 3	Period 4
Food Supplements LVT333	Dairy Health & Safety LLS354
Dairy Technology I LLS351	Dairy Technology II LLS352

### Minor Dairy Technology & Processing

Period 3	Period 4
Dairy Technology I LLS351	Dairy Technology II LLS352
Fermented Products LLS343	New Dairy processes and simulation LLS356

### **Minor Dairy Technology & Human Health**

Period 3	Period 4
Dairy Technology I LLS351	Dairy Technology II LLS352
Fermented Products LLS343	Dairy Health & Safety LLS354

#### **Free elective minor**

Combination of modules on offer, a total of 30 EC.

In addition to the above modules, there are the following pre-approved modules which can be included in the free elective minor:

Period 3	Period 4
Toxicologie I LLS347	Toxicologie II LLS348

4. If a student wants to follow a minor that has not been approved in advance by the Examining Board, then the student must submit an application to the Examining Board. The student has to substantiate why the choice of minor (or the composition of individual study units together amounting to at least 30 credits) provide him with broader or more in-depth knowledge. In addition, the student must prove that the minor meets the other requirements.
5. Whether or not a minor is taught depends on the number of registrations. The domain director may make the decision that a minor will not be taught if there are fewer than 22 registrations. The decision that a minor will not be taught will be made no later than three weeks before the start of the minor.
6. If students want to fill their minor with education from outside the study programme, then the provisions in Article 3.25 of these regulations apply. The Examining Board determines how many credits are allocated to the educational performance of students.

#### **Article 2.9g Food Innovation Management major (Velp)**

1. The pace of developments in the food industry is increasing constantly. Improvements are constantly being made and trends, fashions and consumer's tastes are changing all the time. In order to achieve success, companies must overcome fierce competition. A good product is not enough, it has to be better than the competition and it has to be recognised as such. Product development is a team effort in which project management skills are of great importance and multi-disciplinary skills are a must: creativity sessions must be organised, consumer behaviour has to be investigated and knowledge of technology, food safety law and processing have to be put into practice. In addition, the development of packaging and the method of launching the new product are also essential. All these aspects might lead to innovation in food products.

2. The curriculum for the Food Safety & Health major in Velp is compiled as follows:

### Food Innovation Management

Year 2			
SEMESTER 1		SEMESTER 2	
TERM1	TERM2	TERM3	TERM4
VFT2PLVE 1 Orientation Placement 14 credits	VFT2RMVE1 Applied Research 7 credits	VFT2SEVE1 Sustainable Entrepreneurship 7 credits	VFT2FHVE 2 Food & Health 7 credits
	VFT2PTVE Product and Process Technology 7 credits	VFT2FVE 2 Food Ingredients 7 credits	VFT2FQVE1 Food Safety & Quality 7 credits
VFT2SME1 Study Mentoring year 2: 4 credits			
Year 3			
major FIM			
1 <sup>st</sup> semester		2 <sup>nd</sup> semester	
VFT3FCVE1 Food Analysis & Consumer Behavior 7 credits	VFT3PAVE Product Analysis 7 credits	VFT3PLVE2 Practical Placement 30 EC	
VFT3PGVE Product group Analysis 7 credits	VFT3PDVE 2 Product Development 7 credits		
VFT3SME1 2 credits			
Year 4			
1 <sup>st</sup> semester		2 <sup>nd</sup> semester	
Minor 30 EC		Final Thesis 30 EC	

3. The minor in the main phase comprises a total of 30 credits. The Examining Board must approve the content of this minor. Below are listed the minors that have been approved in advance by the Examining Board. No approval is required for these minors.
- The core modules of Food Safety & Health
  - In addition, the minors from Leeuwarden have also been pre-approved for students from Velp
4. If a student wants to follow a minor that has not been approved in advance by the Examining Board, then the student must submit an application to the Examining Board. The student has to substantiate why the choice of minor (or the composition of individual study units together amounting to at least 30 credits) provide him with broader or more in-depth knowledge. In addition, the student must prove that the minor meets the other requirements.
5. Whether or not a minor is taught depends on the number of registrations. The domain director may make the decision that a minor will not be taught if there are fewer than 22 registrations. The decision that a minor will not be taught will be made no later than three weeks before the start of the minor.
6. If students want to fill their minor with education from outside the study programme, then the provisions in Article 3.25 of these regulations apply. The Examining Board determines how many credits are allocated to the educational performance of students.

**Article 2.10 Curriculum of part-time variant**

*Not applicable.*

**Article 2.10a 2+2 programme SAU Chengdu**

Since 2016-2017, a partnership agreement has been in place with China. Below is the programme for these students.

Entrance exam in China. Additional entry requirements: Plus GPA: 3.2 and TOEFL 90, IELTS 6.5.

**Entrance requirements**

Before students can take the entrance exam in China they need:

- to have completed all the courses of the Chinese programme up to the date of the entrance exam successfully with a grade point average of 3.2.
- to provide the results of an English language test: either a TOEFL test with a score of 90 or an IELTS test with a score of 6.5.

To enter the programme in Leeuwarden, students need to complete the entrance exam successfully: they need to have a mark of 5.5 or higher on a scale from 1-10 for all the components of the entrance exam. The entrance exam will take 5 days and consists of:

- 6 written examinations of 45 minutes (2) and 90 minutes (4) in length.
- A short literature review and writing assignment plus an oral PowerPoint presentation (5-10 minutes) of the outcomes.
- A lecture, including notes and a summary. A 20-minute interview about the content of the lecture will also need to be completed.

2+2 SAU Chengdu			
Jaar 1			
P1	P2	P3	P4
LVT360VE 1 Food Technology in practise 7 EC	LVT104VNM Apprentice Enterprise 7 EC	LLS430/NPS Project Placement 30 EC	
LVT221VN2 Quality & Information Management 7 EC	LVT222VN1 Dairy Applications 7 EC		
LLS301VNSLB 2EC			
Jaar 2			
P1	P2	P3	P4
LVT332VN1 Food Preservation Processes 7 EC	LVT331VN1 Food Product Development 7 EC	LLS430VNA O Thesis 30 EC	
LLS333VN 1 Industrial Quality Management 7 EC	LLS334VN1 Plant & Process Design 7 EC		
LLS331VM1 Biochemistry 7 EC			

## Article 2.11 Curriculum for the part-time Food Technology Associate Degree programme

1. The curriculum of the Food Technology Associate Degree programme is compiled as follows:

AD VT			
Year 1			
P1	P2	P3	P4
XVT101DN Basisvaardigheden 15EC	XVT102DN Proces Optimalisatie 15EC	XVT103DN Beheren van kwaliteitssystemen 15EC	XVT104DN Product Technologie 15EC
LLS100VNSLB			
Year 2			
P1	P2	P3	P4
XVT201DN Research Management Extended LLS215VN2+extra 15EC	XVT202DN Product Optimalisatie 15EC	XVT203DN Intergrale Product- en Procesbeheersing 30EC	
LLS200VNSLB			

2. Students who have completed an Associate Degree programme and who have received the Associate Degree based on the provisions in Article 3.4 clause 3, qualify for enrolment in the Bachelor's programme.

## Article 2.12 Transfer programme from AD to Bachelor's programme

A student who completes the AD programme may join the major phase (year 3) of the regular Bachelor's programme, either in Velp or Leeuwarden.

## Article 2.13 Accelerated (three-year) track for students with a VWO diploma

*Not applicable.*

## Article 2.14 International distinction

*Students interested in the international aspects of Food Technology, have the option of following a study track that results in an "international distinction". The student will then receive an international certificate along with his/her diploma. The international distinction is relevant for students who want to work in Netherlands as well as for students who wish to spend their careers abroad.*

To earn an international distinction, the following conditions must be met:

- Internship major: The student must do the internship major of 30 EC abroad.  
or/and  
Minor: The student must have earned at least 30 EC worth of study units at an educational institution abroad.
- Graduation assignment: The graduation assignment of 30 EC must be on a topic of an international nature. In addition, the report must be written in English and the presentation/defence must be given in English.
- IELTS academic 7 or a similar internationally recognised certificate such as Cambridge English: The student must earn an average score of 7.0 or higher on the IELTS. Four components will be tested: speaking, listening, writing and reading.

When the student applies for his/her degree, the Examining Board will assess whether these conditions have been met.

If you have any questions, please contact your study career counsellor.

## CHAPTER 3 FINAL EVALUATIONS, EXAMINATIONS, AND STUDY UNIT PARTICIPATION

### Article 3.1 Examinations

1. The propaedeutic evaluation is passed if a student has passed all the study units from the propaedeutic phase.
2. The evaluation for an Associate Degree programme is passed if students have passed all the study units from the corresponding curriculum.
3. The final student evaluation of the Bachelor's programme is passed if a student has passed all the study units that are part of the final evaluation.
4. The date on which the propaedeutic evaluation, and the final evaluation of the Bachelor's programme or Associate Degree programme is passed is the date on which the Examining Board has ascertained that students have passed all the study units and have therefore complied with the requirements.

### Article 3.2 Determining, announcing and keeping records of evaluation results

1. Several times per year, the Examining Board determines which students have complied with the requirements for passing the propaedeutic evaluation, the evaluation of the Associate Degree programme and the final evaluation of the Bachelor's programme.
2. The Examining Board announces the results of the propaedeutic evaluation, the evaluation of the Associate Degree programme and the final evaluation of the Bachelor's programme to the students in writing within one week after determining the results.
3. The Examining Board keeps records of the results for at least 7 years; this period begins at the moment when the results are determined. Among other things, these records contain the assessments and a list of decisions from the Examining Board.

### Article 3.3 Designation of "cum laude"

1. The Examining Board can award the designation of "cum laude" to a student who has successfully completed the final evaluation of the Bachelor's programme, if the conditions referred to in paragraphs a. through d. are met:
  - a. the student has completed the study programme within the assigned duration, without retaking examinations or partial examinations;
  - b. during the post-propaedeutic phase, all study units actually taken by the student have been passed with a mark of at least a 7.0;
  - c. the thesis has been evaluated with a mark of at least an 8.0;
  - d. the following study units of the study programme, with a scope of at least 28 credits, have been evaluated with a mark of at least an 8.0:

#### Leeuwarden:

- The Food Safety & Health major in Velp has the following 4 core modules:

LVT331VN1	Food Product Development
LLS333VN	Industrial Quality Management
LVT333VN1	Food Supplements & Functional Foods
LBT334VN1	Psychology/Pathology
- The Process Engineering major has the following 4 core modules:

LCT322VN1	Separation Processes 1
LLS333VN	Industrial Quality Management
LLS334VN1	Plant & Process Design
LVT332VN1	Food Preservation Processes
- The Food Technology major has the following 4 core modules:

LVT331VN	Food Product Development
LVT332VN1	Food Preservation Processes
LLS333VN	Industrial Quality Management
LLS334VN1	Plant & Process Design

- The Dairy Technology major has the following 4 core modules:
 

LLS351VE	Dairy Technology 1
LLS352VE	Dairy Technology 2
LLS333VN	Industrial Quality Management
LLS334VN1	Plant & Process Design

#### **Velp**

- The Food Innovation Management major has the following 4 core modules:
 

VFT3FCVE	Food Analysis & Consumer Behaviour
VFT3PGVE	Product Group Analysis
VFT3PAVE	Product Analysis
VFT3PDVE	Product Development
  - The Food Health & Safety major has the following 4 core modules:
 

VFT3FCVE	Food Analysis & Consumer Behaviour
VFT3FSVE	Food Safety & Health
VFT3FQVE	Food Quality
VFT3FPVE	Food Quality Project
2. The Examining Board announces its decision about awarding the designation of "cum laude" when the degree certificate is presented (diploma ceremony).
  3. In instances in which the Examining Board awards the designation of "cum laude" despite the student having not met all conditions listed under clause 1, they must report this to the Institutional Board. This report must contain an explanation for deviating from the requirements listed in clause 1.

#### **Article 3.4 Degree certificates, diploma supplement and degree**

1. After the Institutional Board has declared that the procedural requirements for awarding a degree have been met, it presents students with a degree certificate as proof that the final evaluation has been passed, along with a certified copy of the diploma supplement with specifications about the final evaluation, in Dutch and/or English.
2. The Institutional Board awards the Bachelor's degree to students who have passed the final evaluation.
3. The Institutional Board awards an Associate's Degree to students who have passed the evaluation of the Associate Degree programme.

#### **Article 3.5 Examinations**

1. An examination is linked to every study unit.
2. An examination can consist of partial examinations. An examination is passed when all partial examinations have been passed. Credits will only be awarded when the examination for the study unit as a whole has been passed.
3. The description of the study units in Appendix 3 specifies whether there are partial examinations for each study unit.

#### **Article 3.6 Retention periods for examination questions and assessed work**

1. The examiner is responsible to ensure that exams and all associated documents are retained for a period of at least seven years from the moment the work was assessed. These associated documents include an outline of the solutions, passing mark criteria, attendance list, and examination questions.
2. The examiner is responsible to ensure that the students' assessed work and corresponding assessment are retained for a period of at least two years from the moment that the work was assessed.

3. Contrary to the provisions in clause 2 of this article, all documents pertaining to an examination demonstrating that a student has met all the final competencies, such as a graduation assignment, must be kept for at least 7 years after the assessment of the examination. These documents include a summary of the thesis, the project outline, and the assessment.

### **Article 3.7 Awarding credits**

1. The study progress of students is expressed in the number of credits earned.
2. Students who have passed a study unit are awarded the corresponding number of credits.
3. In case of an exemption, as referred to in Article 3.23 of these regulations, students are awarded the number of credits that corresponds with the study unit referred to in the exemption declaration. For students who have been granted an exemption for one or more study units in the first year, a different standard applies regarding the binding study advice; see also Article 4.6 clause 5 of these regulations.

### **Article 3.8 Examination format**

1. The description of each study unit in Appendix 3 specifies the examination format used.
2. The examination format is appropriate for assessing the competence of the students or testing a specific element of this competence (such as knowledge, skills and attitude).
3. The Examining Board, if requested by a student, can deviate from the examination format in exceptional circumstances.
4. Oral examinations are public unless the Examining Board decides otherwise. Students who will be required to pass an oral examination in the same study year, are not allowed to be present at other students' corresponding oral examinations.
5. During an oral examination, only one person can be assessed at a time, unless a different provision is made in the description of the study unit.

### **Article 3.9 Disclosure of examination material**

Students should be informed of the structure and general content of an exam at the start of a study unit.

### **Article 3.10 Examination criteria**

1. At the start of a study unit, the criteria which will be used to assess the examination results for that unit are specified, including those for any partial examinations.
2. If mandatory attendance at scheduled education is a condition for passing an examination, this must be specified in the description of the corresponding study unit.

### **Article 3.11 Opportunity to take examinations**

1. Each examination is offered at least twice per year.
2. The day and time of each standard examination is announced to the students at least 15 work days in advance.
3. The Examining Board has established specific rules about the examination procedures.

### **Article 3.12 Examinations for students with a disability**

A student with a disability will in appropriate cases be entitled to extra amenities during examinations, pending approval from the Examining Board. For more information, refer to Appendix 2 of these regulations.

### **Article 3.13 Modified and terminated study units**

1. If study units are significantly modified (for example, with the use of new theories and methods), the examination of the study unit is provided twice in the old format during the academic year in which the new format is used for the first time, but only to students who have already taken the examination in the old format at least once without earning a passing mark.
2. If a study unit or a part of a study unit which includes a partial examination is terminated, students are allowed two more opportunities to take the examination or partial examination during the academic year in which the examination or partial examination is not given for the first time.
3. Changing an examination because the education material has been updated does not qualify for significantly modifying a study unit, as referred to in clause 1 of this article. The description of the study unit specifies whether the educational material has been updated relative to the previous academic year. Students are expected to be aware of possible updates.

### **Article 3.14 Resitting an examination due to exceptional circumstances**

1. Students can submit a written motivated request to the Examining Board to allow them to resit an examination if, due to personal circumstances, as referred to in Article 6.8 of these regulations or due to exceptional organisational circumstances, they are prevented from taking an examination, or if the examination result was seriously affected by these circumstances.
2. The Examining Board will make its decision regarding this request within 15 working days, thereby notifying the student in writing and sending a copy of its decision to the examiner of the corresponding study unit.

### **Article 3.15 Right to participate in examinations**

1. Unless stipulated otherwise in the following clauses of this article, students who are enrolled have the right to take examinations for the study units of their study programme, and thus to complete the final evaluation of that study programme.
2. Unless stipulated otherwise in the description of the study units, there is no required sequence for participation in study units or for taking examinations.
3. Students have three chances to pass an examination. For additional resits, students must have written permission from the Examining Board. The Board may set the conditions for the resit opportunities. The Examining Board may not impede a student who has received a positive study advice from graduating by denying him an additional resit.
4. Based on substantive or organisational considerations, it is possible that resits of a study programme are only offered during the current academic year. If a study unit has not been passed during an academic year, the student has to take the study unit again.
5. Students who have passed an examination are not entitled to resit the examination, unless the Examining Board provides permission to do so. If a student makes it clear in his request to the Examining Board that admission to a Master's programme is a serious objective, then the highest grade counts.

### **Article 3.16 Registration for examinations and deregistration for written examinations**

1. Students who have registered for a study unit are automatically registered for the first examination opportunity for written exams.
2. Students are required to register for each resit of a written examination or for a computer examination on time through SIS (before the conclusion of the published registration period).
3. A student who has not registered for an examination in a timely fashion may not participate. If a student participates in an examination without having registered for this in a timely fashion, no

grade will be registered in accordance with Article 3.19 of these regulations. However, the student will lose one of his/her examination resit opportunities.

4. The schedule for oral examinations are published in a timetable or are agreed upon in consultation between the examiners and the students.
5. A student who does not wish to take an examination or computer examination for which he/she has registered is required to deregister from this examination through SIS. This deregistration must take place during the specified deregistration period. A student who does not take an examination, but fails to deregister will lose one of his/her examination resit opportunities.

#### **Article 3.17 Mandatory identification**

When an examination is being given, the examiner or the invigilator first determines the identity of the students as well as whether they are enrolled at the university of applied science. At the request of the examiner or invigilator, students are required to present a valid student card for identification. A student who cannot present such a proof of identity are not allowed to participate in the examination.

#### **Article 3.18 Determining the examination results**

1. The examiner determines the results of an examination and, if desired, informs the Examining Board accordingly.
2. If a student resits an examination, these results replace the results of the previous examination, unless Article 3.15 clause 5 is applicable.

#### **Article 3.19 Assessing the examination results**

1. The result of an examination and a partial examination is expressed in an assessment that indicates whether the examination has been passed or not.
2. The result of an examination can be expressed as a numeral between 1 and 10 with a decimal fraction. This does not apply for the study unit "study career counselling", which is assessed with a pass/fail.
3. The result of a partial examination can be expressed as a numeral between 1 and 10 with a decimal fraction or as a pass/fail. This is specified for each study unit in the description of that unit.
4. If the result of an examination or partial examination is expressed as a numeral, the grade of a partial examination is logged in SIS with one decimal and the grade of an examination is rounded to one decimal, for example: 5.49 becomes 5.4 and 5.59 becomes 5.5.
5. An examination or partial examination is passed if the score is 5.5 or higher, or if it is assessed as satisfactory or complete.

#### **Article 3.20 Announcing and registering the results**

1. The result of an examination or partial examination (including a report) is announced via SIS within 15 working days after the examination or partial examination has been taken or the report has been submitted.
2. Notwithstanding the provisions in clause 1, the results of an internship report will be announced via SIS within 45 working days after the report has been submitted.
3. Due to exceptional circumstances, the Examining Board can extend the term referred to in this article, and announce this extension to the students.
4. Students who have passed one or more examinations, but who do not qualify for a diploma as referred to in Article 3.4, can request a written declaration from the Examining Board that lists the examinations that they have passed.

### **Article 3.21 Inspection and discussion of the examination, publishing the assessment standards**

1. The examiner organises a meeting during which an explanation of the examination results is provided, and during which the examiner allows the students to inspect the assessment standards that were used.
2. If no meeting is organised, the student can submit a request to the examiner to receive an individual explanation of the examination results and to inspect the assessment standards that were used. To this end, students must submit a written request to the examiner within 30 working days after the result of the examination has been announced.

### **Article 3.22 Duration of the validity of passed examinations**

The duration of validity of examinations that have been passed and with which a study unit is completed is unlimited.

### **Article 3.23 Exemptions for examinations**

1. Students can submit a reasoned request in writing to the Examining Board for an exemption from an examination based on the following circumstances:
  - a. a previously passed examination or final evaluation in higher education;
  - b. competencies acquired outside higher education;
  - c. competencies acquired while conducting administrative and organisational activities related to the university of applied sciences.
2. The Examining Board grants an exemption based on an objective study of the knowledge, insights and skills of each student, and records its findings in a report, to which the documents submitted by the student are attached. The Examining Board can ask students to provide additional evidence to support the submitted request.
3. In any case, such evidence includes:
  - a. Certified copies of degree certificates, diplomas and other certificates. From these documents, it must be possible to derive a description of the study programme;
  - b. Articles, projects, reports, theses or comparable documents written by the student, including an assessment.
4. In principle, exceptions are granted only if all competencies of the study unit corresponding to the examination have been attained. If not all competencies have been attained, the Examining Board can initiate a study with which students can demonstrate that they indeed possess the missing competencies.
5. The Examining Board will respond in writing within 20 work days after receiving the request and will send a copy of its decision to the examiner.
6. If the Examining Board grants an exemption, it provides the student concerned with proof of exemption. This proof includes the date on which the exemption was granted, the corresponding examination and, as the occasion arises, the duration of validity. The proof of exemption is signed on behalf of the Examining Board by its Chair and/or Secretary.
7. The Examining Board retains the documents pertaining to a granted exemption for a period of at least seven years. These documents will include, among other things, evidence of the reason for exemption (as outlined in clause 3) and a written record of the Examining Board's decision.

### **Article 3.24 Registration for study units**

Students must register through SIS for all the study units that they wish to follow in the next lecture period and they must do this before the end of the specified registration period.

**Article 3.25 Participation in education outside the study programme in which students are enrolled**

Students who wish to take one or more study units from a different study programme at VHL or NHL, a different university or an equivalent institution as part of their Bachelor's programme must request approval from the Examining Board of their study programme. Once evidence of approval has been received, students are free to request to take a study unit from a different study programme.

**Article 3.26 Discontinuation of a minor**

Whether or not a minor is taught depends on the number of registrations. The domain director may make the decision that a minor will not be taught if there are fewer than 22 registrations. The decision that a minor will not be taught will be made no later than three weeks before the start of the minor.

**Article 3.27 Examiners**

The Examining Board appoints examiners.

**Article 3.28 Organisation of examinations**

1. The Institutional Board is responsible for the practical organisation of examinations and appoints one or more invigilators for this purpose.
2. The Examining Board ensures the quality of the examination organisation and procedures.
3. To ensure proper examination procedures, students are obligated to follow all instructions from the examiner or invigilator.

**Article 3.29 Fraud**

1. If a student commits fraud while taking an examination, the Examining Board can:
  - a. decide that the result of the examination will be nullified or replaced by a result to be determined by the Examining Board; and/or,
  - b. decide that the student loses the right to take examinations or complete the final evaluations at VHL for a certain period of time, to be determined by the Examining Board, but no more than one year; and/or,
  - c. in the case of an elective component, revoke the student's right to follow this specific elective component.
2. If the fraud is first discovered after the result of an examination is announced, the Examining Board can withhold or revoke the degree certificate of the student concerned or it can decide that the degree certificate can only be awarded after the student passes an examination on certain specified units.
3. In case of serious fraud, the Examining Board can make a proposal to the Institutional Board to definitively terminate the student's enrolment in the study programme.
4. Fraud as referred to in this article includes:
  - a. possession of aids or devices that are not permitted while taking an examination;
  - b. providing answers to other students, or receiving such answers, during an examination or unfairly preparing for an examination;
  - c. engaging in behaviour during an examination with the intention of seeing the answers of other students;
  - d. using material from other authors during or in relation to an examination, including other students, without properly citing this material as prescribed (plagiarism);
  - e. acting contrary to oral or written examination instructions.
5. Committing fraud as referred to in this article includes committing, co-committing, provoking or attempting to commit.

6. If an examiner or invigilator detects fraud, they must immediately take the necessary measures to ensure that the fraud can be proven at a later time. The examiner or designated invigilator makes an official report of the fraud. This document is signed by the examiner and/or the invigilator. The examiner submits the official report to the Examining Board immediately or no more than two working days later.
7. Before making a decision pursuant to clauses 1, 2 and/or 3 of this article, the Examining Board invites the student concerned to a hearing within 10 working days after receiving the official report. In addition, the Examining Board provides a copy of the official report to the student. The student can decide whether or not to participate in the hearing or can choose to respond in writing.
8. Within 30 work days after receiving the official report or after the hearing has taken place, the Examining Board announces its decision to the student in writing as well as orally, if possible, along with an explanation.
9. The Examining Board retains all records relating to a fraud case for at least two years after the student's enrolment has been terminated. These documents will include the fraud protocol, the student's notification, the student's defence, and the disciplinary decisions.

## **CHAPTER 4: STUDY PROGRESS, STUDY SUPERVISION AND STUDY ADVICE**

### **Article 4.1 Study progress**

The Institutional Board is responsible for registering the study results in such a way that all students can see the examinations they have passed by means of the study progress system.

### **Article 4.2 Study career counselling**

1. The Institutional Board provides students with adequate facilities to ensure proper study progress.
2. The Institutional Board is responsible for the individual study counselling of the students who are enrolled in the study programme and is responsible to ensure that their study progress is monitored in order to benefit their orientation towards possible study directions inside and outside the study programme.
3. If students experience study delay due to personal circumstances, they can contact the student dean.

### **Article 4.3 Special provisions for students with disabilities**

1. If requested by students, VHL will take reasonable measures to enable students to take examinations adapted to their functional disabilities. Students who would like to make use of these special provisions should submit a request to the student dean.
2. The provisions and the corresponding request procedure as referred to in this article are specified in Appendix 2.

### **Article 4.4 General provisions concerning the binding study advice**

1. At the end of their first year of enrolment in the propaedeutic phase, the Examining Board of the corresponding study programme, on behalf of the Institutional Board, provides all students with a study advice about continuing their study in the Bachelor's programme or elsewhere.
2. Notwithstanding the first clause, the Examining Board, on behalf of the Institutional Board, can issue this advice to students for as long as the propaedeutic evaluation has not been passed.
3. The Examining Board, on behalf of the Institutional Board, can issue a binding negative study advice in accordance with the provisions in these regulations.
4. Students who have received a binding negative study advice can no longer remain enrolled at VHL in the same study programme, unless the Institutional Board has specified a time limit for the binding negative study advice or unless students at a later time request to be enrolled in the relevant study programme and can plausibly demonstrate to the Institutional Board that they can successfully complete the programme. The request referred to in the previous sentence is submitted to the Institutional Board. The Institutional Board makes its decision partially based on a recommendation from the Examining Board.

### **Article 4.5 Procedure for issuing the preliminary study advice in the first year of enrolment**

1. On behalf of the Institutional Board, the Examining Board gives every student a preliminary study advice within 20 working days after the end of the second period of the first year of enrolment in the propaedeutic phase.
2. The preliminary study advice serves as a warning, as described in Article 7.8b clause 4, that a binding negative study advice could possibly be given at the end of the first year of enrolment in the propaedeutic phase.
3. The standard for a positive preliminary study advice is a minimum of 21 credits.

4. For students who have received an exemption for one or more study units in the first year, the standard as referred to in the previous clause is calculated as follows:  $(30 \text{ credits} - \text{number of credits for exempted study units in the first year of study}) \times 21/30$ .
5. A positive preliminary study advice does not entitle you to receive a positive study advice.
6. A student who does not meet the requirements for receiving a positive preliminary study advice will receive a negative preliminary study advice meaning that on the basis of his/her current study performance he/she is not expected to be able to successfully complete the programme. The student has the opportunity to improve the performance during periods 3 and 4.

#### **Article 4.6 Procedure for issuing the study advice – first year of enrolment**

1. The Examining Board, on behalf of the Institutional Board, provides all students, no later than the end of their first year of enrolment in the propaedeutic phase of their study programme, with a study advice about continuing their Bachelor's degree programme.
2. A positive study advice is given if students have earned at least 46 credits at the time the advice is given.
3. A binding negative study advice is given if students have fewer than 46 credits at the time the advice is given.
4. The Examining Board may decide to postpone the issuing of a binding negative study advice, if in the judgment of the Examining Board the student in all fairness was unable to meet the standard as a result of personal circumstances. A study advice must be issued by the end of the second academic year at the latest.
5. For students who have received an exemption for one or more study units in the first year, the standard as referred to in the previous clause is calculated as follows:  $(60 \text{ credits} - \text{number of credits for exempted study units in the first year of study}) \times 46/60$ .
6. A binding negative study advice is provided if students dis-enrol before the end of the first year of enrolment, but after 31 January of that enrolment year, and do not comply with the standard for a positive study advice, as outlined in clause 2 of this article.
7. The study advice applies to both the Bachelor's degree programme and to the AD programme in Food Technology. A student who has received a negative binding study advice for one of the variants of the Food Technology study programme, is not permitted to start another variant.
- 8.

#### **Article 4.7 Consideration of personal circumstances and giving the student a hearing**

1. In determining the binding negative study advice, the Examining Board takes the personal circumstances of students into account.
2. The personal circumstances that are taken into account are the circumstances referred to in Article 4.8, to the extent that the Examining Board believes they have plausibly resulted in the student concerned being unable to comply with the standard and/or with possible qualitative requirements. When making its decision, the Examining Board takes into account the extent to which students have made the circumstances known in a timely fashion to enable VHL to adapt the educational provisions to these circumstances where possible.
3. Before making a binding negative study advice, the Examining Board gives students the opportunity to explain their personal circumstances in writing, accompanied by written advice from the student dean, and gives them a hearing if they desire one.
4. The Examining Board is not bound to follow the advice of the student dean, but this advice does carry a great deal of weight.

#### **Article 4.8 Personal circumstances**

The only personal circumstances that can be taken into account when deciding on a binding study advice are the following:

- a. sickness of the individual concerned;
- b. physical, sensory or other functional disability of the individual concerned;
- c. pregnancy of the individual concerned;
- d. exceptional family circumstances;
- e. other circumstances indicated by the Institutional Board in which the individual concerned has participated in activities as part of the organisation and management of the institution.

#### **Article 4.9 Retention period for study advice**

The study advice will be retained for a period of at least five years following any decision.

## CHAPTER 5: EXAMINATION COMMITTEES

### Article 5.1 Establishment and appointment

1. The Examining Board is the body that, in an objective and expert fashion, determines whether students comply with the conditions in the Education and Examination Regulations with respect to the knowledge, insight and skills that are necessary for obtaining a degree.
2. An Examining Board is established by the Institutional Board for each study programme or group of study programmes.
3. The members of the Examining Board are appointed annually by the Institutional Board based on their expertise in the field of the corresponding study programme or group of study programmes. Each Examining Board has at least one external member. Appointment is based on nomination by the Director. Before a new member is appointed, the current members of the Examining Board are given a hearing by or on behalf of the Institutional Board.
4. The study programme publishes the composition of the Examining Board on studentnet.

### Article 5.2 Duties and authority

1. The Examining Board performs all the duties assigned to it by or pursuant to the WHW or these regulations of VHL, which include at least the following duties, as referred to in the WHW:
  - a. assuring the quality of the examinations and evaluations (Article 7.12b clause 1 sub a WHW);
  - b. granting exemptions (Article 7.12b clause 1 sub d WHW);
  - c. in case of fraud, revoking the right of students to participate in an optional course (Article 7.12b clause 1 sub d WHW);
  - d. in case of fraud, revoking the student's right to continue to follow the specific elective component (Article 7.12b clause 1 sub d WHW);
  - e. in cases of serious fraud, advising the Institutional Board about terminating the enrolment of the student concerned (Article 7.12b clause 1 sub d WHW);
  - f. establishing guidelines and instructions within the framework of the Education and Examination Regulations to assess and record the results of examinations and evaluations (Article 7.12b clause 1 sub b WHW);
  - g. appointing examiners (Article 7.12c clause 1 WHW);
  - h. as the occasion arises, conducting a study to ascertain whether students have passed the final evaluation (Article 7.10 clause 2 WHW);
  - i. determining whether students comply with the conditions in the Education and Examination Regulations concerning the knowledge, understanding and skills that are required to obtain the degree (Article 7.12 clause 2 WHW);
  - j. awarding degree certificates (Article 7.11 clause 2 WHW);
  - k. providing declarations to students who do not qualify for a certificate, but who have passed one or more examinations (Article 7.11 clause 5 WHW);
  - l. dealing with submitted complaints and requests (Article 7.12b clause 4 WHW);
  - m. preparing an annual report on its activities, which is submitted to the Institutional Board (Article 7.12b clause 5 WHW);
  - n. extending the validity of a successfully completed examination at the request of the student (Article 7.13 clause 2 sub k WHW).
2. In these regulations, the following duties and authority, among others, (in addition to supplementing the provisions in clause 1) are allocated to the Examining Board:
  - a. assessing the proof of competency in Dutch, as referred to in Articles 6 and 7 of Appendix 4 of these regulations;
  - b. on behalf of the Institutional Board, issuing a preliminary study advice and a binding study advice, as defined in Articles 4.5 and 4.6 of these regulations;
  - c. approving requests from students to take an examination in a different format, as defined in Article 3.8 clause 3 of these regulations;
  - d. establishing a list with approved electives, establishing a list with pre-approved minors and granting written permission for taking different minors or electives, as defined in Chapter 2 of these regulations;
  - e. granting approval for taking study units from a different study programme at VHL, another university of applied sciences or university, or an equivalent institution, as defined in Article 3.25 of these regulations;
  - f. awarding the distinction of "cum laude" upon graduation, as defined in Article 3.3 of these regulations.

3. When performing the duties and exercising the authority referred to in the previous clause, the Examining Board acts within the frameworks established by the WHW, these regulations and, as the occasion arises, other regulations established by VHL.
4. The Examining Board establishes rules about the execution of the duties and authority granted to them by either the WHW or the regulations of VHL, and about any actions that they can take in this context.
5. The Examining Board provides advice to the Institutional Board on the enactment, amendment and periodic assessment of the Education and Examination Regulations for the study programme or group of study programmes for which the Examining Board has been established.

### **Article 5.3 General regulations**

1. The Examining Board establishes a set of general regulations.
2. The general regulations referred to in clause 1 at the very least contain provisions regarding:
  - a. the frequency of meetings and whether the meetings are open to the public;
  - b. method of decision-making and the quorum;
  - c. to the extent not already provided for in these regulations, the method of communication with students and the time periods within which students can receive a response to their submitted requests or complaints;
  - d. how guidelines, rules, instructions and procedures are determined;
  - e. record keeping.

## **CHAPTER 6            FINAL PROVISIONS**

### **Article 6.1    Additional regulations**

The Examining Board, taking into account the WHW and these regulations, can establish additional regulations regarding taking examinations.

### **Article 6.2    Right of appeal**

Students have the right to submit an appeal to the Appeals Board for Van Hall Larenstein Students against their treatment while taking an examination or participating in an evaluation and against decisions of the Examining Board, examiner or invigilator. The term for submitting the notification of appeal is 6 weeks following the date of the decision. The notification of appeal must be submitted to the complaints and disputes desk. The appeals procedure is described in more detail in the Regulations of the Appeals Board for Van Hall Larenstein Students (*Reglement van het College van Beroep voor Studenten Van Hall Larenstein*), which is published on Studentnet.

### **Article 6.3    Unforeseen circumstances**

In cases not foreseen by these regulations, the Institutional Board decides. As the occasion arises, the Institutional Board requests advice from the Examining Board.

### **Article 6.4    Interim provisions**

In urgent cases, the Chair of the Examining Board is authorised to make interim provisions on behalf of the Examining Board, subject to the WHW and these regulations. He informs the Examining Board about these interim provisions within one week.

### **Article 6.5    Entry into force and official title**

1. These regulations enter into force on 1 September 2017.
2. These regulations can be amended during the academic year, if and to the extent that students are not disadvantaged as a result. Any amendments require the approval of the Participational Council and are published on studentnet.
3. These regulations are officially cited as: Van Hall Larenstein University of Applied Sciences EER 2017/2018 for the Food Technology degree programme

## **Appendix 1            Code of conduct for using languages other than Dutch in education**

### **Article 1            Legal framework**

According to Article 7.2 WHW, the education and examinations are given in Dutch. Notwithstanding this provision, another language can be used when:

- the education involves a guest lecture by a lecturer from abroad, or
- this is necessitated by the specific nature, design or quality of the education, or the national origin of the students.

### **Article 2            International orientation**

- International orientation is an important part of the mission of Van Hall Larenstein University of Applied Sciences. These institutions train students from the Netherlands and abroad to work in many countries.
- The Institutional Board encourages the study programmes to apply this international orientation to the curricula.

### **Article 3            Using a language other than Dutch in education**

- Study programmes can decide to use a language other than Dutch to safeguard the international orientation of the entire programme or parts of the programme.
- A study programme can decide to use a language other than Dutch for the entire study programme or for one or more study units, if international students belong to the target group.
- In principle, for an entire study programme in the Netherlands or offered at a specific location, only English can be used as the language of instruction instead of or in addition to Dutch.
- In principle, for one or more study units, only English or German can be used as the language of instruction instead of or in addition to Dutch.
- The Education and Examination Regulations specify the language of instruction for the study programme and the various study units. If there is no specification, the language of instruction is Dutch.

### **Article 4            Propaedeutic phase**

- During the propaedeutic phase, the language of instruction is Dutch.
- Exceptions to this rule are study units that concern a foreign language and guest lectures that are given in a foreign language.
- Parts of study units in the propaedeutic phase can be given in a foreign language, if learning outcomes justify this.
- This article becomes void if the language of instruction is English for an entire study programme in the Netherlands or offered at a variety of locations, and where the language of instruction is English at one of the locations.

### **Article 5            Main phase**

- During the main phase, the language of instruction is Dutch.
- In the main phase of a study programme for which the language of instruction is Dutch, mandatory or elective study units can be offered in a foreign language, if the learning outcomes, content, target group and labour market justify this. In this case, the Education and Examination Regulations indicate which part of the total study load is ascribed to the foreign language.
- If the entire curriculum or a part thereof is offered in a foreign language, the study programme ensures that the study load of the total curriculum remains the same
- This article becomes void if the language of instruction is English for an entire study programme in the Netherlands or offered at a variety of locations, and where the language of instruction is English at one of the locations.

### **Article 6            Lesson materials**

- It is possible that study material in a foreign language is necessary to achieve the learning outcomes of a module that is taught in Dutch.
- The corresponding Education and Examination Regulations must state that study material in a foreign language is used in that particular module.
- In principle, only written study material in English or German can be used. Other languages, including Frisian, shall be used only on a case by case basis.

#### **Article 7 Examinations**

- If study material in a foreign language is used in a study unit, such foreign language material can also be used in the examination.
- For study units that are taught in Dutch, the examination questions are also worded in Dutch.
- Students who take an international module are required to take the examination (including the resit) in the foreign language.
- For oral examinations, students and instructors can agree to use a language other than Dutch.
- As an examination provision, the Examining Board can allow international students who are taking a programme in Dutch to take written and oral examinations in another language (to be determined) or to answer questions asked in Dutch in another language.

#### **Article 8 Internship report/graduation assignment**

Students can request the Examining Board to allow them to write their internship report or thesis in a language other than that in which the curriculum is taught. The Examining Board grants this request if:

- the responsible instructor and the examiner(s) indicate that he/she has sufficient proficiency in the language;
- an arrangement is made for assessing the language usage; and
- in instances of a Dutch company or institution, the internship provider or external customer declares they have no objection to the language used.

If a report is written in a language other than Dutch, English or German, then the student must add a summary in Dutch and/or English.

#### **Article 9 Compliance**

The Institutional Board ensures compliance with the Code of conduct for using foreign languages in education.

## **Appendix 2            Provisions for students with functional disabilities**

### **Article 1            Functional disabilities**

1. Functional disabilities include any physical, sensory or other impairments (such as chronic illness), which limit a student in his/her ability to take part in education, examinations or partial examinations.
2. At the student's request, VHL will take any reasonable steps to help the student participate in education or examinations in a manner suited to his/her requirements.

### **Article 2            Procedure**

1. Students and prospective students with a functional disability can submit an application to the student dean for special provisions.
2. The student dean will discuss the problem areas, the possibilities and the steps that need to be taken with the student concerned.
3. The decision about granting provisions relating to education and examinations is the responsibility of the Examining Board and the Director of the corresponding study programme.
4. The student must personally ask the Examining Board of the study programme for permission to take an examination in a way that deviates from the procedure described in these regulations or established in the contract.
5. The student dean is authorised to grant special provisions to students with certain circumstances or conditions, such as dyslexia.

### **Article 3            Recording agreements**

- 1 The agreements made relating to education and examinations should be documented in a contract.
- 2 The Director and the Examining Board must approve the contract.
- 3 The permanent programme supervisor or the student dean is responsible for communicating and implementing the agreements laid out in the contract, after the Examining Board has made a positive recommendation.

### **Article 4            Provisions**

- 1 The provisions referred to above should be taken to mean provisions such as extra time for examinations, allowing aids to be used during examinations and providing a separate room for the student to take examinations or partial examinations.
- 2 In addition, the student dean can provide information about requesting other facilities such as applying for an extra year of study finance, applying for an extension of the diploma deadline or applying for financial assistance on the basis of the Profiling Fund regulations.

### **Article 5            Equal treatment**

If a student does not think that VHL University of Applied Sciences is offering the provisions to which he/she is entitled, he/she can file a complaint with the complaints and disputes desk on the grounds of Article 7.59b WHW. The student may also refer the matter to the Netherlands Institute for Human Rights.

### **Appendix 3 Overview of study units (modules)**

Appendix 3 is a separate appendix: *Bijlagen OER-en 2017-2018 Life Sciences & Technology*

## Appendix 4 Admission

### Article 1 Prior education requirements

Prospective students who wish to be admitted to the Bachelor's degree programme or the Associate Degree programme must have one of the following education qualifications as mentioned in Article 7.24 WHW:

- a. a diploma from pre-university education (VWO);
- b. a diploma from senior general secondary education (HAVO);
- c. a degree certificate designated by the Minister, in Dutch or another language, that the Institutional Board judges to be at least equivalent to a HAVO or VWO diploma
- d. a diploma from a management training programme (level 4);
- e. a diploma from a specialist training programme (level 4);
- f. a diploma from a professional training programme designated by ministerial decree.

### Article 2 Additional education qualifications

1. Without prejudice to the provisions in Article 1 of this appendix, a prospective student who complies with Article 2.1 must also comply with additional education qualifications, as the occasion arises.
2. These additional requirements may apply to the admission of:
  - a. prospective students as referred to in Article 2.1 clause a (VWO graduates)  
Profile:  
VWO NG  
VWO NT  
VWO EM (Maths A & Chemistry)
  - b. prospective students as referred to in Article 2.1 clause b (HAVO graduates)  
Profile:  
HAVO NG  
HAVO NT  
HAVO EM (Maths A & Chemistry)

### Article 3 Exception to additional education qualifications

1. If prospective students do not comply with the additional education qualifications as referred to in Article 2 of this appendix, they can in individual cases still be admitted to the study programme if an investigation shows that they comply with the following requirements:
  - a. In instances of the VWO CM profile: with a module certificate for the subjects Maths A and Chemistry
  - b. In instances of the HAVO CM profile: with a module certificate for the subjects Maths A and Chemistry
2. The investigation into the requirements as referred to in the first clause of this article is structured as follows: In instances in which prospective students lack module certificates in Maths and/or Chemistry, admission exams may also be given. All exams must earn at least a rounded grade of 6. The admission exams are administered together with the other northern universities of applied sciences. For more information about the admission exams: <http://toelatingstoetsen.nl/>.
3. When conducting an investigation about an exception to the additional education qualifications, no age limit applies. Prospective students must comply with the established requirements before they can enrol.

### Article 4 Requirements for the working environment with the AD part-time variant

1. The working environment of prospective students who wish to be admitted to the AD part-time variant of the study programme can be subjected to certain requirements if activities in the working environment are classified as education while taking the study programme.

2. The study programme places the following requirements on the working environment:
  - a. Starting from 1 September of the academic year in which the prospective student wants to start, the student must hold a suitable work position during the study programme. A suitable position is one with at least 0.5 FTE in the domain of the Food Technology study programme, which at the start of the programme is at least at the MBO 4 level.
3. The investigation into the requirements as referred to in the second clause of this article is structured as follows:  
To be determined

**Article 5 Exemptions based on NVAO-accredited diplomas and diplomas designated by the Ministry**

1. Prospective students <sup>1</sup>with a degree, diploma or final evaluation as referred to in the first sentence of Article 7.28 clause 1 WHW and the first sentence of Article 7.28 clause 2 WHW are exempt from the previous education requirements referred to in Article 1 of this appendix above.
2. The degree, diploma or final evaluation referred to in the previous clause is understood to be a degree certificate (final student evaluation) of an NVAO-accredited study programme or a university or legal entity of higher education and a European Bacculaureate of a European school, if that Bacculaureate also has Dutch as a first or second language subject.
3. If additional requirements are necessary for the study programme, the prospective students referred to in the first clause cannot take a propaedeutic evaluation or final evaluation, unless an additional investigation is conducted which demonstrates that the students possess the necessary knowledge and skills to which the additional requirements apply.
4. The requirements placed on the investigation referred to in the third clause of this article are included in Article 3 clause 2 of this appendix.
5. Prospective students are assumed to have met the requirements referred to in the previous clause if they have passed the following educational components or have received an exemption from them:
  - a. LLS100VN-01 and LLS100VN-02 *Wiskunde* (Mathematics)
  - b. LLS101VN *toets Chemisch rekenen* (Chemistry calculation test)
6. No age limit applies to the supplementary investigation referred to in this article. Prospective students may enrol and take examinations.

**Article 6 Exemptions based on the Treaty of Lisbon**

1. In compliance with the provisions in the WHW and this article, the individuals referred to in Article 7.28 clause 1 <sup>2</sup>paragraph 2 WHW are exempt from the education requirements referred to in Article 1 of this appendix above.
2. If additional requirements are necessary for the study programme, the prospective students referred to in the first clause cannot take a propaedeutic evaluation or final evaluation, unless an additional investigation is conducted which demonstrates that the students possess the necessary knowledge and skills to which the additional requirements apply.
3. If the diploma referred to in the first clause is earned abroad and the language of the study programme at the location where the prospective student desires to enrol is Dutch, then the prospective student cannot be enrolled until the Examining Board ascertains that proof has been provided of sufficient proficiency in Dutch to participate in education. This proof is provided if the student passes the course *NT2, niveau II* (Dutch as a second language, level II), an examination at the B2 level of the Common European Framework of Reference for Languages or an examination at a comparable level.
4. If the diploma referred to in the first clause is earned abroad, and the language of the study programme at the location where the prospective student desires to enrol is English, then the

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<sup>1</sup>This concerns prospective students who have earned a Bachelor's or Master's degree at a university or institution of higher professional education. It also concerns prospective students who have earned a diploma designated by the Ministry as at least equivalent.

<sup>2</sup>This includes prospective students from a Member State of the EU.

prospective student cannot be enrolled until the Examining Board ascertains that proof has been provided of sufficient proficiency in English to participate in education. This proof is provided if the student passes an academic IELTS with an overall score of 6.0. If the student submits a different type of language proficiency test, then the standard referred to in Article 4.2 of the *Gedragcode Internationale Student in het Hoger Onderwijs* (Code of conduct for international students in Dutch higher education) applies.

5. The requirements placed on the investigation referred to in the second clause of this article are included in Article 3 clause 2 of this appendix.
6. Prospective students are assumed to have met the requirements referred to in the previous clause if they have passed the following educational components or have received an exemption from them:

LLS100VN-01 and LLS100VN-02 *Wiskunde* (Mathematics)  
LLS101VN *toets Chemisch rekenen* (Chemistry calculation test)

7. No age limit applies to the supplementary investigation referred to in this article. Prospective students may be enrolled and take examinations, unless the provisions in clause 3 or 4 of this article are applicable.

## **Article 7 Exemptions based on other diplomas and diplomas from abroad**

1. In compliance with the provisions in the WHW and this article, prospective students who hold a diploma from the Netherlands or another country, as referred to in Article 7.28 clause 2 paragraph 2 WHW, can be exempted from the previous education requirements referred to in Article 1 of this appendix.
2. For assessing the equivalency of any diploma the Institutional Board requests advice from Nuffic as the occasion arises.
3. If additional requirements are necessary for the study programme, the prospective students referred to in the first clause cannot take a propaedeutic evaluation or final evaluation, unless an additional investigation is conducted which demonstrates that the students possess the necessary knowledge and skills to which the additional requirements apply.
4. If the diploma referred to in the first clause is earned abroad and the language of the study programme at the location where the prospective student desires to enrol is Dutch, then the prospective student cannot be enrolled until the Examining Board ascertains that proof has been provided of sufficient proficiency in Dutch to participate in education. This proof is provided if the student passes the course *NT2, niveau II* (Dutch as a second language, level II), an examination at the B2 level of the Common European Framework of Reference for Languages or an examination at a comparable level.
5. If the diploma referred to in the first clause is earned abroad, and the language of the study programme at the location where the prospective student desires to enrol is English, then the prospective student cannot be enrolled until the Examining Board ascertains that proof has been provided of sufficient proficiency in English to participate in education. This proof is provided if the student passes an academic IELTS with an overall score of 6.0. If the student submits a different type of language proficiency test, then the standard referred to in Article 4.2 of the *Gedragcode Internationale Student in het Hoger Onderwijs* (Code of conduct for international students in Dutch higher education) applies.
6. The requirements placed on the investigation referred to in the second clause of this article are included in Article 3 clause 2 of this appendix.
7. Prospective students are assumed to have met the requirements referred to in the previous clause if they have passed the following educational components or have received an exemption from them:  
LLS100VN-01 and LLS100VN-02 *Wiskunde* (Mathematics)  
LLS101VN *toets Chemisch rekenen* (Chemistry calculation test)
8. No age limit applies to the supplementary investigation referred to in this article. Prospective students may be enrolled and take examinations, unless the provisions in clause 4 or 5 of this article are applicable.

## **Article 8 Exemptions based on an entrance examination (21+ test)**

1. In compliance with the provisions in the WHW and this article, prospective students who are 21 years of age or older no later than 1 September of the applicable academic year and who do not meet the previous education requirements referred to in Article 1 of this appendix, and who are not exempt from these requirements pursuant to the provisions in Articles 6 or 7, may take an admission exam. If the Institutional Board decides that the prospective students have passed the admission exam, then they are exempted from the previous educational requirements referred to in Article 2.1.
2. The admission exam consists of four components: a language test and a substantive component. The following requirements must be met:
  - a. knowledge of the Dutch language\* (HAVO exam level or comparable to the NT2/B2 level)
  - b. knowledge of the English language (HAVO exam level or comparable to the B2/IELTS 6 level)
  - c. knowledge at the HAVO exam level in Chemistry.
  - d. knowledge at the HAVO exam level in Maths A.

\* If taught entirely in English, then an English proficiency exam suffices.

3. The admission exam referred to in the second clause of this article is structured as follows:
  - a. The requirements for Dutch proficiency are met when a prospective student can prove (with a certificate) that he/she has passed Dutch at the HAVO-5 level or at a comparable level;
  - b. The requirements for English proficiency are met when a prospective student can prove (with a certificate) that he/she has passed English at the HAVO-5 level or at a comparable level;
  - c. The requirements for Chemistry are met when the prospective student can prove (with a certificate) that he/she has passed Chemistry at the HAVO-5 level;
  - d. The requirements for Maths are met when the prospective student can prove (with a certificate) that he/she has passed Maths at the HAVO-5 level;
  - e. If the prospective student does not have the certificates mentioned in clause 3 sub a, b and c of this article then he/she can participate in the admission exams. The admission exams are administered together with the other northern universities of applied sciences. For more information about the admission exams: <http://toelatingstoetsen.nl/>.
4. The admission exam referred to in this article can only be taken by individuals 21 years of age and older. Without a decision from the Institutional Board, individuals cannot be enrolled and are not permitted to take exams.

## **Article 9 Admission to accelerated track for prospective students with a VWO diploma**

*Not applicable.*

## **Article 10 Enrolment in post-propaedeutic phase (main phase)**

1. Enrolment in the post-propaedeutic phase of the programme is possible with a completed propaedeutic evaluation.
2. In compliance with the provisions in the WHW and this article, prospective students who hold a diploma from the Netherlands or another country that the Examining Board judges to be at least equivalent to the propaedeutic evaluation of the programme, will be exempted from the requirement in clause 1 of this appendix.
3. If the diploma referred to in the second clause is earned abroad, and the language of the study programme at the location where the prospective student desires to enrol is Dutch, then the prospective student cannot be enrolled until the Examining Board ascertains that proof has been provided of sufficient proficiency in Dutch to participate in education. This proof is provided if the student passes the course *NT2, niveau II* (Dutch as a second language, level II), an examination at the B2 level of the Common European Framework of Reference for Languages or an examination at a comparable level.

4. If the diploma referred to in the second clause is earned abroad, and the language of the study programme at the location where the prospective student desires to enrol is English, then the prospective student cannot be enrolled until the Examining Board ascertains that proof has been provided of sufficient proficiency in English to participate in education. This proof is provided if the student passes the academic IELTS with an overall score of 6.0. If the student submits a different type of language proficiency test, then the standard referred to in Article 4.2 of the Gedragscode Internationale Student in het Hoger Onderwijs (Code of conduct for international students in Dutch higher education) applies.
5. A student enrolled in the propaedeutic phase can send a motivated request to the Examining Board to be registered for specific study units in the post-propaedeutic phase.
6. Students who received a positive study advice as mentioned in Article 4.6 clause 2 can, within the framework of this appendix, be registered for study units in the post-propaedeutic phase of the programme.

#### **Article 11      Conditions of enrolment**

Before prospective students can participate in education, examinations and assessments, they must also comply with the conditions of enrolment as stipulated in the Student Charter and the *inschrijvingsbesluit* (Enrolment Provisions). The Student Charter and Enrolment Provisions can be found on studentnet.

## **Appendix 5                    PROGRAMME CHOICE ACTIVITIES AND ADVICE**

This chapter does not apply to anyone who, in accordance with Article 7.28 of the Higher Education and Research Act, has received a diploma outside the Netherlands, and is thus exempt from the diploma requirements specified in Article 7.24 clause 1 and 2 WHW.

### **Article 1    Prospective student activities**

1. Any prospective student who submits an enrolment request for the propaedeutic phase of a full-time HBO Bachelor's programme or for a full-time Associate Degree programme is asked to participate in the VHL study choice check related to the desired Bachelor's programme or the Associate Degree programme.
2. This study choice check, as mentioned in clause 1, consists of a digital questionnaire. This questionnaire should be completed within 15 business days from sending the enrolment request via Studielink.
3. Within 15 business days of filling in this questionnaire, the prospective student will receive a written notice from the institution. This notice may contain:
  - a. a positive recommendation;
  - b. a positive recommendation with a suggestion to engage in one of the programme choice activities offered by the Bachelor's programme or Associate Degree programme
  - c. an invitation for a study choice advisory meeting
4. Any prospective student who submits an enrolment request for the propaedeutic phase of a part-time HBO Bachelor's programme or a part-time Associate Degree programme is invited to a study choice advisory meeting.

### **Article 2    Study choice advisory meetings with application prior to 1 May**

1. A prospective student who has applied through Studielink prior to 1 May, and who, based on the questionnaire results, has doubts about his/her study choice – about the level, the connection with prior education or his/her motivation – is invited to a study choice advisory meeting.
2. The study choice advisory meeting will take place within 30 business days following the delivery of a written response to the student's questionnaire.
3. Within 24 hours following the study choice advisory meeting, the prospective student will receive a written recommendation about his/her chosen programme.
4. The advice mentioned in clause 3 can be either positive or negative.
5. Any negative recommendation will not be binding.

### **Article 3    Consequences of not participating in the study choice check with application prior to 1 May**

1. Students who have registered with DUO no later than 1 May, but failed to complete the digital questionnaire will lose the privilege of receiving a study choice recommendation.
2. Students who have registered with DUO no later than 1 May and were invited for a study choice advisory meeting, but who failed to respond to the invitation, without a valid reason, will lose the privilege of receiving a study choice recommendation.

#### **Article 4 Valid reasons for an inability to participate in the study choice activities**

Valid reasons for not completing the questionnaire or for not responding to an invitation for a study choice advisory meeting include serious personal circumstances, such as illness, hospitalisation and serious family emergencies.

#### **Article 5 Application for a different HBO Bachelor's programme or Associate Degree programme after 1 May**

1. A prospective student who has completed the activities stated in Article 1, clause 1, and who, after 1 May, registers with DUO for a different Bachelor's programme or Associate Degree programme than the one originally indicated, is obligated to participate in the VHL study choice check related to the Bachelor's programme or the Associate Degree programme for which he/she has applied.
2. Article 1, clause 2 and 3, Article 2, and Article 3 shall apply accordingly.

#### **Article 6 Initial application after 1 May**

1. Any prospective student who makes his/her first registration request to DUO for the propaedeutic phase of a full-time Bachelor's programme or full-time Associate Degree programme between 1 May and 31 August of the relevant academic year is asked to participate in the VHL study choice check related to his/her desired Bachelor programme or Associate Degree programme.
2. This study choice check, as mentioned in clause 1, consists of a digital questionnaire. This questionnaire should be completed within 15 business days from sending the enrolment request via Studielink.
3. Within 15 business days of filling in this questionnaire, the prospective student will receive a written notice from the institution. This notice may contain:
  - a. a positive recommendation;
  - b. a positive recommendation with a suggestion to engage in one of the programme choice activities offered by the Bachelor's programme or Associate Degree programme
  - c. an invitation for a study choice advisory meeting

#### **Article 7 Initial application after 1 May as a result of a binding negative study advice**

1. Any prospective student who applies between 1 May and 31 August of the relevant academic year for a different Bachelor's programme or Associate Degree programme than the one for which he/she has been accepted, but who can demonstrate that the application after 1 May is the result of a termination of the previous application due to a binding negative study advice which was received at such a point that he/she was unable to apply before 1 May, will be asked to participate in the VHL study choice check related to his/her desired Bachelor's programme or Associate degree programme;
2. Article 1, clause 2 and 3 and Article 2 shall apply accordingly.

#### **Article 8 Study choice advisory meetings with application after 1 May**

1. A prospective student who has applied through Studielink after 1 May, and who, based on the questionnaire results, has doubts about his/her study choice – about the level, the connection with prior education or his/her motivation – is invited to a study choice advisory meeting.
2. The study choice advisory meeting will take place within 30 business days following the delivery of a written response to the student's questionnaire.
3. Within 24 hours following the study choice advisory meeting, the prospective student will receive a written recommendation about his/her chosen programme.
4. The recommendation can be either positive or negative.
5. A negative recommendation means that the prospective student will not be admitted to the programme in question for the academic year to which the recommendation relates.

6. This article does not apply to anyone who, after 1 May, applies for a different HBO Bachelor's programme or Associate degree programme than the one for which he/she has been accepted, but who can demonstrate that the new application is the result of a termination of the previous application due to a binding negative study advice which was received at such a point that he/she was unable to apply before 1 May preceding the academic year in which he/she desired to enrol.

**Article 9 Consequences of not participating in the study choice check with application after 1 May**

1. Prospective students who have applied through Studielink after 1 May, without a valid reason, will not be invited to complete the digital questionnaire.
2. Prospective students who have applied through Studielink after 1 May and who were invited for a study choice advisory meeting, but failed to respond to the invitation, without a valid reason, will not be admitted to the programme.
3. The list of valid reasons for failing to participate in a study choice activity are listed in Article 4.

**Article 10 Appeal**

A prospective student who on the grounds of Article 7 or 8 is not accepted to a programme may file an appeal with the Disputes Advisory Committee through the complaints and disputes desk (loket-klachten-geschillen@hvhl.nl) within six weeks of the decision date.

**Article 11 Hardship clause**

1. In any case not covered by the articles in this chapter, the Institutional Board will make a decision based on the advice of the Admissions Committee.
2. The Institutional Board is authorised to deviate from these regulations in cases in which adhering to the regulations would lead to an extremely unfair situation.

## Appendix 6 Phase programme Food Technology Velp 2017-2018

### Year 1 FT 2017-2018

		ects	Bottom mark	weight	Oral/written/portfolio	Term exam.	Term resit
<b>VFT1SAVE1</b>	<b>Sector Analysis</b>	<b>7</b>	<b>5.5</b>				
VFT1SA1W1	Analysing a professional sector		5.5	30%	wr	1	2
VFT1SA2P1	Sector analysis project		5.5	40%	pf	1	2
VFT1RM1W1	Applying the principles of applied research		5.5	30%	wr	1	2
<b>VFT1FPVE2</b>	<b>Food Products</b>	<b>7</b>	<b>5.5</b>				
VFT1FP1P2	Introduction to Food Products and Technology Practical Aspects		5.5	40%	wr	1	2
VFT1FP2W2	Introduction to Food Technology Theory		5.5	60%	wr	1	2
<b>VFT1FAVE3</b>	<b>Food Analysis</b>	<b>7</b>	<b>5.5</b>				
VFT1FA1W3	Food Chemistry		5.5	40%	wr	2	3
VFT1FA2W3	Food Physics		5.5	30%	wr	2	3
VFT1FA3P3	Chemistry & Physics Practicals		5.5	30%	pf	2	3
<b>VFT1FHVE3</b>	<b>Food Safety &amp; Health</b>	<b>7</b>	<b>5.5</b>				
VFT1FH1W3	Microbiology		5.5	40%	wr	2	3
VFT1FH2W3	Health theory		5.5	30%	wr	2	3
VFT1FH3W3	English writing		5.5	30%	wr	2	3
<b>VFT1FIVE1</b>	<b>Agribusiness Management</b>	<b>7</b>	<b>5.5</b>				
VFT1FI1W1	Showing insight in financial budgeting		5.5	40%	wr	3	4
VFT1FI2P1	Organization and management		5.5	40%	pf	3	4
VFT1FI3O1	Giving a presentation		5.5	20%	or	3	4
<b>VFT1MSVE2</b>	<b>Quality Management in Food</b>	<b>7</b>	<b>5.5</b>				
VFT1MS1W2	Showing knowledge of management systems		5.5	80%	wr	3	4
VFT1MS2W2	Understanding Microbiology		5.5	20%	or	3	4
<b>VFT1IFVE1</b>	<b>Innovation in Food &amp; Business</b>	<b>7</b>	<b>5.5</b>				
VFT1IF1W1	Innovation, Marketing & Project Management Theory		5.5	30%	wr	4	5
VFT1IF2P1	Developing an innovative product		5.5	50%	pf	4	5
VFT1RM2W1	Processing quantitative data		5.5	20%	wr	4	5
<b>VFT1FDVE1</b>	<b>Food Product Development</b>	<b>7</b>	<b>5.5</b>				
VFT1FD1W1	Chemistry, Processing and Microbiology		5.5	60%	wr	4	5
VFT1FD2W1	Progress in Food Technology		5.5	40%	wr	4	5
<b>VFT1SMVE1</b>	<b>Study Mentoring year 1</b>	<b>4</b>	<b>Pass</b>				
VFT1SM1P1	Portfolio study mentoring		pass	100%	pf	4	5

Year 2 FT 2017-2018

		ects	Bottom mark	weight	Oral/written/portfolio	Term exam.	Term resit
<b>VFT2PLVE1</b>	<b>Orientation Placement</b>	<b>14</b>	<b>5.5</b>				
VFT2PL1P1	Placement assessment		5,5	100%	pf	1	2
<b>VFT2RMVE1</b>	<b>Applied Research</b>	<b>7</b>	<b>5.5</b>				
VFT2RM1W1	Sensory and Data Analysis		5.5	75%	wr	2	3
VFT2RM2P1	Sensory Practicals		5.5	25%	pf	2	3
<b>VFT2PTVE1</b>	<b>Product and Process Technology</b>	<b>7</b>	<b>5.5</b>				
VFT2PT1W1	Process and Product Technology Theory		5.5	60%	wr	2	3
VFT2PT1P1	Process and Product Technology Practical		5.5	40%	pf	2	3
<b>VFT2SEVE1</b>	<b>Sustainable Entrepreneurship</b>	<b>7</b>	<b>5.5</b>				
VFT2SE1W1	Concepts of a business plan		5.5	30%	wr	3	4
VFT2SE2W1	English Writing		5.5	20%	wr	3	4
VFT2SE3P1	Sustainable Entrepreneurship Portfolio		5.5	50%	pf	3	4
<b>VFT2FIVE2</b>	<b>Food Ingredients</b>	<b>7</b>	<b>5.5</b>				
VFT2IF1W2	Food Chemistry		5.5	30%	wr	3	4
VFT2FI2W2	Food Physics		5.5	30%	wr	3	4
VFT2FI3P2	Chemistry/Physics Practicals		5.5	40%	pf	3	4
<b>VFT2FHVE2</b>	<b>Food &amp; Health</b>	<b>7</b>	<b>5.5</b>				
VFT2FH1W2	Food & Health Theory		5.5	50%	wr	4	1
VFT2FH2P2	Food & Health Application		5.5	30 %	pf	4	1
VFT2FH3O2	Presentation Skills/Speaking English		5.5	20%	or	4	1
<b>VFT2FQVE1</b>	<b>Food Safety &amp; Quality</b>	<b>7</b>	<b>5.5</b>				
VFT2FQ1W1	Food Safety Theory		5.5	40 %	wr	4	1
VFT2FQ2W1	Food Quality Theory		5.5	30 %	wr	4	1
VFT2FQ3P1	Food Safety Practical		5.5	30%	pf	4	1
<b>VFT2SMVE1</b>	<b>Study Mentoring</b>	<b>4</b>	<b>Pass</b>				
VFT2SM1P1	Portfolio Study Mentoring		pass	100%	pf	4	1

**Year 3 FT Major FIM 2017-2018**

		ects	Bottom mark	weight	Oral/written/portfolio	Term exam.	Term resit
<b>VFT3FCVE1</b>	<b>Food Analysis &amp; Consumer Behaviour</b>	<b>7</b>	<b>5.5</b>				
VFT3FC1W1	Food Analysis		5.5	40%	wr	1	2
VFT3FC2P1	Portfolio Practical Reports		5.5	40%	pf	1	2
VFT3FC3W1	Consumer Behaviour		5.5	20%	wr	1	2
<b>VFT3PGVE1</b>	<b>Product Group Analysis</b>	<b>7</b>	<b>5.5</b>				
VFT2PG1W1	Product Group Analysis Report		5.5	70%	wr	1	2
VFT2PG2O1	Product Group Analysis Oral		5.5	30%	or	1	2
<b>VFT3PAVE1</b>	<b>Product Analysis</b>	<b>7</b>	<b>5.5</b>				
VFT3PA1W1	Microbiology & Chemistry		5.5	60%	wr	2	4
VFT3PA2P1	Sensory Analysis		5.5	20%	pf	2	4
VFT3PA3P1	Physics & Processing		5.5	20%	pf	2	4
<b>VFT3PDVE2</b>	<b>Product Development</b>	<b>7</b>	<b>5.5</b>				
VFT3PD1W2	Product Development		5.5	40%	wr	2	4
VFT3PD2P2	Report & Presentation Developed Product		5.5	40%	pf	2	4
VFT3PD3P2	X-Culture		5.5	20%	pf	2	4
<b>VFT3SMVE1</b>	<b>Study Mentoring year 3</b>	<b>2</b>	<b>Pass</b>				
VFT3SM1P1	Study Mentoring year 3		Pass	100%	pf	2	4
<b>VFT3PLVE</b>	<b>Practical Placement</b>	<b>30</b>	<b>5.5</b>				
VFT3PL1O	Placement		5.5	100%	pf	4	5

**Year 3 FT Major FSH 2017-2018**

		ects	Bottom mark	weight	Oral/written/portfolio	Term exam.	Term resit
<b>VFT3FCVE1</b>	<b>Food Analysis &amp; Consumer Behaviour</b>	<b>7</b>	<b>5.5</b>				
VFT3FC1W1	Food Analysis		5.5	40%	wr	1	2
VFT3FC2P1	Portfolio Practical Reports		5.5	40%	pf	1	2
VFT3FC3W1	Consumer Behaviour		5.5	20%	wr	1	2
<b>VFT3FSVE1</b>	<b>Food Safety &amp; Health</b>	<b>7</b>	<b>5.5</b>				
VFT3FS1W1	Food Safety & Health		5.5	70%	wr	1	2
VFT3FS2P1	FSH Business Consultancy		5.5	30%	pf	1	2
<b>VFT3FQVE1</b>	<b>Food Quality</b>	<b>7</b>	<b>5.5</b>				
VFT3FQ1W1	Food Quality & Safety		5.5	60%	wr	2	4
VFT3FQ2W1	Microbiology/Food Safety		5.5	20%	wr	2	4
VFT3FQ3P1	Food Safety Case		5.5	20%	pf	2	4
<b>VFT3FPVE1</b>	<b>Food Quality Project</b>	<b>7</b>	<b>5.5</b>				
VFT3FP1P1	Food Quality Project Portfolio		5.5	60%	pf	2	4
VFT3PD2W1	Food Safety & Health		5.5	40%	wr	2	4
<b>VFT3SMVE1</b>	<b>Study Mentoring year 3</b>	<b>2</b>	<b>Pass</b>				
VFT3SM1P1	Study Mentoring year 3		Pass	100%	pf	2	4
<b>VFT3PLVE</b>	<b>Practical Placement</b>	<b>30</b>	<b>5.5</b>				
VFT3PL1O	Placement		5.5	100%	pf	4	5

**Year 4 FT majors FIM and FSH 2017-2018**

		ects	Bottom mark	weight	Oral/written/portfolio	Term exam.	Term resit
	<b>Minor</b>	<b>30</b>	<b>5.5</b>				
	Minor		5.5	100%	pf	2	4
<b>VFT4THVE</b>	<b>Thesis</b>	<b>30</b>	<b>5.5</b>				
	Thesis		5.5	100%	pf	4	5