

## Education and Examination Regulations 2018– 2019, General part Master programmes

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Brief description	This general part of the Education and Examination Regulations is together with the study programme part 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 students and extranei of the corresponding study programme of Van Hall Larenstein University of Applied Sciences.
Special circumstances	
Location	Studentnet



## Table of contents

CHAPTER 1	GENERAL PROVISIONS	4
Article 1.1	The Education and Examination Regulations	4
Article 1.2	Definitions	4
CHAPTER 2	ORGANIZATION OF THE STUDY PROGRAMMES	8
Article 2.1	Student workload of the study programme	8
Article 2.2	Organization of the academic year	8
CHAPTER 3	FINAL EXAMINATIONS AND ASSESSMENTS	9
Article 3.1	Final examinations	9
Article 3.2	Determining, announcing and keeping records of examination results	9
Article 3.3	Designation 'cum laude'	9
Article 3.4	Degree certificates, diploma supplement and degree	9
Article 3.5	Assessment	9
Article 3.6	Retention Periods for Exam Questions and Assessed Work	10
Article 3.7	Awarding credits	10
Article 3.8	Assessment formats	10
Article 3.9	Disclosure of Exam Material	10
Article 3.10	Assessment criteria	10
Article 3.11	Opportunity to take assessments	10
Article 3.13	Resitting an assessment due to exceptional circumstances	11
Article 3.14	Mandatory practical exercise	11
Article 3.15	Right to participation in assessments	11
Article 3.16	Determining the assessment results	11
Article 3.17	Assessing the assessment results	11
Article 3.18	Announcing and registering the results	12
Article 3.19	Post-inspection and discussion of the assessment, publishing the assessment standards	12
Article 3.20	Duration of validity of passed assessments	12
Article 3.21	Exemptions for assessments	12
Article 3.22	Assessors	13
Article 3.23	Organisation examinations	13
Article 3.24	(Serious) Fraud	13
Article 3.25	Right to participation to assessments	14
Article 3.26	Marking the assessment result	14
Article 3.27	Thesis	14
Article 3.28	Post Graduate Certificate	15
CHAPTER 4	STUDY PROGRESS, STUDY SUPERVISION AND STUDY RECOMMENDATION	17
Article 4.1	Study progress	17
Article 4.2	Study mentoring	17
Article 4.3	Special provisions for students with disabilities	17
CHAPTER 5	EXAMINATION BOARDS	18
Article 5.1	Establishment and appointment	18
Article 5.2	Duties and powers	18
Article 5.3	General regulations	19
CHAPTER 6	FINAL PROVISIONS	20
Article 6.1	Additional regulations	20
Article 6.2	Right of appeal	20
Article 6.3	Unforeseen circumstances	20
Article 6.4	Interim provisions	20
Article 6.5	Entry into force and official title	20
Appendix 1	Provisions for special groups of students	21
Appendix 2	Code of conduct for using languages other than Dutch in education	22
Appendix 3	List of Study Programmes 2018-2019	24

## CHAPTER 1            GENERAL PROVISIONS

### Article 1.1 The Education and Examination Regulations

1. Each study programme at Van Hall Larenstein University of Applied Sciences (Van Hall Larenstein) has a set of Education and Examination Regulations (EER), accessible from the start of the study, as referred to in Article 7.13 of the Act (hereinafter: these Regulations). The EER can be found on *studentnet* and the internet site of Van Hall Larenstein.
2. This General part of the Regulations applies to all Master programmes of Van Hall Larenstein.
3. Each study programme gives a detailed explanation of their study programme in their own Study programme part of the Regulations. The Study programme part is an integral part of the Regulations.
4. This general part of the Regulations applies to all students who are enrolled in a study programme at any time during the study year. This general part of the Regulations also applies to prospective students who request to be admitted to one of the Master programmes of Van Hall Larenstein.
5. These Regulations were enacted by the Executive Board on the date shown on the cover sheet. These Regulations come into force as of the date shown on the cover sheet.
6. Appendixes 1 - 3 are an integral part of these Regulations.
7. In these Regulations, the masculine form of address used for ease of reading.
8. The Van Hall Larenstein internet site ([www.hvhl.nl](http://www.hvhl.nl)) provides a summary of all the *HBO* Bachelors programmes, associate degree-programmes and masters that are currently available.

### Article 1.2 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 words have the following meanings<sup>1</sup>:

**Academic 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);

**Academic year:** the academic year for the Masters MOD en APCM begins on 1 October and ends on 30 September of the subsequent year;

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

**Assessment:** in principle, an individual test in the form of a professional situation, simulated or actual, during which competences, integrated whenever possible, are tested. The assessment completes a Study unit or otherwise defined phase of study. See also examination;

**Assessor:** the individual appointed by the Examination Board who is responsible for giving exams and ascertaining the results; also examiner;

**Certificate of Attendance:** The proof issued by the Examination Board that all assessments of the taught programme have been completed with a weighted average of 5.0 or less.

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<sup>1</sup> In 2018 a new SIS was taken into use. The terminology can deviate from the words used in this EER. As far as we know now, these have been processed. If more adjustments in terminology are required in 2018-2019, these will be included in the EER of 2019-2010.

**Certification Supplement:** a supplement attached to the Professional Master Degree with information on the identification of the holder, features of the qualification, the contents of the programme and marks.

**Competences:** (also final competences) in principle, 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 competences form the end level of the programme; these are the minimal competences the student should master to be able to graduate from the programme;

**Contact hour:** a study hour (one hour on the clock) during which a teacher employed by the educational institution (including student assistants and tutors) is physically present. Contact time 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 time used for graduation project research and writing the theses are not included in contact hours;

**Counter for complaints and disputes** (*loket voor klachten en geschillen*): the facility as referred to in Article 7.59a WHW, where students can lodge an appeal or an objection or can make a complaint and where student can get information about the various procedures at Van Hall Larenstein. See also Chapter 6 of the Student Charter;

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

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

**Professional Master Degree:** the proof given by the Examination Board that the final evaluation of a Professional Master programme has been passed.

**Education Office:** the office at Van Hall Larenstein that is responsible for managing the student monitoring system, among other tasks;

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

**Examination:** an interim examination as referred to in Article 7.10 clause 1 WHW. An examination of the competences of the student by which a study unit will be completed;

**Examiner:** the individual appointed by the Examination Board who is responsible for designing and/or giving exams and/or ascertaining the results; also assessor;

**Examination Board:** the Examination Board according to Section. 7.12 of the WHW;

**Examination Opportunity:** an opportunity to take an examination for which a student has registered;

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

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

**Executive Board:** the Executive Board of Van Hall Larenstein;

**Fraud:** intentional or non-intentional action or intentional omission of action by a student, making it impossible to form a correct judgment about his knowledge, insights and/or skills;

**Fraud, serious:** for serious fraud, is it necessary that the student, in the opinion of the Examination board, deliberately acts and deliberately tries to mislead the examiner, making it entirely or partially impossible to form a correct judgment about his knowledge, insights and/or skills. In case of serious fraud, there is often a structural or organized character;

**Final examination:** an examination that completes the Professional Master programme. Unless provided otherwise in these Regulations, the final examination is passed if the student has passed all exams from the Professional Master programme; also final assessment;

**Institutional Board:** the Executive Board;

**Invigilator:** an individual appointed by the Executive Board to monitor examinations. Invigilators follow the instructions of Examination Boards and Assessors and act in accordance with the guidelines for invigilators.

**Module:** a study unit

**Module coordinator:** a guideline for students related to a module, containing information about the context and organisation of the module including information about the assessment; the lecturer responsible for the design, implementation and development of the module;

**Module manual:** a guideline for students related to a module, containing information about the context and organisation of the module including information about the assessment;

**'No show':** the result received when a student has registered for an exam and does not participate without deregistering. A 'no show' is considered to be a used examination 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

**Partial assessment:** an assessment together with at least one other partial assessment formally considered to be an interim assessment (exam) as referred to in Article 7.10 lid 1 WHW. No credits are granted to partial assessments; also partial examinations; In the Student Information System (SIS) partial examinations are defined as examinations (*toets*);

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

**Post Graduate Degree:** The proof issued by the Examination board that all assessment of the taught programme have been completed with a weighted average of 5.0 or more.

**Programme coordinator:** the lecturer who coordinates the planning, implementation and development of the programme and guarantees cohesion with the master at large.

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

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

**Specialisation coordinator:** the lecturer who coordinates the planning, implementation and development of the specialisation and guarantees cohesion with the programme at large.

**Regular examination:** the first chance offered by the study programme of an examination in an academic year;

**Student:** an individual referred to in Article 7.32 WHW who is enrolled as a student at Van Hall Larenstein in order to participate in education;

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

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

**Student (or study) workload:** the study load is the amount of time a student spends on the study or on an educational unit. The study load is expressed in credits, where 1 credit equals 28 hours of study. Furthermore, the study load says something about the gravity and complexity of a programme or a unit of study;

**Study mentor:** the individual who advises students during the course of their study and the choices/electives within the study;

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

**Study unit:** study unit according to Article 7.3 clause 2 WHW. A coherent unit of educational activities focusing on acquiring competences for a specific part of the study programme. A study unit is completed with an assessment. When a study unit is closed, a student will receive the amount of

credits awarded for that study unit. Specified in the Student Information System (SIS) with the term "course";

**Taught programme:** the part of the master programme comprising all taught modules excluding the thesis module.

**Thesis:** a document of significant magnitude, completed in the final phase of the programme, with which the student or extraneus reports on an applied research project or study;

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

**Van Hall Larenstein:** Van Hall Larenstein University of Applied Sciences, *brinnumber* 30HD, having its registered offices at Leeuwarden and Velp, supported by the Van Hall Larenstein foundation;

**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 ORGANIZATION OF THE STUDY PROGRAMMES**

### **Article 2.1 Student workload of the study programme**

A Master programme is a full-time (one year) or part-time programme with a student workload of 60 credits.

### **Article 2.2 Organization of the academic year**

The schedule of the study programme is published on Blackboard (or Moodle rooms).



## **CHAPTER 3 FINAL EXAMINATIONS AND ASSESSMENTS**

### **Article 3.1 Final examinations**

1. The final examination of the Professional Master programme is passed if students have passed all study units that are part of the final examination.
2. The date on which the final examination of the Professional Master programme is passed is the date on which the Examination Board has ascertained that students have passed all study units and have therefore complied with the norm.

### **Article 3.2 Determining, announcing and keeping records of examination results**

1. Twice per year, the Examination Board determines which students have complied with the norm for passing the final examination of the Professional Master programme.
2. The Examination Board announces the results of the final examination of the Professional Master programme to the students in writing within one week after determining the results.
3. The Examination 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 Examination Board resolutions.

### **Article 3.3 Designation 'cum laude'**

1. The Examination Board can award the designation 'cum laude' to a successfully completed final student evaluation of the Professional Master programme, in any case if the conditions referred to under a. through c. are met:
  - a. the student has completed the study programme within the assigned duration, without retaking assessments or partial assessments;
  - b. during the taught programme, when the weighted average final mark of the taught programme parts is 7.5 or more;
  - c. the thesis has been evaluated with a mark of at least 8.0.
2. The Examination Board announces its decision about awarding the designation 'cum laude' when the degree certificate is presented (diploma ceremony).
3. In cases where the Examination Board awards the designation 'cum laude' even though students have not met all conditions listed under clause 1, they report this to the Van Hall Larenstein Executive Board. This report contains an explanation for deviating from the requirements listed in clause 1.

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

1. After the Executive Board has declared that the procedural requirements for awarding a degree have been met, it presents students with a degree certificate as proof that a final evaluation has been passed, and a certified copy of a diploma supplement with specifications about the final student evaluation, in Dutch and/or English, is attached to the degree certificate.
2. The Executive Board awards the degree Master of science to students who have passed the final student evaluation.

### **Article 3.5 Assessment**

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

### **Article 3.6 Retention Periods for Exam Questions and Assessed Work**

1. The assessor is responsible for that an exam and all of the associated documents will be retained for a period of at least seven years from the moment the work was assessed. These associated documents include an outline of the answer key, passing mark criteria, attendance list and exam questions.
2. The assessor is responsible for that the students' assessed work and the associated assessment will be retained for a period of at least two years from the moment that the work was assessed.
3. In contrast to article 3.6.2, all documents associated with a test to demonstrate that a student meets the final competences, such as a graduation assignment will be retained for at least seven years. 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 3.20 of these Regulations, students are awarded the number of credits that corresponds with the study unit referred to in the declaration.

### **Article 3.8 Assessment formats**

1. The description of each study unit in the study programme part of the Regulations specifies the examination format. Assessments can be made oral, written or in another way.
2. The format of the assessment is appropriate for assessing the competence of the students, or testing a specific element of this competence (such as knowledge, skills and attitude).
3. In special cases the Examination Board, if requested by a student, can deviate from the format of the assessment.
4. Oral assessments are not public, unless the Examination Board decides otherwise.
5. During an oral assessment, 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 Exam Material**

Students should be informed of the structure and general content of an exam at the start of the module.

### **Article 3.10 Assessment criteria**

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

### **Article 3.11 Opportunity to take assessments**

1. Each assessment is offered at least twice a year.
2. The day and time of each regular assessment is announced to the students at least 15 working days in advance.
3. The Examination Board has established specific rules about the assessment procedures.

### **Article 3.12 Taking assessments for students with a disability**

A student with a disability will in appropriate cases be entitled to extra amenities during the taking of assessments, provided that the Examination Board grants approval. For more information, refer to Appendix 1 of this regulation.

### **Article 3.13 Resitting an assessment due to exceptional circumstances**

1. Students can request the Examination Board in writing to allow them to resit an assessment if, due to personal circumstances regulations or due to exceptional organisational circumstance, they are prevented from taking an assessment, or if the assessment result was seriously affected by these circumstances.
2. The Examination Board makes its decision on this request within 15 working days, thereby notifying the student in writing and sending a copy of its decision to the Assessor of the corresponding study unit.

### **Article 3.14 Mandatory practical exercise**

If practical exercise is mandatory, because of the admission to an assessment, this is described in the Study Programme part of the Regulations. The examination board can grant exemption of the mandatory practical exercise with or without substitute requirements. This exemption can be granted based on conscientious objections or exceptional circumstances.

### **Article 3.15 Right to participation in assessments**

1. Unless provided otherwise in the following clauses of this Article, students have the right during the duration of their enrolment to take assessments for the units of education in their study programme, and thus to complete the final examination of that study programme.
2. Unless provided otherwise in the description of the study units (Study programme part of the Regulations), no sequentiality is required for participation in study units or taking assessments.
3. Students have three chances to pass an examination. For additional resits, students must have written permission from the Examination Board. The Board may set the conditions for the resit opportunities. The Examination 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 organizational considerations it is possible that resits of a study programme are only offered during the current study year. If a study unit has not been passed during a study year the student has to follow the study unit again.
5. Students who have passed an examination are not entitled to resit the examination, unless the Examination Board gives permission to do so. The student is allowed to resit one or more (partial) assessments of only one study unit which he has completed successfully. In that case, the highest grade counts.

### **Article 3.16 Determining the assessment results**

1. The Assessor determines the results of an (partial) assessment and, if desired, informs the Examination Board accordingly.
2. If students resit an (partial) assessment, these results replace the results of the previous assessment.

### **Article 3.17 Assessing the assessment results**

1. The result of an assessment and partial assessment is expressed in an assessment that indicates whether the assessment has been passed or not.
2. The result of an assessment can be expressed as a numeral between 0 and 10 with a decimal fraction, or as pass or fail. This is specified for each study unit in the description of that unit.
3. If the assessment or partial assessment is expressed as a numeral, the grade is rounded down to a single decimal, for example: 5.49 becomes 5.4 and 5.59 becomes 5.5.

4. An assessment is passed if the score is 5.5 or higher, or if it is assessed as satisfactory or complete.

#### **Article 3.18 Announcing and registering the results**

1. The result of an assessment or partial assessment (including a report) is announced via the SIS within 15 working days after the assessment or partial assessment has been taken or the report has been submitted. For reports, this deadline applies, provided that the report has been submitted on time.
2. Due to exceptional circumstances, the Examination Board can extend the term referred to in this Article, and announce this extension to the students.
3. Students who have passed one or more assessments, but who do not qualify for a degree certificate as referred to in Article 3.4, can request a written declaration from the Examination Board that lists the assessments that have been passed.

#### **Article 3.19 Post-inspection and discussion of the assessment, publishing the assessment standards**

1. The Assessor (usually the first Assessor) organises a meeting during which an explanation of the assessment results is provided, and during which the examiner allows the students to inspect the (partial) assessment standards that were used.
2. In case no meeting is organised, the student can submit a request with the Examiner to receive an individual explanation of the assessment results and to inspect assessment standards that were used. To this end, students must submit a written request to the Assessor within 30 working days after the result of the (partial) assessment is announced.

#### **Article 3.20 Duration of validity of passed assessments**

The duration of validity of a passed assessment is unlimited.

#### **Article 3.21 Exemptions for assessments**

1. Students can submit a reasoned request in writing to the Examination Board for an exemption from an assessment based on the following circumstances:
  - a. a previously passed assessment or final evaluation in higher education;
  - b. competences acquired outside higher education;
  - c. competences acquired while conducting administrative and organisational activities related to Van Hall Larenstein.
2. The Examination Board grants an exemption based on an objective study of the competences of each student, and records its findings in a report, to which the documents submitted by the student are attached. The Examination 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 competences of the study unit to which the assessment belongs have been covered. If not all competences have been covered, the Examination Board can initiate a study with which students can demonstrate that they indeed possess the missing competences.
5. The Examination Board responds in writing within 20 working days after receiving the request and sends a copy of its decision to the Assessor.
6. If the Examination 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

assessment and, as the occasion arises, the duration of validity. The proof of exemption is signed on behalf of the Examination Board by its Chair and/or Secretary.

7. The Examination Board saves the documents pertaining to a grant of 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 Board's decision.

#### **Article 3.22 Assessors**

The Examination Board appoints Assessors.

#### **Article 3.23 Organisation examinations**

1. The Executive Board is responsible for the practical organization of examinations and appoints one or more invigilators for this purpose.
2. The Examination Board grants the quality of the organization en the procedures of the exams.
3. To ensure a proper assessment procedure, students are obligated to follow all instructions from the Assessor or invigilator.

#### **Article 3.24 (Serious) Fraud**

1. If a student commits fraud while taking an assessment, the Examination Board can:
  - a. decide that the result of the assessment will be nullified or replaced by a result to be determined by the Examination Board; and/or,
  - b. decide that during a certain length of time, to be determined by the Examination Board, but no more than one year, the student loses the right to take assessments or complete final evaluations at Van Hall Larenstein.
  - c. in the case of a free choice component, revoke the student's right to further follow this specific free choice component.
2. If the fraud is first discovered after the result of an assessment is announced, the Examination Board can withhold the degree certificate of the student concerned or the Examination Board can 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 assessment on certain units as it specifies.
3. In case of serious fraud, the Examination Board can make a proposal to the Van Hall Larenstein Executive 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 assessment;
  - b. providing answers to other students, or receiving such answers, during an assessment or to unfairly prepare for an assessment
  - c. engaging in behaviour during an assessment with the intention of seeing the answers of other students;
  - d. during or related to an assessment, using material from other authors, including other students, without responsibly citing this material as prescribed (plagiarism);
  - e. acting contrary to oral or written assessment instructions.
5. Serious fraud within the meaning of this article includes:
  - a. having the final thesis/project made by another person;
  - b. having an exam made by another person;
  - c. Stealing exams or papers from mailboxes;
  - d. Fingering of falsifying sources, research, evidence;
  - e. Repeatedly committing fraud to the extent that, in the opinion of the Examination Board, the fraudulent actions must be regarded together as serious fraud.
6. Committing fraud as referred to in this Article includes committing, co-committing, provoking or attempting to commit.
7. If an Assessor or invigilator detects fraud, they immediately take measures that are necessary to ensure that the irregularity or fraud can be proven at a later time. The Assessor, or designated invigilator makes an official report of the fraud. This document is signed by the Assessor and/or the invigilator. The Assessor submits the official report immediately, or in any case no more than two working days later, to the Examination Board.

8. Before making a decision pursuant to clauses 1, 2 and/or 3 of this Article, the Examination Board invites the student concerned to a hearing within 10 working days after receiving the official report. In addition, the Examination Board provides a copy of the official report to the student. The student can decide to participate in the hearing or not, or can choose to respond in writing.
9. The Examination Board announces its decision to the student, orally if possible and in any case in writing including an explanation, within 30 working days after receiving the official report or after the hearing has taken place.
10. The Examination Board retains all records relating to a fraud case for at least two years after the student's application has been terminated. These documents will include the official report, the student's notification, the student's defence, and the disciplinary decisions.

### **Articles 3.25 to 3.28: Additional regulations for Van Hall Larenstein Professional Masters MOD/APCM**

#### **Article 3.25 Right to participation to assessments**

1. A candidate is permitted to do one resit assessment of each (partial) module of the taught programme only once with a maximum of 15 ECTS.  
For modules with two or more partial assessments, the contribution of the partial assessment to the total mark is considered. So if the module has 4 ECTS and the sub-assessment counts for 50%, 2 ECTS of that partial assessment are being considered as resit.
2. Resits are only allowed when the mark of a partial assessment is less than 5.5. The last mark rewarded is final.

#### **Article 3.26 Marking the assessment result**

1. The marks of the partial modules are expressed in one decimal point. The final mark for the module is rounded off to an integer.
2. The marks awarded for assessments are expressed in figures on a scale from 1 (one) to 10 (ten), in which 10 (ten) represents the maximum number of points obtainable. Each respective figure represents the value stated here:
  1. very bad;
  2. bad;
  3. poor;
  4. highly insufficient;
  5. insufficient;
  6. sufficient;
  7. amply sufficient;
  8. good;
  9. very good;
  10. excellent.

#### **Article 3.27 Thesis**

1. The thesis may only be undertaken when all except one module has been completed with a weighted average mark of 6.0 or more. The weighted average mark is based on the not rounded mark.  
If the candidate scores a weighted average mark between 5.5 and 6.0, the specialisation coordinator will advise the Examination Board in writing to admit the student to the research and thesis phase or to deny entry.
2. The subject for research is chosen by each individual candidate, in consultation with the specialisation coordinator and, when applicable, with a commissioner.
3. The thesis assessment in which the thesis is presented and defended is, at minimum, to be attended by the Van Hall Larenstein supervisor, a Van Hall Larenstein assessment and an external assessor.

4. The thesis assessment is done in public. Students of the same year may attend the defence of fellow student and as such this overrules article 4.8 number 5. The defence starts with a presentation of the research of 20 minutes (the colloquium), followed by an oral assessment of 40 minutes.
5. Two days before thesis submission, the Van Hall Larenstein supervisor together with the second Van Hall Larenstein assessor (and/or specialisation coordinator), will determine and advise the Examination Board about the quality of the thesis.  
In case the thesis is insufficient, the internal assessors will advise the Examination Board with justification that the candidate may improve the thesis in 2 or 4 weeks. This thesis assessment is considered as resit.
6. If during the thesis assessment no agreement is reached between the supervisor and the Van Hall Larenstein assessor, the Van Hall Larenstein assessor is responsible for the final mark which has to be presented to the Examination Board for approval.
7. The mark for the thesis is expressed as an integer, with decimal point 5 (five) rounded up.
8. The marks for the thesis assessments are determined by the Examination Board.
9. An external assessor will be present at the thesis assessment. Reports relating to this thesis are to be sent to the external assessor beforehand.
10. An external assessor must have an academic degree and/or must have affinity with the subject.

#### **Article 3.28 Post Graduate Certificate**

1. A candidate qualifies for a Post Graduate Certificate when:
  - a. The candidate has not been admitted to the thesis phase of the programme by the Examination Board but has a weighted average final mark of 5.0 or higher and all assessments and partial assessments are above 4.0 .
  - b. The candidate has been admitted to the thesis research phase by the Examination Board, but has decided not to finalise the thesis research.
  - c. The candidate has been admitted to the thesis research but failed for the thesis.
2. Candidates who complete the programme with a weighted average final mark of less than 5.0 for the taught programme or an assessment or partial assessment mark less than 4.0 will be awarded neither a Professional Master Degree nor a Post Graduate Certificate, but only a Certificate of Attendance.

#### **Articles 3.29 to 3.30: Additional regulations for the Van Hall Larenstein Master programme IDCM:**

##### **Article 3.29 Assessments and resits**

1. The assessments of study units of terms 1 and 2 will take place at the end of the respective term. In case a resit is needed, the resits will take place in the sixth week of the next term. In case a second resit is needed, the moment of assessment will be decided in consultation with the lecturer.
2. The assessments of study units of terms 3 and 4 will take place during or at the end of the term. In case a resit is needed, the moment of assessment will be decided in consultation with the lecturer.
3. Resits are only allowed when the mark of a partial assessment is less than 5.5. The last mark rewarded is final.

##### **Article 3.30 Thesis**

1. The formal start of the thesis trajectory can only take place if the study units of terms 1, 2 and 3 have been completed.
2. The subject for research is chosen by each individual candidate, in consultation with the programme coordinator and, when applicable, with a commissioner.
3. The thesis assessment in which the thesis is presented and defended is, at minimum, to be attended by the VHL supervisor, a second VHL assessment and an external assessor.

4. If during the thesis assessment no agreement is reached between the supervisor, the VHL assessor and the external assessor, the VHL supervisor is responsible for the final mark.

**Article 3.31 Certificates**

1. The Master IDCM is offered in one-year and has 60 EC, for which a Master degree is issued, when successfully completed.
2. It is possible to conduct the Master in two blocks of 15 EC (applying to combinations of study units in terms 1 and 2) and one block of 30 EC (applying to terms 3 and 4). For each completed block in terms 1 and 2 a certificate is issued. A Master degree is issued when all study units have been completed successfully within a period of 4 years.



## **CHAPTER 4                    STUDY PROGRESS, STUDY SUPERVISION AND STUDY RECOMMENDATION**

### **Article 4.1 Study progress**

The Van Hall Larenstein Executive Board is responsible for registering the study results in such a way that all students can see the exams they have passed by means of the study progress system.

### **Article 4.2 Study mentoring**

1. The Van Hall Larenstein Executive Board provides students with adequate facilities to ensure proper study progress.
2. The Van Hall Larenstein Executive Board is responsible for the individual study mentoring of the students who are enrolled in the study programme, to ensure the monitoring of their study progress to benefit their orientation towards possible study routes inside and outside the study programme.
3. If students experience study delay due to personal circumstances, they can contact the student dean's office.

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

1. If requested by students, Van Hall Larenstein takes measures, where this is reasonable, that enable students to take assessments adapted to their functional disabilities. For this purpose, students should submit a request to the student dean's office.
2. The provisions and the corresponding procedure regarding a request as referred to in this Article are specified in Appendix 1.

## CHAPTER 5 EXAMINATION BOARDS

### Article 5.1 Establishment and appointment

1. The Examination Board is the body that, in an objective and expert fashion, determines whether students comply with the conditions in the Education and Assessment Regulations with respect to the competences that are necessary for obtaining a degree.
2. An Examination Board is established by the Van Hall Larenstein Executive Board for each study programme or group of study programmes.
3. The members of the Examination Board are appointed annually by the Van Hall Larenstein Executive Board based on their expertise in the field of the corresponding study programme or group of study programmes. Each Examination 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 Examination Board are given a hearing by or on behalf of the Van Hall Larenstein Executive Board.
4. The study programme publishes the composition of the Examination Board on *studentnet*.

### Article 5.2 Duties and powers

1. The Examination Board performs all duties assigned to it by or pursuant to the Act or the regulations of Van Hall Larenstein, which include at least the following duties, as referred to in the Act:
  - a. assuring the quality of the assessments 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 take certain assessments or evaluations (Article 7.12b clause 1 sub d WHW);
  - d. In case of fraud, revoking the right of students to participate in an optional course (Article 7.12b clause 1 sub d WHW);
  - e. in cases of serious fraud, advise the Institutional Board about terminating the enrolment of the student concerned (Article 7.12b clause 1 sub d WHW);
  - f. establish guidelines and instructions within the framework of the Education and Assessment Regulations to assess and record the results of assessments and evaluations (Article 7.12b clause 1 sub b WHW);
  - g. appoint Assessors (Article 7.12c clause 1 WHW);
  - h. as the occasion arises, conduct a study to ascertain whether students have passed the final evaluation (Article 7.10 clause 2 WHW);
  - i. determine 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. award degree certificates (Article 7.11 clause 2 WHW);
  - k. provide declarations to students who do not qualify for a certificate, but who have passed one or more assessments (Article 7.11 clause 5 WHW)
  - l. deal with submitted complaints and requests (Article 7.12b clause 4 WHW);
  - m. prepare an annual report on its activities, which is submitted to the Institutional Board (Article 7.12b clause 5 WHW);
  - n. extend the validity of a successfully completed assessment at the request of the student (Article 7.13 clause 2 sub k WHW).
2. In these Regulations, the following duties and powers, among others, (in addition to supplementing the provisions in clause 1) are allocated to the Examination Board:
  - a. approving requests from students to take an assessment in a different format, as defined in Article 3.8 clause 3 of this regulation;
  - b. awarding the 'cum laude' distinction upon graduation, as defined in Article 3.3 of this regulation;
3. When performing the duties and exercising the powers referred to in the previous clause, the Examination Board acts within the frameworks established by the Act, these Regulations and, as the occasion arises, other regulations established by Van Hall Larenstein.

4. The Examination Board establishes rules about the execution of duties and powers granted by them by either the Act or the regulations of Van Hall Larenstein, and about any measure that they can take in this context.
5. The Examination Board provides advice to the Executive Board on the enactment, amendment or periodic assessment of the Education and Examination Regulations for the study programme or group of study programmes for which the Examination Board has been established.

### **Article 5.3 General regulations**

1. The Examination Board establishes a set of general regulations.
2. The general regulations referred to in clause 1 contain, as a minimum, provisions in the matter of:
  - 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, instructions and procedures (rules) are determined;
  - e. record keeping.

## CHAPTER 6 FINAL PROVISIONS

### Article 6.1 Additional regulations

The Examination Board, taking into account the Act and these Regulations, can establish additional regulations on taking assessments.

### 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 assessment or participating in an evaluation and against decisions of the Examination Board, Assessor or invigilator. The term for submitting the notification of appeal is 6 weeks following the date on the decision. The notification of appeal must be submitted to the Counter for complaints and disputes ([loket-klachten-geschillen@hvhl.nl](mailto:loket-klachten-geschillen@hvhl.nl)). 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 Van Hall Larenstein Executive Board decides. As the occasion arises, the Van Hall Larenstein Executive Board requests advice from the Examination Board.

### Article 6.4 Interim provisions

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

### Article 6.5 Entry into force and official title

1. These Regulations go into force on 1 September 2018.
2. These Regulations can be amended during the academic year, if and to the extent that students are not disadvantaged as a result. Amendments, as the occasion arises, require approval of the Participation Council and are published on *studentnet*.
3. These Regulations are officially cited as: Van Hall Larenstein Education and Examination Regulations 2018/2019 General part Master programmes.

## **Appendix 1            Provisions for special groups of students**

### **Article 1            Functional limitations**

1. Functional limitations include any physical, sensory or other impairments (such as chronic illness), which limit a student in his/her ability to take part in education, tests or exams.
2. At the student's request, the University of Applied Science will take any reasonable steps to help the student participate in education or exams in a manner suited to his/her special needs.

### **Article 2            Procedure**

1. Students and prospective students with a functional limitation can apply to the student dean's office 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 exams is the responsibility of the Examination Board and the Director of the corresponding programme department.
4. The student must personally ask the Examination Board of the programme department for permission to take an exam 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 testing should be laid down in a contract.
2. The Director and the Examination Board must approve the contract.
3. The permanent programme supervisor or the student dean is responsible for communicating and implementing the agreements laid down in the contract, after the Examination 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 tests, allowing aids to be used during tests and providing a separate room for the student to sit tests or exams.
2. In addition, the deans can provide information about requesting other facilities such as applying for an extra year of student grant, 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 the University of Applied Science is offering the provisions to which he/she is entitled, he/she can file a complaint with the faculty on the grounds of Art. 7.59b of the Dutch Higher Education & Research Act. The student may also refer the matter to the Equal Treatment Committee.

## **Appendix 2            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. The institution trains students from the Netherlands and abroad to work in many countries.
- The Van Hall Larenstein Executive 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 entire programmes or parts of programmes.
- A study programme can decide to use a language other than Dutch for a 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 an entire study programme offered on 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 if a study programme is offered in a variety of locations, and at one of the said locations, the language of instruction is English.

### **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 demand from the labour market justify this. In this case, the Education and Examination Regulations indicate which part of the total student workload 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 student workload 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 if a study programme is offered in a variety of locations, and at one of the said locations, the language of instruction is English.

### **Article 6            Teaching 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.
- In the Education and Examination Regulations, it is stated 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 an individual basis.

#### **Article 7          Examinations**

- If study material in a foreign language is used in a unit of study, such foreign language material can also be used on the examination.
- For study units that are taught in Dutch, the examination questions are also basically formulated 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 Examination 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/thesis**

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

- the responsible instructor and the examiner(s) indicate that he has sufficient proficiency in the language;
- an arrangement is made for correcting language usage; and
- this concerns a company or institution which uses Dutch, then the internship provider or external customer declares they have no objection to this procedure.

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

#### **Article 9          Compliance**

The Van Hall Larenstein Executive Board ensures compliance with the code of behaviour for using foreign languages in education

## Appendix 3

## List of Study Programmes 2018-2019

Study Programmes	Fulltime	Parttime	Location
<b>Domain Animals and Business</b>			
Diermanagement (B)	X		Leeuwarden
Bedrijfskunde en Agribusiness (B)	X		Leeuwarden and Velp
Agricultural Production Chain Management (M)	X		Velp
<b>Domain Delta Areas and Resources</b>			
Tuin- en Landschapsinrichting (Ad)	X	X	Velp
Land- en Watermanagement (Ad)	X	X	Velp
Bos- en Natuurbeheer (B)	x	X	Velp
Land- en Watermanagement (B)	X	X	Velp
Tuin- en Landschapsinrichting (B)	X	X	Velp
Management van de Leefomgeving (B)	X		Leeuwarden and Velp
Kust- en Zeemanagement (B)	X		Leeuwarden
Project- en Procesmanagement (M)		X	Velp
<b>Domain Food and Dairy</b>			
Integrale handhaving omgevingsrecht (Ad)		X	Leeuwarden
Duurzame watertechnologie (Ad)		X	Leeuwarden
Duurzaam bodembeheer (Ad)		X	Leeuwarden
Voedingsmiddelentechnologie (Ad)		X	Leeuwarden/Velp
Melkveehouderij (Ad)	X		Leeuwarden
International Development Management (B)	X		Velp
Dier- en Veehouderij (B)	X		Leeuwarden and Velp
Tuin- en Akkerbouw (B)	X		Leeuwarden
Milieukunde (B)	X	X	Leeuwarden
Voedingsmiddelentechnologie (B)	X		Leeuwarden and Velp
Chemie (B)	X		Leeuwarden
Chemische technologie (B)	X		Leeuwarden
Biologie en medisch laboratoriumonderzoek (B)	X		Leeuwarden
Biotechnologie (B)	X		Leeuwarden
Management of Development (M)	X		Velp
Innovative Dairy Chain Management (M)	X		Leeuwarden