

Education and Examination Regulations 2025-2026

European Studies

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Academic year 2025-2026

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Education and Examination Regulations 2025-2026

European Studies

Version 1.0

The Education and Examination Regulations EER (EER) Model was confirmed by the Executive Board on 20 December 2024 after having obtained the consent of the General Council.

The EER of the degree programme were confirmed by the faculty director of the Faculty Management and Organisation on June 23 2025 after having obtained the consent and advice of the Faculty Council on June 23 2025 and the degree programme advisory committee on March 10 2025.

Preamble

This document contains the Education and Examination Regulations (EER) of the European Studies degree programme. In it, you will find rules about the degree programme, education, testing and examination. You can also read how to appeal if you disagree with a decision or what the consequences in case of fraud are. All of these matters can affect your academic progress. So take the time to go through this document carefully so that you know the rights and obligations attached to your studies.



The EER are fundamentally a legal document. As a result, terms are sometimes used that deserve an additional explanation. You can find that explanation in the Definitions in the appendices.

How did the EER come about?

The EER are based on the Higher Education and Research Act (Wet hoger onderwijs en wetenschappelijk onderzoek; WHW). The Executive Board annually adopts the model EER for the following academic year, after submitting it to the University of Applied Sciences General Council for approval. The model EER forms the basis for the EER of the degree programme. In principle, the EER of the degree programme should not contain rules that are not in the model EER. If they do, they must have been authorised by the Executive Board, and the participation body is also involved in this. The EER of the degree programme are adopted each year by the faculty director. That process also involves students through their representation on the degree programme advisory committee and Faculty Council. The director of the faculty can adopt the EER of the degree programme only after the Faculty Council and the degree programme advisory committee(s) have agreed or given their opinion.

Together with the Student Charter Part 1, which lays down the rules that are applicable to all students at The Hague University of Applied Sciences, the EER and the Education Plan (EP) form 'the Student Charter' (Section 7.59 of the WHW). Thus, the Student Charter is a bundle of rules, rights, and obligations of the student in relation to the university of applied sciences.



Want to read more information?

- The [model EER](#) is available in digital form on the Student Portal.
- The Service Square lists the [rights and obligations](#) (Student Charter part 1) for students. Check out the 'Rights and obligations' infographic too!

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1. General Provisions

1.1 Who are the EER intended for?

1. These EER are applicable to all students enrolled in the full-time bachelor's degree programme of the funded European Studies bachelor's degree programme in the 2025-2026 academic year. The EER are also applicable to students who only take exams and do not take part in any education (extranei). The provisions on education and tutoring/coaching are not applicable to them.
2. If a provision is not applicable, or only applicable, to a bachelor's degree programme, master's degree programme or associate degree programme, this is indicated above the relevant article or chapter.

1.2 How are students informed?

1. You receive regular information about education in a timely manner from the degree programme via the Student Portal, Brightspace and/or Osiris.
2. Each study unit (a course, subject, module or learning outcome) is accompanied by a module description. The degree programme ensures that the module description can be found on Brightspace before the start of the study unit.
3. The degree programme makes the class schedule and test schedule for a semester available via MyTimeTable no later than 10 working days before the start of that semester. If these deadlines are exceeded, you can report this to the degree programme manager who will take appropriate action. Once a schedule has been announced, it is only possible to deviate from in the event of a serious unforeseen circumstance.
4. You are responsible for accessing your university of applied sciences email address, the Student Portal, Osiris, and Brightspace. If you are no longer enrolled, it is important to regularly check the private email address by which you are known to the university of applied sciences.

1.3 Would you like to submit a request to the Exam Board?

1. Each degree programme or group of degree programmes within a faculty has an Exam Board. For the European Studies degree programme, this is the Exam Board ESCAM
 - [Exam Board COM | ICM | ES](#), (go to your bachelor-degree programme -> go to exams -> go to Exam Board), ExamencommissieESCOM@hhs.nl

The tasks and authorities of the Exam Board are laid down in the [Exam Board Regulations](#) of The Hague University of Applied Sciences. In addition, there are Rules of Procedure, which contain all the rules on the performance of these tasks and authorities.

2. You can contact the Exam Board if you would like to apply for:
 - a. exemption from one or more tests;
 - b. exemption from the practical exercises you have to do prior to taking the test;
 - c. exemption from the admission requirement for taking a test;
 - d. admission to an honours programme;
 - e. admission to a minor or other interpretation of the minors;
 - f. extension of the period of validity of a passed (partial)test;
 - g. postponement of the award of a degree certificate;
 - h. issue of a statement of tests passed;
 - i. facilities and adjustments due to a support need (e.g. due to a functional impairment) or other personal circumstances;
 - j. study facilities due to practising top-class sport or performing at the highest level in cultural or other fields;
 - k. deviation from the EER if their application would lead to predominant unfairness.
3. You can submit a request (see paragraph 2) to the Exam Board digitally via Osiris Case, accessible via Osiris Student. If the request is not complete, the Exam Board may decide that you have to submit additional information within a certain time limit. In all other instances, you can reach the Exam Board via:

- [Exam Board COM | ICM | ES](#), (go to your bachelor-programme -> go to exams -> go to Exam Board), ExamencommissieESCOM@hhs.nl
4. The Exam Board reaches a decision within 15 working days after having received a completed request. You receive an email notification when you can consult the decision in Osiris Case.



You can find a short Osiris Case manual on the [Osiris page](#) of the Student Portal.

1.4 What if you disagree with the examiner or Exam Board?

1. If you disagree with a decision of an examiner or the Exam Board, you can appeal to the Examination Appeals Board (Examination Appeals Board). You can also appeal if the Exam Board or examiner refuses to make a decision or does not make a decision in time. The procedure is detailed in the Examination Appeals Board Regulations.
 - a. The appeal must be submitted via Osiris Case to the Legal Protection Desk within six weeks of the decision. The Service Point ensures that the appeal reaches the Examination Appeals Board. You can get support from an ombuds officer.
 - b. If you submit the appeal after that deadline, it will not be considered unless there are demonstrable special circumstances that prevented you from filing a timely appeal. If you are of the opinion beforehand that you are not going to be able to file a substantiated appeal within the six-week period, you can also file a preliminary appeal.
 - c. The requirements for an appeal are described in the Examination Appeals Board Regulations.
 - d. After receiving the notice of appeal, the Examination Appeals Board asks the Exam Board to consider whether settlement is possible within a three-week period. If this is not possible, the Exam Board submits a statement of defence.
 - e. The Examination Appeals Board gives its decision within 14 days of the hearing. The substantiated decision follows later.
2. Do you disagree with the decision of the Examination Appeals Board? Then - within six weeks of that decision - you can appeal to the Administrative Law Division of the Council of State. There are no further appeals after this.



Can't figure it out yourself? Then you can get support from an ombuds officer in the appeal process. You can find all the necessary information about the [procedure](#) and the underlying regulations on the Student Portal. [Here](#) you will find a further explanation and a video on how to file an appeal as well as a template for a (preliminary) notice of appeal.

Note: The assessment of an examiner is a decision. If you appeal against such a decision, the Examination Appeals Board only reviews whether the examiner's assessment took place according to the rules. The Examination Appeals Board does not give a substantive assessment on the test taken. So appealing because you disagree with the level of your grade is pointless.

1.5 When is it possible to deviate from the EER?

1. In cases where the application of the EER of the degree programme would lead to a predominant unfairness, the Exam Board decides, except when the faculty director is competent on the subject in question. In making the decision, the Exam Board weighs both the interests of the student and the organisation. We call this the hardship clause.

2. In cases not provided for in the EER of the degree programme, the faculty director decides, unless the Exam Board is competent on the subject in question. This involves weighing the interests of both the student and the organisation.

2. Degree programme

2.1 What are the objectives of the degree programme?

It is the mission of ES to train European Professionals: graduates who are interculturally competent and able to navigate Europe's public and private sectors. They are also multilingual, which means that they have full command of English and a strong command of either French, German, Spanish or Dutch. This, combined with the programme's commitment to global citizenship and positive change – in line with the core values and 'Let's Change' motto of The Hague University of Applied Sciences – makes it possible to achieve the goal laid out in the programme's mission statement: "Empowering the European Professional to pro-actively resolve the challenges facing organisations, institutions and businesses in Europe today," through good governance, sustainable business practices and international cooperation.

2.2 Degree programme profile

This degree programme is based on the European Studies national degree programme profile that can be found at <https://www.verenighogescholen.nl/opleidingsprofielen>. The degree programme profile includes the following competences with programme learning outcomes:

National Competence 1 (Europe's Challenges)

The student applies their knowledge of Europe to analyze complex challenges related to Europe and its changing role in the world.

PLO 1.1 You analyze an organization and its communication in relation to addressing societal challenges in Europe.

PLO 1.2 You design a product with digital output (blog/podcast/ documentary/vlog) that addresses Europe's challenges in its societal, historical and political context using credible sources, rhetorical techniques, storytelling, digital writing skills and genAI to communicate persuasively and effectively.

National Competence 2 (EU Policy)

The student applies their knowledge of the European Union's multi-level policy framework to advise organizations.

PLO 2.1 You advise an organization on the basis of an extensive analysis of the EU multi-level regulatory and policy framework and the broader network of stakeholders to support its work in public affairs, EU policy formulation, EU decision-making, implementing EU policy or EU subsidies.

National Competence 3 (Connecting Cultures)

The student establishes professional relationships and collaborates in an intercultural and interdisciplinary environment.

PLO 3.1 You collaborate in a diverse team and support its development, collaboration and decision-making by applying relevant team development models and techniques

PLO 3.2 You critically reflect on personal intercultural experiences and engagements during your exchange and internship by applying intercultural communication theories/concepts to personal observations and experience, articulating the relevance of intercultural competence for your future career using a prescribed reflection model

National Competence 4 (Applied Research):

The student researches and critically evaluates contemporary issues, linking theory and practice to formulate concrete recommendations for organizations active in a European context.

PLO 4.1 You propose to an organization within the European Studies work field recommendations with fitting professional products and practical application using visualizations on the basis of research done following the whole applied research cycle and adhering to ethical standards, applying various qualitative and/or quantitative research methods.

National Competence 5 (Foreign) Languages

The student uses English to communicate in a professional context and at least one other European language foreign to one's own native language to communicate in a work-related context.

PLO 5.1 You communicate effectively and appropriately in English at minimum C1 level to a (non-)specialist audience and to facilitate professional collaboration.

PLO 5.2 You communicate effectively and appropriately in another language that is foreign to you (German, Dutch, Spanish, or French) at minimum B1+ level to a (non-)specialist audience and to facilitate professional collaboration.

National Competence 6 (Personal Leadership)

The student demonstrates, in their behaviors and attitude, awareness of their own strengths and weaknesses on the path toward becoming a European professional.

PLO 6.1 You show professional behavior, attitudes and values in a European professional context in relation to the values and dilemmas of their internship organization, the broader profession and developments in society.

2.3 Admission to the degree programme

1. Admission to the degree programme is subject to the rules described in the Enrolment and Disenrollment Regulations of the funded degree programme, which can be consulted via the [Student Portal](#).
2. Information on admission requirements and conditions can be found on the [external website](#).



In the regulations mentioned in paragraph 1, you can read about the enrolment conditions as a student, any (further) prior educational entry requirements and, for example, admission to the main phase. Termination of the enrolment as a student is also included in these regulations. You can also read about the enrolment of external minor students.

2.4 Organisation of the degree programme

1. The degree programme is offered in full-time variants.
2. The working language of the degree programme is English because of the international nature of the programme and the European Job Market the programme focusses on, as stipulated and explained in the National Profile European Studies. A study unit may be offered in a language other than the working language of the degree programme. This is then mentioned in the module description. More information can be found in the Code of Conduct for Foreign Languages, which you can find on the [Student Portal](#).

Paragraph 3 applies only to a bachelor's degree programme

3. A bachelor's degree programme consists of a propaedeutic phase and a main phase.
 - a. The propaedeutic phase lasts one academic year. This phase is designed in such a way that you get a clear idea of the content of the degree programme, with the possibility of referral and selection at the end of the propaedeutic phase (see article 6.1 and beyond).
 - b. The main phase is the phase following the propaedeutic phase. The main phase consists of a major (see definitions) and minors (see article 3.5).

2.5 Study load

The study load depends on the degree programme:

- a. Bachelor: 240 credits, including 60 credits in the propaedeutic phase and 180 credits in the main phase;

three-year higher professional education track (see article 2.7): 180 credits, including 60 credits in the propaedeutic phase and 120 credits in the main phase;

2.6 Main subjects and/or specialisations

When starting the Bachelor's program, you choose a Modern Foreign Language (French, German, Spanish or Dutch) that will be followed throughout the program. This is in total 30 credits. You are not entirely free to choose the language or level. The language policy of the program can be found on the Student Portal.

The language policy of the program can be found on the student portal.

2.7 Three-year higher professional education tracks

This article is not applicable to a master's degree programme or an associate degree programme

1. The degree programme has a three-year higher professional education track. This is a compact, accelerated phase with a study load of 180 credits. Only students who hold a pre-university education diploma or a diploma deemed equivalent by the Admission Committee are admitted.
2. Do you want to be admitted to a three-year higher professional education track? Then you need to indicate this when you enroll in Studielink. The Admission Committee decides on admission under the provisions of Section 7.9a of the Higher Education and Research Act (WHW).

2.8 Tuition fees and additional costs

1. Tuition fees are charged for your enrolment in the degree programme.
2. You need one (or more) device(s) and a suitable internet connection to access (online) education from the degree programme and take online tests. You also need a smartphone for the required authentication.
3. The educational programme requires certain learning (auxiliary) resources. The relevant costs amount to approximately €xxx per academic year and are at your expense. It concerns the following learning (auxiliary) resources:
 - a. textbooks;
 - b. other learning (auxiliary) resources.
 - c. one (or several) device(s) to be able to follow the programme's (online) education and take online tests, as well as an appropriate internet connection for that purpose;
4. Excursions/work visits, workshops and practical exercises may be part of the compulsory part of the educational programme. Some require you to pay a personal contribution, due to the special nature of your degree programme:

In case a student chooses to partake in the elective language projects such as Zukunft Deutschland, Ñ de España, Project United Kingdom or Futur France, a student contribution may be required. In the academic year of 2024-2025 the required student contribution can range from approximately 0 - 450 euros, depending on the project and the number of trips planned.

If you cannot pay the costs mentioned in paragraph 4, you are offered an equivalent free alternative aimed at achieving the same learning objectives, unless the activity is not replaceable by a free alternative.

The application procedure for a free alternative is described in the module description of the relevant study unit.



Go [here](#) for all information on the cost of your studies, payment dates and payment in instalments.

3. Education

3.1 How is the educational programme structured?

1. An academic year consists of two semesters. The annual planning is included as appendix 3.
2. The degree programme consists of study units, which are described in the Education Plan (EP), included as Appendix 2 | Education Plan (EP). In the EP, each study unit includes at least:
 - a. the name of the study unit;
 - b. the semester in which the study unit is offered;
 - c. the competencies or programme learning outcomes associated with the study unit;
 - d. the number of credits;
 - e. the form(s) of work in which the education is offered and any compulsory participation in practical exercises (compulsory attendance and/or participation);
 - f. the test format, including the weighting factors of any partial tests;
 - g. the form of test-taking;
 - h. minimum requirement (4.5-5.5/pass/completed);
 - i. test moment; the week in which the test is offered;
 - j. the number of contact hours and self-study hours;
 - k. any entry requirement;
 - l. *in case of a bachelor's or associate degree programme*: whether the study unit is part of the qualitative criterion of the study advice.

3.2 Counselling and coaching

Paragraph 3 is not applicable to the master's degree programme

1. Throughout your studies, you are entitled to counselling and coaching to help you study well.
2. The counselling relates to the content of the study. It covers all the activities and facilities through which (teams of) lecturers support you in your studies. These activities are described in the module descriptions. This also describes what is expected of you.
3. Coaching helps you reflect on your personal and professional development process. To this end, you will enter into a conversation with the student coach (the practice coach, study (career) supervisor, mentor or supervisor).
 - a. You start with the introductory programme and shortly after the start of your studies you have an individual intake interview with your student coach. In the first year, you have at least two more conversations with each other.
 - b. In the second academic year, you have at least one conversation with the student coach per semester.
 - c. In the third and fourth (and any subsequent) academic years, you have at least one conversation with the student coach per academic year.

Paragraph 4 applies only to a master's degree programme

4. The programme manager will ensure at least one meeting with you per academic year about your study progress. In this conversation, study progress is discussed based on the results obtained.



Are you familiar with the [infographic](#) referring you to the right person to help you (further) with questions about your studies, facilities, personal circumstances, your development or about the application of schemes?

3.3 Education evaluation

The degree programme provides annual education evaluation. The degree programme chooses the following ways of evaluating: evaluations in MSFORMS and DICE and through student focus groups. The degree programme advisory committee has the right of consent on the method of evaluation.

3.4 Internships, work, and professional practice

This article is not applicable to a master's degree programme

1. Full-time degree programme: the internship comprises 18 weeks, to which 30 credits are attached. Further information and conditions can be found in the relevant module description/module description internship, to be found on brightspace. At European Studies the internship is part of Working as a European Professional.

3.5 How can you fill in the minor segment?

This article applies only to a bachelor's degree programme

1. The minor segment per degree programme covers 45 credits in the full-time bachelor's degree programme, and 30 credits for the three-year bachelor's degree programme. The minors are intended to broaden and/or deepen the professional competences from the major. What you choose may not overlap with the major and must be at least at the higher professional education level.
2. The content of the minor segment may be provided for within or outside of the degree programme, as follows:
 - a. minors within your own or from another accredited programme/institution for higher education in the Netherlands or abroad;
 - b. an internship at home and abroad;
 - c. elective units at the present or another accredited higher education degree programme/institution;
 - d. study units of the major of another accredited degree programme at our or another accredited institution of higher education;
 - e. special tasks.
3. In the EP (appendix 2), you can see whether - and if so, which - certain periods have been reserved for minors. Here, you can also find more information about the minors and elective units provided by the European Studies degree programme.
4. The minors and elective units for which the Exam Board has granted prior approval are listed on the Student Portal: [Minors](#).
5. You must ask permission from the Exam Board for how you want to give substance to the minors (see article 1.3). You make this request at least 15 working days before the start of the relevant minor or elective unit. This method also applies if you want exemption from a minor on the basis of previous results in another degree programme. You do not need to seek permission for the minors and elective units listed in paragraph 4.
6. For an elective unit that you complete with a special task (see paragraph 2.e), you can receive three credits if your assessment is satisfactory. You may not receive financial compensation or support from the Student Support Fund for the special task in question. You must justify the choice in terms of content and the Exam Board determines the way in which you must demonstrate that you have completed the task with satisfactory results.
7. An elective unit that you complete with an internship must be substantively justified. The Exam Board determines the manner in which this justification must take place.

3.6 Honours programme

The Faculty of M&O features an honours programme worth 30 credits. This programme is additional to the regular curriculum. Admission to the honours programme is on a selection basis. The programme content and selection criteria are stated in the module description. The module description can be accessed via mohonours@hhs.nl.

3.7 Your graduation

The module description of graduation includes arrangements regarding graduation, assessment in the graduation phase and the determination of the result. The graduation manual can be found on the Student Portal and the relevant Brightspace page.

3.8 Possibility of transfer to a bachelor's degree programme

This article is not applicable.

3.9 Transitional measures

1. The EER (including the EP) are redefined every year and are valid for one academic year only. If study units are changed from the previous academic year due to curriculum changes, transitional measures ([link](#)) may apply. A transitional measure describes until when and in what way you can still participate in tests taken in the 'old' way. See article 4.13 for the validity period of obtained test results.
2. If the curriculum has changed in parts and/or a study unit is dropped, the test of that study unit is offered twice more in the following academic year. In that academic year, the degree programme no longer has to provide education for this study unit. Then you have to take the new study unit. If it is not offered, the degree programme indicates how you can obtain credits linked to the replaced component. An overview of this can be found in the bezem and conversion table of the degree programme: ([link](#)).
3. The degree programme prepares a conversion table if the curriculum is changed ([link](#)).



We speak of 'bezemen' (clean sweep) when a study unit is no longer taught in a subsequent academic year. Two more test opportunities for that unit often follow in that year. If this is not the case, the degree programme informs you accordingly. After the 'sweep year' (see article 3.9, the conversion table applies.

Are you behind in your studies? Then contact your academic adviser as soon as possible to discuss study planning.

4. Tests

4.1 Tests and partial tests

1. A study unit is concluded with a test, which may consist of several partial tests.
2. Examiners take the (partial)tests and determine the result. Examiners are appointed by the Exam Board for this purpose.

4.2 How are the tests organised?

1. The EP (appendix 2) describes for each study unit:
 - a. the test form of the (partial)test;
 - b. the form of test-taking of the (partial)test: written, oral or other;
 - c. the test moment.
2. In cases of force majeure, the degree programme manager may decide, after consulting the Exam Board, to deviate from the established test format during the academic year.
3. If the test schedule is amended (see article 1.23), a period of at least 10 working days applies between the announcement date of the amendment and the new test date. Moreover, the new test date should not be scheduled before the original test date.
4. In a cumulative test, the test consists of several items taken at several successive times.
5. In the case of 'programmatic testing', the decision on completion of a study unit is made on the basis of evidence. This is learning information obtained from learning activities, including the feedback you received on them.
6. A written test lasts a maximum of two clock hours per test time, excluding any test time extension. The degree programme states the test duration in the module description of the study unit. Deviation from this maximum test duration can only be made in consultation with the faculty director and must be substantively justified.
7. Oral tests and examinations are not public, unless otherwise stipulated in the module description of the relevant study unit. In special cases, the Exam Board may decide to deviate from this.
8. Tests from the same degree programme and study year, which take place on the same day, are not scheduled right after each other. The planning of the schedule should take sufficient rest for students, as well as individual test extension deadlines, into account. Tests (of the same degree programme) that take place on the same day but at different locations are scheduled with at least two clock hours in between, so that you have sufficient travel time.



The student counsellor can advise you on, for example, test time extension or a different form of test if, due to a disability or chronic illness, you experience problems with, for example, the regular test time or test form. You can read more about that [here](#).

4.3 How to register for a test?

1. For all (partial)tests, you must arrange for the registration in good time. Hence, this applies not only to written or digital tests, but also, for example, to oral tests, presentations, paper assessments and practical training. You register through Osiris, during the open registration period. The degree programme informs you of that period. Always check that the registration has gone through properly. If not, take immediate action and still register via Osiris.
2. The rule described in paragraph 1 is not applicable in the first year of enrolment in the propaedeutic phase of your bachelor's or associate degree programme. The degree programme then registers you for the not yet passed (partial)tests.
3. You take care of registration for minors and other elective education yourself. With this, you automatically register for the corresponding first test moments.

4. Registration for a (partial)test is considered participation in this (partial)test. If you decide not to participate, please deregister in time via Osiris. This can be done up to one working day before the (partial)test.
5. Each test period has a test-registration period and a post-registration period. The time window for post-registration is published on Student Portal. If, for whatever reason, you have not yet registered for a (partial)test, you can use this moment for post-registration.

More information can be found here:

- Bachelor European Studies: [Exam information](#)

Whether you may still participate is decided on the basis of entry at post-registration, and only insofar as organisationally possible (including available places). If you also fail to register during the post-registration period, participation in the (partial)test is excluded.

4.4 Conditions for participation in a test

1. Prior to the test, you must identify yourself with a valid proof of identity (no copy or photo) namely:
 - a. a passport, provided that the identifying personal data are in Latin characters and the validity date is indicated in Arabic numerals (0-9), or
 - b. an identity card, provided it was issued by one of the Member States of the European Union, Northern Ireland, Norway, Iceland, Liechtenstein or Switzerland; or
 - c. a Dutch driving licence, or an EU driving licence
 - d. a Dutch residence permit, or
 - e. a Dutch Foreign Nationals Identity Document (W document) or privileged person document.
2. You must abide by the rules of the [Testing Regulations](#).
3. Some study units require you to participate in practical exercises before you can take a test or partial test. You will find this in the EP (appendix 2) and in the module description of the relevant study unit. To request an exemption from this requirement, you must submit a request to the Exam Board (see article 1.3). In doing so, the Exam Board may decide to impose substitute requirements. You can read more about this procedure in the module description.
4. Some study units require you to pass one or more tests before you can take a particular follow-up test or partial test. You can find this in the EP and the module description of the follow-up test or partial test to be taken. You can also apply for an exemption from this with the Exam Board (see article 1.3). You can find more information about this procedure in the module description.



To participate in a test, you need a valid ID (not a copy or photo!). This is important because in this way it can be established that the student who takes the test (and will therefore earn the credits) is actually the enrolled student. Please note that you are not allowed to participate in the test without valid ID. Paragraph 1 lists valid identity documents.

If there is a problem with your proof of identity, for example due to actions of the IND if you are an international student, or due to theft or loss of your proof of identity, contact the Exam Office timely to see if a solution is possible.

4.5 How are the tests marked?

1. A test or partial test can be marked in the following ways:
 - a. a rating on a scale of 1.0 to 10.0;
 - b. the qualification 'pass' or 'fail',
 - c. the qualification 'completed' or 'not yet completed'.

2. If a test or partial test is assessed with a grade (paragraph 1a), this grade is expressed with one decimal place. In the case of grades resulting from a weighted or arithmetic average of several partial tests, this average is calculated on the basis of partial grades expressed to one decimal place. If this average grade consists of more than one decimal place, the average grade is truncated after the first decimal place (for example: 6.49 becomes 6.4).
3. Study units of 10 credits or more are assessed with a grade on a scale of 1.0 to 10.0 with the exception of the following units of study: Exchange and minors that may be taken with permission by the Exam Board as a substitute for the exchange.
4. The standardisations for the different parts of the test or partial test are announced prior to the test or on the test papers. If the standardisations are not stated, the same standardisations are applicable to all parts of the test. In the case of a (part of a) cumulative test, the standardisations are calculated afterwards. This method of standardisations must be announced in advance.
5. Based on the qualitative analysis of the test, the examiner can adjust the standardisations afterwards. The examiner reports the adjustment of the standardisations and the relevant manner to the Exam Board and to the student during the examination moment.



If you disagree with the grades given for a test, contact the relevant examiner. You can then appeal to the Examination Appeals Board if necessary. The Examination Appeals Board can only assess whether the mark has been carefully arrived at, i.e. the Examination Appeals Board does not give a substantive opinion on the test marked.

4.6 Provisions for partial tests

1. If a test consists of several partial tests, the test result is only determined if you pass each partial test:
 - a. obtained at least a 4.5 in an assessment as referred to in article 4.5 paragraph 1 under a, unless otherwise stipulated in the relevant module description and EP;
 - b. obtained a 'pass' in an assessment as referred to in article 4.5(1)(b);
 - c. obtained the qualification 'completed' in an assessment as referred to in article 4.5(1)(c).
2. If these conditions are met, the test result is determined as the weighted average of the results. For this purpose, only the partial tests that are marked with a grade count. The weighting factors of the partial tests are described in the EP.
3. The provisions of paragraphs 1 and 2 are not applicable to the different test-taking moments of a cumulative test, as these test-taking moments collectively constitute one test. These provisions do cover the result of a cumulative test (see article 4.113).

4.7 Award of credits

1. A minimum of five credits is attached to a study unit.
2. Credits are awarded if you pass the test of the study unit:
 - a. obtained a grade of 5.5 or higher; or
 - b. achieved the qualification 'pass'; or
 - c. achieved the qualification 'completed'; or
 - d. received exemption from the Exam Board.
3. You are not awarded credits for passing a partial test.
4. Results of study units cannot be mutually compensated, results of partial tests can.

4.8 Announcement of results

1. The result of a test, partial test or part of a cumulative test is announced in Osiris no later than 15 working days after the date on which the (partial)test was taken - but no later than three working days before the resit opportunity. In cases of force majeure, the degree programme manager may decide to extend the deadline by up to five working days. The new term must then end no later than three working days prior to the resit opportunity. About such an extension, students are informed by the degree programme manager. If these deadlines are exceeded, you can report this to the degree programme manager. In case of take-home tests, the deadline of at least five working days for the resit opportunity applies.
2. Both the Exam Board and the examiner can correct a wrongly entered result in Osiris. You are notified of this. Examiners can only do so within two months of the date on which the (partial)test was taken. After that, this cannot be done, and you are entitled to the result listed in Osiris. If you know or can know that the entered result is an incorrectly entered result, this deadline is not applicable.
3. Results published through another channel (e.g. OnStage or Brightspace) are not final. No rights can therefore be derived from this either.

4.9 Viewing your marked test

1. As a student, you are entitled to inspect the marked (partial)test or cumulative test and the standards used once. This is done at a time to be announced by the degree programme; no later than 25 working days after the (partial)test was taken, and at least three working days before the resit opportunity. Viewing can also be done digitally and/or in class. If classroom (digital) inspection is not possible, the answers of the test are made available.
2. If you can make a plausible case that you have a legitimate reason that prevents you from attending the inspection time, you can schedule an appointment with the examiner to inspect the test.
3. For a test for which no joint review time is scheduled, for example an internship report or an assignment, you can schedule an individual appointment with the examiner. This is also subject to the agreed deadlines (paragraph 1).
4. During the inspection, you are not allowed to take notes on and from the test, nor make any changes to the work made. It is also not allowed to make photographs or other types of copies. The degree programme manager may deviate from this, only in consultation with the Exam Board

Note: violation of this provision may be considered an irregularity within the meaning of these EER (see chapter 7).



The inspection moment is meant to learn from mistakes made. You can also check if the marking is correct. At the inspection, you may inspect the assessed (partial)test: the questions and assignments of this test, the assessment standards and the examiner's assessment and any comments.

Even after a resit, you are entitled to inspection!

4.10 What if you are prevented from attending due to force majeure?

1. We speak of force majeure when it is impossible to fulfil an obligation for reasons that cannot be attributed to the relevant (defaulting) person.
2. If you are prevented from taking part in a (partial)test due to force majeure and suffer a disproportionate study delay as a result, you can submit a request to the Exam Board to take the (partial)test at another time. This request must be submitted to the Exam Board no later than five working days after the test or partial test in question (see article 1.3).

4.11 What are the rules for resits?

1. You can retake each test and partial test once in the same academic year. The EP and module description state for each test and partial test when the resit takes place. If a test or partial test cannot be retaken in the same academic year, because a resit cannot reasonably be fitted into the curriculum, this follows from the module description.
2. You may retake unsatisfactory and satisfactory results. In doing so, the following applies:
 - a. You may take the same test or partial test a maximum of twice per academic year, even if the test or partial test is offered more than twice per academic year.
 - b. Passes may only be retaken in the academic year in which they were obtained and the following academic year.
 - c. Tests cannot be retaken after an examination (see article 5.1) has been set.
3. The resit of a cumulative test (see article 4.24) consists of one (partial)test.
4. If a test or partial test is resit, the highest result obtained applies.
5. In special cases, the Exam Board may decide to allow an extra resit (in deviation from sections 1 and 2). You can submit a reasoned request to the Exam Board (see article 1.3).

4.12 When do you qualify for exemption?

1. The Exam Board may grant exemption from taking one or more tests if it finds that you have already fulfilled the requirements in terms of content and level of the relevant study unit.
2. You cannot get an exemption from a partial test or part of a cumulative test.
3. Exemption may be granted on the basis of:
 - a. tests or examinations passed within higher education;
 - b. knowledge or skills acquired outside higher education.
4. You must attach supporting documents to a request for exemption that show you have already fulfilled the requirements of the relevant study unit. This request must be submitted to the Exam Board no later than five working days after the start of the study unit in question (see article 1.3).

4.13 Validity period of test results

1. A passed propaedeutic or final examination is valid indefinitely.
2. The premise is that (partial)test results and exemptions are also valid indefinitely. The period of validity can be limited by the degree programme only if the knowledge, skills or understanding tested is demonstrably outdated. The degree programme publishes, no later than 1 May, which test results will be outdated the following academic year and includes this list in the EER (see subsection c).
 - a. If there are special personal circumstances (see, for example, article 6.5), the Exam Board may extend the validity of a (partial)test result or exemption. The Exam Board may also decide that an additional or substitute test should be taken. To this end, you can submit a request to the Exam Board no later than 15 working days before the expiry date of the test or partial test in question (see article 1.3).
 - b. If such a request is granted, the validity period is extended by at least the number of months for which an allowance from the Student Support Fund has been recognised, or by the number of months for which an extension of the student finance has been granted.
 - c. The following (partial)test results are outdated in the next academic year.
Not applicable.

4.14 When can a (partial)test be invalidated?

1. If irregularities are found in a (partial)test or part of a cumulative test, the Exam Board may decide:
 - a. that the (partial)test is declared invalid for you as an individual student (see article 7.31.b);
 - b. that the (partial)test is declared invalid for all participants, including students where no irregularities were found. This happens when the Exam Board is of the opinion that the quality assurance of testing and examinations has been compromised.

2. Even without established irregularities, the Exam Board may decide that a (partial)test is invalid if the quality of the test can no longer be guaranteed. A careful investigation must have preceded this decision.



If the Exam Board grants an extension of the validity period of a (partial)test in an individual case, the Exam Board may attach conditions to the extension, such as, for example, the preparation and submission of a study plan.

5. Exams and certificates

5.1 Exams

1. There are two exams associated with the bachelor's degree programme: the propaedeutic exam and the final examination. The final examination is passed when all study units associated with the degree programme have been completed. The propaedeutic examination is passed when all the study units belonging to the propaedeutic phase of the degree programme have been completed.
2. The degree programme's Exam Board determines the result of an examination. Before determining the result, the Exam Board may, if the results of the relevant tests warrant it, conduct its own further investigation into the student's knowledge, understanding and skills.

5.2 Degree award

1. The Executive Board awards the degree 'Bachelor's degree programme of xxx' if the Exam Board determined that you passed the final examination of the bachelor's degree programme.
2. Once the degree has been awarded, you may include it in your own name entry (as referred to in Article 7.19a of the WHW).



Take a look [here](#) for an explanation of the degree and the use of a title in your name.

5.3 Degree certificates

1. As proof of passing the propaedeutic examination or final examination, the Exam Board awards a degree certificate.
2. The Exam Board does not award a degree certificate on the basis of exemptions only.
3. Award of the degree certificate only takes place when the Executive Board has certified that you have met all procedural requirements for award of the degree certificate (as described in the Regulations on Enrolment and Disenrolment of funded study degree programmes).
4. If you fulfilled the conditions for taking the final examination, you can request the Exam Board to only make the decision that you fulfilled the conditions at a later time in the same academic year. To this end, you must submit a reasoned request to the Exam Board no later than five working days prior to the meeting of the Exam Board (see article 1.3).
5. The degree certificate consists of a degree certificate and an assessment list and contains the following information:
 - a. your full names and your date of birth;
 - b. the name of the university of applied sciences and the name of the degree programme as listed in the RIO;
 - c. an overview of the study units achieved, and the results obtained for them;
 - d. the date on which the degree programme was last accredited or the date on which the degree programme passed the 'new degree programme' test;
 - e. at the final examination: the degree awarded to the student;
 - f. at the final examination, where applicable: the competence attached to passing the final examination;
 - g. the date of the meeting at which the Exam Board determined the result of the examination;
 - h. if any: the judicium ('cum laude' or 'summa cum laude').
6. The text on the degree certificate is drafted in Dutch and English.
7. The degree certificate is signed by the chair of the Exam Board.

8. A diploma supplement is attached to the degree certificate belonging to the final examination. This diploma supplement is in English and conforms to the European standard format. In case you successfully participated in an honours programme, a relevant note is included in the diploma supplement, and you receive a separate certificate.
9. If you discontinue your studies prematurely and therefore do not qualify for a degree certificate, you can request the Exam Board to issue a statement listing the tests you passed (and the corresponding credits) (see article 1.32.h).



Go to [Central Student Enrolment](#) to arrange your disenrolment.

5.4 With (the highest) distinction?

1. The Exam Board will determine whether you have passed the propaedeutic examination or the final examination 'with distinction' or 'with the highest distinction'. If you meet all the requirements, the distinction will be placed on the certificate.
2. For these distinctions, you must meet all the conditions below:
 - a. The weighted average of the results you obtained for all units of study forming part of the examination in question must be at least:
 - 8.0 for the distinction 'with distinction';
 - 9.0 for the distinction 'with the highest distinction';
 - b. You have been awarded at least the following grades for all units of study forming part of the examination in question:
 - 7.0 or 'pass' for the distinction 'with distinction';
 - 8.0 or 'pass' for the distinction 'with the highest distinction';
 - c. You have been granted exemptions for less than half of the curriculum of the relevant phase
 - d. The Exam Board never established fraud in your regard.
 - e. You meet the conditions regarding the duration of study:
 - for the distinctions for the propaedeutic examination, the examination must have been passed within one academic year;
 - for the distinctions for the final examination, the degree programme must have been passed:
 - bachelor: in a maximum of five academic years;
3. In calculating the weighted average (paragraph 2a):
 - a. the number of credits of the relevant study unit applies as the weighting factor;
 - b. study units for which you have received exemptions are not included in determining the average grade;
 - c. results marked on the scale pass/fail scale or the completed/not yet completed scale (article 4.5(1)(b) and (c)) are not taken into account.
4. The conditions mentioned in paragraph 2 are applicable to students who have started the propaedeutic phase (in case of an associate degree programme: the first period with a study load of 60 credits) or main phase of the degree programme as from the 2021-2022 academic year.

5.5 When do you get a special merit commendation?

1. Were you active during your studies in organisations for the improvement of the study and living environment? Then, in addition to the degree certificate - and on the recommendation of at least two staff members of the university of applied sciences - you can be awarded a commendation listing these activities. The condition is that you have not received any credits or financial support for these activities.
 - a. For activities within your faculty or degree programme, you can be nominated to the faculty director for a commendation.

- b. For university-wide activities, you can be nominated to the Executive Board for a commendation.
- c. The faculty director and the Executive Board, respectively, decide whether to issue the certificate. On a positive decision, you are awarded the commendation.

Did you combine your studies with top-level sport? Then, in addition to the (degree) certificate, you can request a testimonial from the top-level sports coordinator. This is then signed by the Executive Board and the NOC*NSF director.

6. Study advice (BSA)

This chapter is not applicable to master's degree programmes. For the associate degree programme, the following should be read for propaedeutic/propaedeutic phase: the first period of the associate degree programme with a study load of 60 credits.

6.1 Study advice in the propaedeutic phase

1. At the end of the first year of enrolment in the propaedeutic phase of a degree programme (hereinafter: first year of enrolment), you receive an advice on the continuation of your studies, within or outside the degree programme you are enrolled in. The study advice is based on the study results in the first year of enrolment.
2. The study advice is issued by the Exam Board, on behalf of and under the responsibility of the faculty director. You receive this study advice by email at the university of applied sciences mail address and at your email address known to the university of applied sciences (see article 1.24).
3. The study advice can be positive or negative. A negative study advice is binding. That means you cannot disregard the negative study advice, which means you have to discontinue your degree programme. If necessary, the issue of a study advice may be postponed due to personal circumstances (see article 6.2 onwards).
4. A study advice can be issued as long as you have not yet passed the propaedeutic exam.
5. If you disenrol:
 - a. before 1 February of the current academic year: you do not receive any study advice, unless you re-enrol for the same degree programme in the same academic year. If you re-enrol for the same degree programme in a later academic year, this enrolment is regarded as your 'first enrolment'; any (partial) results obtained remain valid (see article 4.13).
 - b. on or after 1 February of the current academic year: then you receive a study advice at the end of that academic year. Did you terminate your enrolment due to personal circumstances? Then you can submit a request to the Exam Board to take this into account. If you do so before 1 July of the academic year in question, the Exam Board may postpone the issue of the study advice until the end of the next academic year in which you re-enrol in the same degree programme (see also article 6.5).
6. If you started a degree programme at a regular intake time in February, different deadlines apply.
 - a. By 'the first year of enrolment', we then mean the period from the intake moment to the enrolment moment in February of the following calendar year.
 - b. Notwithstanding paragraph 5 of this article, the disenrolment date is then: before 1 September.



If you are considering discontinuing your studies, there may be advantages in deciding on this before 1 February: you may be eligible for [DUO's 1 February scheme](#). You can also receive information from your student counsellor.

6.2 What if you receive a positive study advice?

1. You receive a positive study advice if you:
 - a. passed the propaedeutic exam (with a study load of 60 credits) at the end of your first year of enrolment, or:
 - b. obtained at least 50 credits in the propaedeutic phase at the end of your first year of enrolment. If you were granted an exemption for one or more study units in the propaedeutic phase, the credits granted count towards the standard of 50 credits.
2. If you received a positive study advice, you may continue your studies.

6.3 What if you receive a negative binding study advice?

1. If you do not meet the study progress standard (as referred to in article 6.2, paragraphs 1a and 1b), you are deemed not to be considered suitable for the degree programme, taking into account any personal circumstances. You then receive a negative binding study advice.
2. A negative binding study advice can only be issued if the following has been met in the propaedeutic phase:
 - a. you were offered study (career) guidance;
 - b. the data on your study progress are recorded in the study progress system Osiris;
 - c. the degree programme offered at least one resit for each study unit in the same academic year, with the exception of a study unit for which a resit cannot reasonably be fitted into the curriculum (see also article 4.11);
 - d. your personal circumstances were taken into account, insofar as you requested this in time with the Exam Board (see also article 6.5);
 - e. you received a timely written warning so that you had the opportunity to improve your study results;
 - f. you were given the opportunity to be heard by the Exam Board before the negative binding study advice was issued.
3. If you were given a negative binding study advice, your enrolment is terminated by the Executive Board with effect from the second full month following the month in which the negative binding study advice was issued in writing or by university of applied sciences email. If you wish to terminate your enrolment earlier, you must submit a timely request to the Central Student Enrolment Office.
4. If you received a negative binding study advice
 - a. you may not re-enrol for the same degree programme (with the same RIO code) at The Hague University of Applied Sciences.
 - b. you may also be barred from enrolling in another bachelor's degree programme that shares the propaedeutic phase, or in an associate degree programme that shares the first period of 60 credits. In this case, the study advice states which courses are involved.

6.4 Re-enrolment after negative binding study advice

1. A negative binding study advice expires after three years, following the academic year in which the advice was issued.
2. Within that three-year period, the faculty director may still give you permission to re-enrol in the degree programme, provided you have made a plausible case that you are able to successfully complete the degree programme. It is up to the faculty director to assess this.
3. If you are given permission to re-enrol, you follow the education programme in force at the time of re-enrolment. Previously obtained results retain their validity, provided they 'outdated' (see article 4.13) and provided they are still included in the curriculum. A study advice will again be issued at the end of the first year.

6.5 Deferred study advice in case of personal circumstances

1. You may face personal circumstances that hinder your study progress. It is important to discuss this with the student counsellor in good time. Namely, in some cases, a study advice may be delayed because of those personal circumstances. The Exam Board may decide to do so, after taking note of a substantiated advice from the student counsellor.
2. This may involve the following personal circumstances:
 - a. illness: any physical or psychological indisposition;
 - b. disability: a physical, sensory or psychological disability;
 - c. pregnancy and childbirth;
 - d. special family circumstances:
 - long-term informal care for a sick relative by blood or someone within your own cohabitation;
 - long-term psychological and/or social problems within your own cohabitation;

Other circumstances that qualify as special family circumstances;

- e. practising top-class sport or other high-level activities, whereby you belong to the (inter)national top of your discipline and spend at least 15 clock hours a week on this;
 - f. membership of the General Council, a Faculty Council or degree programme advisory committee;
 - g. membership of a committee within university of applied sciences, insofar as this committee is included in the 'List of Student Organisations and Participation Councils' in the Student Charter Part 1 for the relevant academic year;
 - h. membership of the board of a study association, student union or student organisation with full legal capacity, insofar as this association or organisation is included in the 'List of Student Organisations and Participation Councils' in the Student Charter part 1 of the relevant academic year;
 - i. personal circumstances other than those referred to above under a to h that would lead to a predominant unfairness if these circumstances were not included in the assessment by the Exam Board (see explanation under article 1.5).
3. If you want the Exam Board to consider your personal circumstances when issuing the study advice, you must:
- a. inform the student counsellor of these circumstances at the time they arise, or as soon as possible thereafter; and
 - b. submit a reasoned and substantiated request to the Exam Board before 1 July, unless the circumstances have occurred after 1 July (see article 1.3).
4. You are responsible for reporting the circumstances, making a plausible case for the resulting study delay, and submitting a request to the Exam Board. Together with your study career advisor, you draw up a study plan to avoid or minimise any study delay.
5. The Exam Board attaches a deadline to a deferred study advice. After that deadline, a study advice still follows. The Exam Board also indicate which study progress standard you need to meet after this deadline and whether any other conditions are imposed on you. You receive written notification of this or an email to the university of applied sciences email address.
6. If you received a deferred advice and you decide not to enrol for the next academic year, you can re-enrol in the same degree programme in a subsequent academic year. In that case, the conditions of the deferral as named in the deferred advice are still applicable, except for the date by which you must still meet the conditions set.

6.6 What dates are important to the study advice?

- 1. Before the study advice is issued, you are informed in writing no later than 31 March about your study progress and the consequences of a (possible) negative binding study advice (see article 6.3 section 2 under e).
- 2. If you want the Exam Board to take your personal circumstances into account when issuing the study advice, you must submit a request to this effect to the Exam Board before 1 July (prior to the issue of the study advice) (see article 1.3).
- 3. The study advice is issued by 31 July of the relevant year of enrolment at the latest, unless there is still an opportunity to earn credits in the period from 31 July to 31 August. As the occasion arises, the study advice is issued by 31 August of the relevant year of enrolment at the latest.

6.7 In case of appeal

- 1. If you appealed against the Exam Board's decision to issue a negative binding study advice (see article 1.4), the implementation of the negative binding study advice is suspended at your request until the Examination Appeals Board has ruled on the appeal, or until you have withdrawn the appeal.
- 2. This implies that, if so required, you can either re-enrol for the duration of the appeal with the Examination Appeals Board or remain enrolled in the degree programme. As a result, you do not incur unnecessary study delays if the appeal is upheld. Any study results obtained during this period are not taken into account in the assessment of the appeal by the Examination Appeals Board.

3. If the Examination Appeals Board declares the appeal unfounded or inadmissible, or if you withdraw the appeal, your enrolment is terminated by the Executive Board. This termination takes place with effect from the month following the month in which you withdrew the appeal or in which the Legal Protection Desk notified you of the decision by the Examination Appeals Board.



Did you know that the Examination Appeals Board consists of an external chair (legal expert), a lecturer member and a student member from a degree programme other than your own?

7. Irregularities (fraud and plagiarism)

7.1 What do we mean by irregularities, fraud, and plagiarism?

1. If rules or instructions (oral or written) on the procedure regarding a test or inspection of a test are not followed, this is called an irregularity. An irregularity may be fraud, but this is not always the case.
2. Fraud is defined as the act or omission of a student that causes the person taking the test to be unable to assess the knowledge or ability of the student in question in a correct and fair manner. The following situations are in any case deemed to constitute fraud:
 - a. viewing another candidate's answers during a test;
 - b. having in sight or within reach, or using unauthorised material during a test;
 - c. submitting work under a name other than your own;
 - d. breaching the regulations that are (in part) laid down to prevent fraud during a test;
 - e. making your own material available to others;
 - f. accessing and/or modifying questions, assignments, model answers or model elaborations of the relevant test of the degree programme prior to the test;
 - g. copying questions and/or model answers during or after a test, either for personal use or for making these available to others;
 - h. using falsified data for research in the context of a study unit or thesis;
 - i. falsifying assessments or marks.

Plagiarism is a form of fraud. By using the work of another person in an unauthorised manner, the person assessing the work is not in a position to correctly and fairly assess the knowledge and ability of that student. This also applies if you use artificial intelligence (AI) contrary to instructions. The degree programme informs the student at the start of each module about the permissible use of AI in the tests. The following situations are in any case deemed to constitute plagiarism:

- j. incorporating parts of another's work verbatim or paraphrased, in quotation marks or otherwise, into one's own work without further specification or acknowledgement of the source.
- k. presenting detailed ideas or findings of others as your own.



Keep in mind that work you have produced by or using artificial intelligence (AI) such as ChatGPT, for example, may be considered fraud or plagiarism. You can read more about this in the Handbook on academic integrity for students.

7.2 What procedure is followed when irregularities are suspected?

1. If an irregularity is suspected before, during or after the test, the following procedure applies:
 - a. as a student, you are given the opportunity to complete the test or examination;
 - b. the invigilator or examiner takes any documentary evidence;
 - c. the invigilator or examiner draws up official records, recording at least what the invigilator or examiner observed and on the basis of which the irregularity or suspicion of fraud arose;
 - d. the invigilator or examiner informs the Exam Board of the irregularity or suspicion of fraud, submitting the official report;
 - e. within five working days of receiving the report, the Exam Board informs you as a student of the suspected irregularities;
 - f. within 15 working days of receiving the notification, the Exam Board gives you, as a student, the opportunity to be heard, to which end the Exam Board sends the student a written invitation;
 - g. within 15 working days from the time the student was given the opportunity to be heard, the Exam Board determines whether irregularities occurred;
 - h. if further examination is required, the Exam Board may decide to extend the period of 15 working days and inform the student in due time;
 - i. the decision, together with any sanctions imposed, is communicated to you in writing, with a copy also sent to the faculty director;

- j. in case of an established irregularity, a note is made by the Exam Board in Osiris.
- 2. When an irregularity in digital monitoring (online proctoring) is suspected, the following procedure applies:
 - a. the proctor reviews the images and notifies the e-proctor of THUAS of possible irregularities by qualifying the images with an orange or a red flag. The e-proctor of THUAS assesses the images of the orange flags within three working days and colours the flag red in case of a possible irregularity (technical problems) or suspected fraud and then notifies the Exam Board;
 - b. within five working days, the Exam Board reviews the red flag images and determines whether the work may be reviewed or whether student must be heard;
 - c. within five working days after assessing the images, the Exam Board informs you, as a student, of any possible irregularity or suspicion of fraud;
 - d. within 15 working days after assessing the images, the Exam Board gives you, the student, the opportunity to be heard, to which end the Exam Board sends the student a written invitation;
 - e. within 15 working days from the time the student was given the opportunity to be heard, the Exam Board determines whether irregularities occurred;
 - f. if further examination is required, the Exam Board may decide to extend the period of 15 working days and inform the student in due time;
 - g. the decision, together with any sanctions imposed, is communicated to you in writing, with a copy also sent to the faculty director;
 - h. in case of a detected irregularity, a note is made by the examination committee in Osiris.
- 3. If irregularities (including fraud and plagiarism) are suspected, your work is not reviewed. Therefore, the examiner does not assign an assessment to the submitted work. If the Exam Board determines that there is no fraud, plagiarism or other irregularities, the work will still be reviewed and marked.
- 4. Electronic detection programs can be used to detect plagiarism in texts, among other things. You must submit texts in a format that can be read by the electronic detection program. The allowed file formats are listed in the module descriptions. By submitting the text, the student consents to its inclusion in the database of the respective detection program.
- 5. If an irregularity in a test is detected or suspected, the Exam Board may decide to examine tests previously submitted by the same student for irregularities.



Fraud and plagiarism do not require intent. As a student, you are always responsible for your own work and for correct source citations, for example. The Exam Board may impose a sanction for fraud, even if you did not gain any benefit from the act classified as fraud.

7.3 What are the sanctions for fraud and plagiarism?

- 1. Depending on the severity of the irregularity, also taking into account any repeated irregularities, the Exam Board may impose (a combination of) the following sanctions on you:
 - a. a warning;
 - b. declaring (part of) the test or partial test to be invalid;
 - c. exclusion from participation in the relevant test up to a maximum of one year;
 - d. exclusion from multiple tests to be designated by the Exam Board, up to a maximum period of one year;
- 2. At the request of the Exam Board, the Executive Board may proceed with the following sanctions:
 - a. definitive termination of your enrolment in the degree programme;
 - b. report to the police;
 - c. a combination of the aforementioned measures.
- 3. Against a sanction imposed by the Exam Board or the Executive Board on the basis of this article, you can lodge an appeal (in case of a sanction by the Exam Board) or an objection (in case of a sanction by the Executive Board) with the Legal Protection Desk via Osiris Case within six weeks of the decision.



Be aware of the following:

- Make clear agreements on how to share sub-products with fellow students and how to check each other's work;
- Never copy pieces of text from others without reference;
- If you copy a piece of text verbatim: display it as a quote (between “ ”) and cite the source of the quote.
- In case of fraud, the person who is complicit also runs the risk of a sanction;
- The suspicion of fraud can also arise after a test or even an exam. A sanction may then still be imposed. A decision may even be made to withdraw a diploma.

8. Special Facilities

8.1 Facilities for students with support needs (e.g. functional impairment)

1. If you have a support need (e.g. a functional impairment) due to a disability or chronic illness, you are entitled to appropriate and necessary adjustments, unless these would disproportionately burden THUAS. These adjustments are designed to remove or reduce barriers and aim at full participation. Such adjustments may include:
 - a. the accessibility of buildings;
 - b. the curriculum, including internships;
 - c. the class schedules;
 - d. the educational methods, including coaching;
 - e. the educational materials;
 - f. the testing.
2. Do you have a support need (e.g. functional impairment) and want to apply for an adaptation or facility?
 - a. Then you can submit a reasoned request to the Exam Board (see article 1.3).
 - b. This request must be accompanied by an advice of the student counsellor.
 - c. The student counsellor bases this advice on a declaration - submitted by you - from a BIG-registered healthcare provider (the Dutch Individual Healthcare Professions registry), which includes your personal details and the medical diagnosis.
 - d. In the case of dyslexia, a dyslexia certificate based on an examination carried out by a recognised psychologist or special education expert is sufficient. The student counsellor asks you to show this statement.
3. When deciding on facilities for students with a support need (e.g. functional impairment), the following deadlines are applicable:
 - a. the student counsellor advises the Exam Board within 15 working days after the intake regarding a support need (e.g. functional impairment) of the student;
 - b. the Exam Board decides on the granting of facilities within 15 working days of receiving the advice of the student counsellor;
 - c. If the request concerns a complex facility, each of these deadlines may be extended by 15 working days. The officer concerned notifies you of this extension before the expiry of the original deadline.
4. If the Exam Board decided to grant the facilities, the decision is implemented within 15 working days.



Are you familiar with the [Disability](#) intranet page? There you can find clear explanations, videos and tips for asking for help if you have a support need.

8.2 Facilities for students practising top-level activities

1. Are you an elite athlete or do you deliver top performance in cultural or other fields? Then you can apply for facilities, such as more study time. This request must be submitted to the Exam Board immediately at the start of the academic year, or immediately after the activities have begun.
2. In making a decision on the request, the Exam Board is advised by the coordinator of top-level sport, or by the student counsellor (in the case of other top-level performances).

8.3 Facilities for students with foreign prior education

1. Were you admitted on the basis of a secondary education diploma issued outside of the Netherlands? Then you can apply for 33% extra testing time during the first three years of enrolment for Dutch-language (partial)tests and/or be allowed to use one or more dictionaries. This request can be submitted throughout the academic year (but preferably as soon as possible after the start of the academic year) to the Exam Board.
2. The Exam Board may extend the appended facilities at the student's request.

8.4 Facilities for students who are member of a participation body and in other situations

1. Are you a member of a participation body: the General Council, a Faculty Council or a degree programme advisory committee? And does a (partial)test or mandatory educational activity coincide with a scheduled meeting of the relevant participation body? Then you can apply to the faculty director for a provision. The faculty director decides within 15 working days of submitting the request.
2. In special cases, facilities may also be made available if you do not meet the conditions referred to in articles 8.1 up to and including 8.4(1). In these cases, the faculty director decides whether or not to grant facilities.

In conclusion



When you get to this last article, you have taken the time to read the EER carefully. Smart idea, because it is important to know your rights and obligations.

Are there articles you don't understand?

Or do you have substantive or textual suggestions to improve the EER?

Let us know at oerolp@hhs.nl

Would you also like to think along and participate in a more structural way on student issues? Then sign up for participation! There are annual elections for which you can make yourself available, for example for the Faculty Council or the General Council. You can read more about participation at The Hague University of Applied Sciences [here](#).

Appendix 1 | Definitions

Academic year	The period starting on 1 September and ending on 31 August of the following year, unless the degree programme does not start on 1 September. As the occasion arises, the deviating start date must be mentioned in the annual planning (appendix to the EER) and academic year means the period of 12 months from the start of the degree programme.
Appeal/objection	Legal action before the Examinations Appeals Board (appeal) or the Disputes Advisory Committee (objection), aimed at reconsideration of a decision by another body.
Associate degree programme	An independent degree programme (NLQF 5) without a propaedeutic phase with a study load of 120 credits leading to the award of the associate degree (Section 7.3a paragraph 2 under a of the Higher Education and Research Act).
Bachelor's degree programme	An independent degree programme (NLQF 6) with propaedeutic phase with a study load of 180 or 240 credits leading to the bachelor's degree as referred to in Section 7.3a paragraph 2 sub b of the Higher Education and Research Act.
Breaks	Periods in which there are no scheduled educational activities; excluding, projects, tests and resits (this occurs during autumn, spring, and summer breaks). See also appendix 3.
Brightspace	Brightspace is an electronic learning environment. Brightspace is one of the communication tools for lecturers and students for educational content messaging.
Competency	An integrated set of knowledge, skills, understanding and attitude required to realise professional products in a professional context that meet the applicable quality requirements.
Compulsory attendance	A duty of the student to be present physically or online, as defined in the module description and in the EP.
Contact hour	An educational hour during which a lecturer or qualified supervisor is physically present or otherwise has personal contact with the student. Contact time includes (digital) lectures and tutorials, study guidance, internship guidance, tests and exams, as well as personal and study career guidance, insofar as the institution has programmed this for all students. Time for self-study, (unaccompanied) time for internships/workplace learning, graduation research and thesis is not part of contact time. The number of contact hours is given for each study unit, which includes testing time.
Conversion	The point at which an old study unit is converted into a new study unit. The new study unit is then called the conversion of the old study unit.
Course	See study unit.
Credit	See EC.
Cumulative test	A method of testing in which, at multiple successive testing times, the tested content accumulates or increases. Partly new content is tested and partly previously tested content returns. The test consists of several parts and the parts together form one (partial)test.
Degree certificate	The certificate issued when the examination candidate has passed the propaedeutic or final examination of the degree programme (Section 7.11 paragraph 2 of the Higher Education and Research Act).
Degree programme	A degree programme is a coherent set of educational units, aimed at the realisation of objectives in the field of knowledge, understanding, attitudes and skills that the person completing the degree programme must possess (Section 7.3 paragraph 2 of the Higher Education and Research Act).

	Research Act). Degree programmes can be offered in full-time, part-time, and work-study variants.
Degree programme advisory committee	Participation council established for each degree programme or group of degree programmes.
Degree programme manager	The supervisor of a degree programme.
Education Plan (EP)	Schematic representation of the curriculum, which includes study units, competencies/learning outcomes, forms of work, contact, self-study hours and test format.
Education and Examination Regulations (EER)	The regulations containing information about the degree programme, as well as the applicable procedures and rights and obligations with regard to education and examinations (Section 7.13 paragraphs 1 and 2 of the Higher Education and Research Act).
Educational programme	The set of study units (including internships and study units to be chosen by the student in the minor programme) and the related tests belonging to the bachelor's, associate or master's degree programme. An educational programme can also be referred to as a curriculum.
Educational section	The part of the work-study degree programme that consists of attending education provided by the degree programme.
Educational unit	A coherent part of the degree programme that is concluded with a test and that may consist of several partial tests (Section 7.3 paragraph 2 of the Higher Education and Research Act). A study unit may also be referred to as a 'course', 'subject', 'module'.
Elective unit	A study unit that can be used to fill free elective space. This may involve an elective module, university switching pathway or courses from the major of another degree programme, whether within the university of applied sciences or not.
E-proctor	An official appointed by THUAS to review images marked with an orange flag by the proctor.
European credit (EC)	Unit for calculating the study load referred to in Section 7.4 of the Higher Education and Research Act where 1 study credit (EC) equals 28 hours of study.
Examination	The examination is passed if the tests of the study units belonging to a degree programme or propaedeutic phase of a degree programme were passed, insofar as the Exam Board did not determine that the examination also includes an examination, to be conducted by itself, of the knowledge, understanding and skills of the examinee (Section 7.10 paragraph 2 of the Higher Education and Research Act).
Examination Appeals Board	The Board as referred to in Section 7.60 of the Higher Education and Research Act attached to The Hague University of Applied Sciences. See also the Regulations of the Examination Appeals Board in the Student Charter part 1.
Exam Board	The body that objectively and expertly determines whether a student meets the conditions set by the Education and Examination Regulations regarding knowledge, understanding, and skills required to obtain a degree (Section 7.12 paragraph 2 of the Higher Education and Research Act). The Exam Board's duties and powers include ensuring the quality of examinations (tests) and ensuring the quality of the organisation and procedures surrounding examinations (tests) and exams (Section 7.12b paragraph 1 sub a and e of the Higher Education and Research Act).
Examination programme	An examination programme is an overview, stating the requirements you need to fulfil in order to pass your examination (propaedeutic bachelor, main phase bachelor's degree, associate degree or master's degree programme). In the examination programme you can find (for the main

	phase bachelor's degree programme and the associate degree programme per year of study) at least the study units with the number of EC credits per study unit, the corresponding (partial)tests, weighting factors, and minimum requirements. In Osiris Student, you are linked to this examination programme, so you can find all this information.
Examiner	A lecturer or examiner appointed by the Exam Board who is in charge of administering tests and determining their results (Section 7.12c paragraph 1 of the Higher Education and Research Act).
Executive Board	The board of the university of applied sciences (Section 10.2 of the Higher Education and Research Act, Section 1.1(j) of the Higher Education and Research Act).
Exemption	Full or partial exemption to meet enrolment and/or admission requirements and/or exemption from taking tests.
Extraneus	A person who is registered by the university of applied sciences as a student who takes examinations but does not attend lectures and who, in accordance with Section 7.36 of the Higher Education and Research Act, is exclusively entitled to take the tests of the study unit that belong to the degree programme as well as the examinations belonging to the degree programme and, in principle, is entitled to access the facilities and collections of university of applied sciences (such as the library).
Faculty	An organisational unit under the governance of a faculty director, as described in the Administrative and Management Regulations (BBR).
Faculty Council	A faculty participation body for staff and students as referred to in Section 10.25 of the Higher Education and Research Act.
Faculty director	The faculty director is the person who leads a faculty.
Full-time degree programme	A degree programme that is arranged without taking the performance of non-educational activities into account. Work in the form of internships is part of the degree programme and can earn credits.
Funded degree programme	Degree programme in which the university of applied sciences may be eligible for funding for the enrolled student.
General Council	The participation council referred to in Section 10.17 of the Higher Education and Research Act. The right of consent and the right to prior consultation are laid down in the Participation Council Regulations of The Hague University of Applied Sciences.
Holiday	Period in which there are no activities necessary or compulsory for study. This occurs during the periods when the buildings are closed, see appendix 3.
Honours programme	A programme over and above the study load of the regular programme to which predetermined selection criteria are applicable.
Learning outcome	Description of what a student is expected to know, understand, and be able to apply upon completion of a learning period.
Main phase	The main phase of the bachelor's degree programme following the propaedeutic phase.
Major	That part of the bachelor's degree programme that enables the student to meet the competency profile of the bachelor's degree programme.
Master's degree programme	The initial degree programme (NLQF 7) leading to the master's degree as referred to in Section 7.3a paragraph 2 under c of the Higher Education and Research Act.
Minor	A coherent study unit of 15 or 30 credits to complete the minor programme.
Minor programme	The part of the bachelor's degree programme that students can complete on their own for general broadening or for substantive deepening of the competencies from the major. The minor programme is 30 or 45 credits for full-time degree programmes and 15 to 30 credits for part-time, work-study and three-year degree programmes.
Module	See study unit or learning outcome.

Module description	Description of the content of a study unit, setting out at least the elements from Section 7.13 paragraph 2 of the Higher Education and Research Act that are not included in these EER.
Online proctoring	Online proctoring is a form of location-independent digital test-taking, where surveillance takes place online, using special software.
Osiris	The digital study tracking system that contains all study data for all students.
Osiris Case	Application from Osiris that allows students, to submit requests, objections, and complaints to the Exam Board and to the Legal Protection Desk and to apply for financial support from the Student Support Fund.
Participation duty	A duty of the student to actively participate during a practical exercise or in its preparation, as specified in the module description, to be assessed.
Part-time degree programme	A degree programme designed to enable students to carry out other work in addition to educational activities. Under circumstances, certain work may be classified as a study unit, and the competences acquired in it are tested. Requirements may be set regarding the performance of work if this work is designated as study units in the EER/EP (Section 7.27 of the Higher Education and Research Act).
Personal circumstances	The circumstances that may play a role in issuing (or delaying) the study advice or granting facilities.
Practical exercise	An activity (Section 7.13 paragraph 2 sub d of the Higher Education and Research Act) aimed at acquiring certain skills. This includes at least the thesis, the preparation of a paper or test design, the performance of an internship, the participation in fieldwork or excursions, and the performance of tests or experiments.
Practical part	The part of a work-study degree programme that consists of professional practice and that is part of the education.
Programme manager/ team leader	Within a cluster of programmes, the programme manager/team leader (in a master's degree programme) is the point of contact for students and lecturers on substantive issues.
Propaedeutic phase	The first period of a bachelor's degree programme with a study load of 60 EC, prior to the main phase, during which students gain an understanding of the content of the degree programme and the future profession. At the end of this phase, selection and referral is possible (Section 7.8 paragraph 2 of the Higher Education and Research Act).
Qualitative criterion	One or more specific study units or components you must have passed, in addition to the study progress standard, to receive a positive study advice.
Right of consent	The right of consent of a participation body in respect of parts of the EER.
Right to prior consultation	The right of a participation body in respect of parts of the EER.
RIO (formerly: CROHO)	The Registration of Institutions and Programmes (RIO) is managed by DUO and can be consulted.
Student	The person who is registered by the university of applied sciences for a degree programme and who is entitled to participate in the education and testing of the degree programme. In a part-time degree programme, the student is (also) called a professional.
Student charter	The student charter consists of two parts. Student Charter Part 1 is a compilation of rules, rights and obligations of the student in relation to the university of applied sciences. The second part consists of the Education and Examination Regulations (Section 7.59 of the Higher Education and Research Act).
Student coach	The professional who coaches the student during the study. This includes various manifestations, such as practice coach, study (career) supervisor, mentor or supervisor.

Student counsellor	The independent officer who advises and guides students on personal problems of a material and immaterial nature and mediates where necessary.
Student Support Fund (formerly: Profiling fund)	The fund established by the institution by way of provision of financial support to full-time students. These are students where a special personal circumstance has led or will lead to study delay during the period of the performance grant (Section 7.51 of the Higher Education and Research Act).
Study advice	Advice to the student on the continuation of the study within or outside the degree programme, which is issued no later than at the end of the first year of enrolment in the propaedeutic phase and as long as the student has not passed the propaedeutic examination or the first period of an Associate degree programme with a study load of 60 credits (Section 7.8b of the Higher Education and Research Act). The study advice can be distinguished into positive and negative binding study advice and can also be deferred on conditions if there are special personal circumstances.
Study career supervisor	A supervisor appointed by the degree programme who supports the process in which the student directs the content of their educational programme through activities aimed at giving the student insight into their own motivation, drives, talent and vision.
Subject	See study unit.
Partial test	An examination of the student's knowledge, understanding and/or skills to which an outcome is assigned and which forms part of a test (see the term 'test').
Support needs (e.g. a functional impairment)	A functional impairment is a visible or invisible disability in functioning due to a mental or physical impairment.
Take home test	A form of taking a test in which students take the test at home or at a location of their choice rather than in a controlled testing environment (such as on-site, in-class, etc.).
Test	An examination of the student's knowledge, understanding, and skills, as well as the assessment of the outcomes of that examination. A test may consist of several partial tests or progress tests. The term 'test' is equivalent to the term 'examination' as referred to in Section 7.10 of the Higher Education and Research Act.
Test regulations	The details regarding the conduct of tests and partial tests. These may include registration, attendance, the manner and deadline of assignments, behaviour, permitted aids, and prohibited actions.
The Higher Education and Research Act	Higher Education and Research Act, available at www.wetten.nl
Three-year higher professional education track	A track within a bachelor's degree programme with a study load of 180 credits and a nominal study duration of three years that is only accessible to holders of a pre-university education diploma, or a diploma deemed equivalent in the opinion of the university of applied sciences (Section 7.9a of the Higher Education and Research Act).
Top athlete	A student who competes nationally or internationally at the highest level and who was granted a status through the NOC*NSF or a student who practices their sport at the highest national level, which must involve an average time commitment of at least 15 hours per week.
Top performance	High-level performance in which the student is among the (inter)national top in their discipline, at the discretion of the Executive Board.
University of applied sciences	The Hague University of Applied Sciences.
Validation	Learning outcomes previously achieved or achieved elsewhere can be validated by means of a learning pathway independent test. Validation of

	learning outcomes is also possible through an individual exemption that can be requested from the Exam Board.
Variant	The degree programme may be set up as full-time, part-time and/or work-study (Section 7.7 of the Higher Education and Research Act).
Working day	All days of the year except Saturdays, Sundays, compulsory public holidays, and holidays as formally fixed for employees and students at the university of applied sciences.
Working week	All weeks of the year except the Christmas holidays.
Work-study degree programme	A degree programme in which attending education (education part) alternates during one or more periods with professional practice (practical part) in connection with that education (Section 7.7 paragraph 2 of the Higher Education and Research Act). Professional practice takes place on the basis of an agreement concluded by the degree programme, the student, and the company or organisation (Section 7.7 paragraph 5 of the Higher Education and Research Act).

Appendix 2 | Education Plan (EP)

The programme consists of study units. These study units are described in the Education Plan (EP).

For each study unit, the EP includes at least the following information:

- a. the name of the study unit;
- b. the semester in which the study unit is offered (1 or 2), *possibly with a further indication*;
- c. the competences/learning outcomes associated with the study unit;
- d. the number of credits;
- e. the form(s) of work in which the education is offered and any compulsory participation in practical exercises (compulsory attendance and/or participation);
- f. the test format, including weighting factors of any partial tests;
- g. the form of test-taking: oral, written, otherwise *possibly provided with the relevant application*;
- h. minimum requirement (4.5-5.5/pass/completed);
- i. test moment; the week in which the test is offered;
- j. the number of contact hours and self-study hours;
- k. any entry requirement (also include the requirements below the table);
- l. *in the case of a bachelor's or associate degree programme*: whether the study unit is part of the qualitative criterion of the study advice.

The EP can be found in the folder of your degree programme via de following [link](#).

ES3, ES4, Minors and electives Clarification of the EP of European Studies 2024-2025

Year 1-2 Compulsory attendance

ES follows article 4.4 of the EER. Article 4.4 of the EER gives the opportunity to exclude from the assessment students who do not fulfil the compulsory attendance requirement. "European Studies follows a compulsory attendance rule for all teaching with practical elements in year 1 and 2, namely all seminars. The activities to which the mandatory attendance rule applies are indicated with an asterisk in the Educational Program Plan. Students who attend the assessment without having fulfilled the requirement are considered not to have attended the assessment, and their work will not be graded. The list is included here. The following will be included in the EER text and is also for use in the module description:

Rule - For all classes except lectures, students will be expected to attend 80% of all classes (10 of 13, for example). Missing more than 20% means that the student's exam/assignment cannot be graded.

Make up Assignment – When the student does not meet the attendance requirement, to assure participation in the examination the student needs to fulfil the requirements in the Module Description concerning a make-up assignment. This is handed in before the exam moment. Make-up assignments that are handed in after the exam moment will count for the participation of the resit. The make up assignments helps students prepare for the exam. The date to hand in the assignment is communicated in the module description.

Exemption requests – Exemption requests on the doing of make-up assignments can be granted by the Exam Board per request with evidence from the student councillor. Students are advised to inform the student councillors timely of their personal situations.

Registration in Brightspace - Registration of attendance is kept in a similar way for all courses. This is done through Brightspace so a student always has automatic access to the registration of the attendance. A student has the right to see the registration of attendance at any time in Brightspace.

Group In the case of group work the student who does not fulfil the attendance requirement is also excluded from a grade and needs to participate in a resit group. Lecturers need to give an opportunity to make up the attendance before any assessment moment.

Resitters from later years - Compulsory attendance also applies to students who resit a test or partial test in the following academic year. The module manager is responsible for ensuring the check on fulfilment of attendance.

These include the seminars/tutorials of the following units of study:

Professional Development
Research & Writing
Business Challenges
Political Challenges
Project 1: Facing Europe's Challenges
Project 2: EU's Challenges in Practice
Managing Organisations in the EU
Intercultural Communication in English
International Cooperation in the EU & Beyond
EU Law & Institutions

For ES-3 students the following are also included:

Peace and Security in Europe

Project 4: Fundraising in the EU

- All Modern Foreign Languages
- Applied Research Skills
- Professional Development
- EU Public Affairs
- EU in Motion
- Sustainable Business
- Sustainability Summit
- Peace & Security
- Marketing & Communication in Europe
- Project 4: Fundraising in the EU
- ES3 only: Diversity in the EU and Europe Desk

The requirement is not applicable to electives

Year 3 and 4 (ENTRY REQUIREMENTS)

EXCHANGE

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

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

EXCHANGE AND THE NEW CURRICULUM:

1. Criteria, including ranking criteria, remain the same.
2. ES4 students still go on exchange in year 3 semester 1 and ES3 in year 2 semester 2.
3. Mirroring of semesters only entails that ES4 students who do not meet the criteria by the May deadline, may go on exchange in year 3 semester 2 (instead of year 4 semester 1 as it is the case now).
4. ES Programme requirements:

ES programme requirements new curriculum

Courses studied on exchange only count for credit in the ES programme if they meet the following conditions:

- a. Courses must not cover (overlap with) material that is part of the regular ES programme (including the second-year elective chosen by the student).
- b. Courses must be part of a degree at the host university. The only exception is MFL- courses offered by the language centres of our partners.
- c. Courses must not be offered entirely online. Blended learning is allowed if the online part of the course does not exceed 50% of the contact hours, and the remaining 50% of the contact hours are held on campus and students are expected to attend.
- d. Studying English as a Foreign Language [EFL] - in any form whatsoever - while on exchange will not count for credit purposes at ES, even if the host university requires students to take the course.
- e. Language courses other than EFL: all language courses that students take during the exchange must receive prior written approval from ES. See 'ES students & MFL courses during the exchange' below for details.

ES students & MFL courses during the exchange

- All students are strongly encouraged to enroll in a language course during their exchange to support the MFL learning trajectory upon their return. Therefore, the country tutor / area manager will provide students with information on available language courses at the partner institution.
- Students can earn a maximum of 5 credits for a language course in the language they study at ES, excluding English. This course must be at the B1-level or higher (this is the only exception allowed to point a) above). Courses at A1 or A2 level are not allowed.
- Students on exchange in a country where the main language is not part of the student's ES programme, can earn a maximum of 5 credits for a language course in the language of the host country, provided that the student is not a native speaker, and excluding English. Examples include Korean, Italian, Russian, etc., as well as German, Spanish, and French for students who do not study those languages at ES.

Graduation Year:

The entry requirements for students to start with the learning activities of the graduation year are:

ES4 students need to have:

- From year 1: The first-year diploma (all 60 credit points)
- From the main phase: 90 credit points or more

ES3 students need to have:

- From year 1: The first-year diploma (all 60 credit points)
- From the main phase: 30 credit points or more

Students need to fulfil the requirement a week before the start of Eurovision or Working as a European professional. Startmoments for Graduation year elements

Term 1 Start Working as a European Professional or Eurovision,
 Term 2 Start Working as a European Professional,
 Term 3 Start Working as a European Professional
 Term 4 Start Eurovision,

For students who follow the old-style Thesis/Internship, the old entry requirements apply.

MFL Placement and language changes

- Students who have done their HAVO or VWO exam in French, German or Spanish are not admissible to take that language at beginner's level.
- Native speakers are not allowed to follow language classes in their native language.
- Students uncertain about their language choice or those not accurately placed in their language group should consult the MFL lecturer as soon as possible.
- If a student's language proficiency exceeds the designated level, they must transition to the higher proficiency level or choose a different language. The MFL lecturer holds the ultimate authority in making this decision.
- Students need to know that switching entails catching up on an entirely new language module and independent self-studying of missed content from the start of the academic year.
- In case a student needs to switch language or level, this should be done as soon as possible, and before 1 October latest. Switching languages or language level after 1 October is only allowed after approval from the exam board.
- Any language changes up until 1 October must be communicated to the programme management through either the MFL lecturer or the mentor. After October 1st all requests must be submitted to the exam board.

Electives

For the elective space, only specific electives connected to European Studies can be followed. These are the following electives:

Personal Leadership & Core Principles of the EU
Explico
Corporate Governance & Value-Based Leadership
European Culture: from 1000 BCE to TikTok
Pan-American Studies
European Identities & Ideologies
Gender & Sexuality in Europe
War, instability and poverty - Facing the outside world
Human Rights in Europe

Sustainable thinking	entrepreneurial
Organisational Behavior	

Internships as Minors at ES

Article 3.5 of the EER gives students the opportunity to fill in minor space with an internship. The following section describes the respective requirements and process.

In terms of criteria:

An internship is suitable to fill in minor space when both of the following criteria are met:

- The learning goals of the internship must be different from the learning goals of other ES modules, and also of the graduation internship. This is to avoid overlap and applied for all options to fill in minor space. The learning goals also must cater to the respective academic level

- The internship organization must comply with the general requirements as stipulated for the graduation internship.

- The frameworks for the internship as a minor are:

- o 30 EC: The study/work-load must be 840 hours, of which 720 hours are related to work for the internship organization.

- o 15 EC: The study/work-load must be 420 hours, of which 360 hours are related to work for the internship organization.

In terms of procedure:

In line with article 3.5 of the EER, students must ask permission from the exam board to fill their minor space with an internship at the latest 15 working days before the start of the relevant minor unit. For that request, students submit a plan of action detailing

- The organization at which the internship will take place

- Learning goals for that internship

- A list of deliverables, indicating when these deliverables/products will be finalized (timeline) and which learning goals they demonstrate.

Once the exam board grants permission, they will inform the graduation coordinator to assign a supervisor to the student. The supervisor will

- meet up with the student to discuss and approve that plan of action,

- organize one session to check progress, and

- assess the final deliverables to decide whether the student has met the intended learning goals during the internship (pass/fail).

- checks the documentation (signed by an internship mentor) regarding the study/work-load.

Appendix 3 | Annual planning 2025-2026

Period	Dates			Week
Week 0/ Intro	Monday, 25 August 2025	thru	Friday, 29 August 2025	35
Start of academic year 2025-2026	Monday, 1 September 2025			36
Opening of the University of Applied Sciences Year	Thursday, 4 September 2025			36
Semester 1	Monday, 1 September 2025	thru	Friday, 6 February 2026	36-6
<i>Minor block 1</i>	<i>Monday, 1 September 2025</i>	<i>thru</i>	<i>Friday, 14 November 2025</i>	<i>36-46</i>
<i>Minor block 2</i>	<i>Monday, 17 November 2025</i>	<i>thru</i>	<i>Friday, 6 February 2026</i>	<i>47-6</i>
Autumn break	Monday, 20 October 2025	thru	Friday, 24 October 2025	43
THiNK FeST	Thursday, 6 November 2025			45
Christmas holidays *)	Monday, 22 December 2025	thru	Friday, 2 January 2026	52-1
Semester 2	Monday, 9 February 2026	thru	Friday, 3 July 2026	7-27
<i>Minor block 3</i>	<i>Monday, 9 February 2026</i>	<i>thru</i>	<i>Friday, 24 April 2026</i>	<i>7-17</i>
<i>Minor block 4</i>	<i>Monday, 4 May 2026</i>	<i>thru</i>	<i>Friday, 3 July 2026</i>	<i>19-27</i>
Spring break	Monday, 16 February 2026	thru	Friday, 20 February 2026	8
Easter weekend *)	Friday, 3 April 2026	thru	Monday, 6 April 2026	14-15
May break	Monday, 27 April 2026	thru	Friday, 1 May 2026	18
King's Day *)	Monday, 27 April 2026			18
Liberation Day *)	Tuesday, 5 May 2026			19
Ascension Day *)	Thursday, 14 May 2026	thru	Friday, 15 May 2026	20
Pentecost *)	Monday, 25 May 2026			22
Study weeks	Monday, 6 July 2026	thru	Friday, 17 July 2026	28-29
Summer break	Monday, 20 July 2026	thru	Friday, 28 August 2026	30-35

*) Buildings closed

Explanatory note

Holidays: No activities necessary or compulsory for the study. This applies to the periods when the buildings are closed.

Break: No scheduled in-class activities; excluding projects, tests, and resits. This includes the autumn, spring, May, and summer breaks.

The academic year starts on Monday in the working week in which 1 September falls. If September 1 falls on a weekend, the academic year starts the following Monday.

In the week preceding the first semester ('Week 0'), which is part of the summer break, degree programmes can schedule resits and introductory activities. As this week falls in a break period, no regular in-class activities are scheduled during this week.

For students using the February intake, the academic year starts at the beginning of the second semester.

Education and tests take place on weekdays (Mon-Fri) and possibly on Saturdays.