

# Programme and Examination Regulations 2023-2024

**International Business**

**2023-2024**

**let's change**  
YOU. US. THE WORLD.

**DE HAAGSE**  
HOGESCHOOL

# Programme and Examination Regulations 2023-2024

## **International Business**

### **Author**

Business, Finance & Marketing

### **Faculty**

Business, Finance & Marketing

### **Programme**

International Business (IB)

### **Version**

1.2

Model PER confirmed by the Executive Board on 20 December 2022 and adopted by the General Council.

The PER of the programme confirmed by the dean of the Faculty BFM on 14 June 2023 and adopted by the Faculty Council on 13 June 2023 and the programme committee on 26 April 2023.

## Preamble

These are the Programme and Examination Regulations (PER) for the International Business (IB) programme. The PER contains all the rules and regulations that apply to the programme, with a special emphasis on testing and examination. The PER is part of the Student Charter of the programme, based on the Higher Education and Research Act (WHW). Together with the Education Programme (EPP), the PER forms the programme component of the Student Charter. Together with the Student Charter part 1, which includes the regulations that apply to all students of The Hague University of Applied Sciences, the PER forms 'the Student Charter' (art 7.59 WHW). On the Student Portal, you will find the tile 'rights and obligations', where the regulations for students are listed.

For the purpose of readability, the PER refers to all students as 'he'. This also includes she/they. Whenever the PER uses the term 'in writing', this may also be interpreted as 'by email'.

### **Decision-making: model PER of THUAS, rights of General Council**

Every year, the Executive Board confirms the model PER (including the format for the EPP and the Test Regulations) for the following academic year, after submitting this to the General Council (Art. 7, section 4, subsections c and d of the Regulations for Participation Councils THUAS).

The model PER is available in digital format on the Student Portal.

### **Decision-making; the PER of the programme is drawn up by the faculty for each programme, rights of Faculty Council and Programme Committee**

The dean confirms the PER for each individual programme in keeping with the THUAS-wide provisions in the model PER. If the dean wishes to deviate from the model PER, he will present this to the Executive Board on an annual basis, even if this deviation has existed for several years.

Each programme or group of programmes has a Programme Committee, which, alongside the Faculty Council, operates as a staff and student participation council. These bodies have an advisory capacity and the right to endorse certain decisions of the PER. The faculty director can only define the PER for the programme after the Faculty Council and the Programme Committee(s) have exercised their rights. The basis for this is determined in the Regulations for Participation Councils THUAS. If there is any deviation from the PER model upon consultation with the Executive Board, this will be explicitly stated and explained in the drafts presented to the Programme Committee and the Faculty Council.

### *Assessment of the education within the programme*

The programme annually assesses the education by our Quality Management System, including year coordinator reports and committee reports (art. 7.13 section 2 subsection a1 WHW). The Programme Committee has the right to endorse decisions concerning the evaluation process.

### **PER/EPP of your programme**

The PER of the IB programme and the Education Programme Plan have been confirmed by the dean of the faculty BFM, to which the programme belongs. The PER and the Education Programme Plan apply for the duration of an academic year. A PER from the previous academic year is no longer valid in the new academic year; unless the PER determines otherwise. Transitional measures are provided in the event of changes for current students compared to the previous academic year. These transitional measures will be described separately in each PER.

# Table of Contents

<b>Preamble</b> .....	<b>3</b>
<b>Table of Contents</b> .....	<b>4</b>
<b>Definitions</b> .....	<b>6</b>
<b>Chapter 1. General provisions</b> .....	<b>11</b>
Article 1.1 Scope .....	11
Article 1.2 Information provision .....	11
Article 1.3 The Exam Board .....	11
Article 1.4 Legal protection .....	12
<b>Chapter 2. Programme</b> .....	<b>13</b>
Article 2.1 Objective of the programme .....	13
Article 2.2 Programme profile .....	13
Article 2.3 Structure of the programme .....	13
Article 2.4 Language of instruction .....	13
Article 2.5 Admission to the programme .....	13
Article 2.6 Study load .....	14
Article 2.7 Graduation directions and specialisations .....	14
Article 2.8 Three-year university of applied sciences tracks .....	14
Article 2.9 Additional costs .....	14
<b>Chapter 3. Education</b> .....	<b>15</b>
Article 3.1 Structure of the education programme .....	15
Article 3.2 Work placements, activities and professional practice .....	15
Article 3.3 Minor segment .....	15
Article 3.4 Honours programme .....	16
Article 3.5 Graduation .....	16
Article 3.6 Transitional measures .....	16
Article 3.7 Test results that are subject to becoming outdated the following academic year .....	16
<b>Chapter 4. Tests</b> .....	<b>17</b>
Article 4.1 Tests and partial tests .....	17
Article 4.2 Test format, testing method and moment at which tests are held .....	17
Article 4.3 Conditions for participating in tests .....	17
Article 4.4 Public nature of oral tests and exams .....	17
Article 4.5 Assessment .....	17
Article 4.6 Provisions applicable to partial tests .....	18
Article 4.7 Award of credits .....	18
Article 4.8 Announcement of results .....	18
Article 4.9 Review .....	18
Article 4.10 Force majeure .....	19
Article 4.11 Resit .....	19
Article 4.12 Granting exemption .....	19
Article 4.13 Validity of test results .....	20
Article 4.14 Declaring tests or partial tests invalid .....	20
<b>Chapter 5. Exams and diplomas</b> .....	<b>21</b>
Article 5.1 Exams .....	21
Article 5.2 Award of degrees .....	21
Article 5.3 Diploma .....	21
Article 5.4 Distinction .....	22
Article 5.5 Certificates in recognition of special contributions .....	22

<b>Chapter 6. Counselling</b> .....	<b>23</b>
Article 6.1 Counselling and coaching .....	23
<b>Chapter 7. Study advice</b> .....	<b>24</b>
Article 7.1 Study advice in the propaedeutic phase .....	24
Article 7.2 Study progress standards and study advice .....	24
Article 7.3 Positive study advice .....	24
Article 7.4 Negative binding study advice .....	24
Article 7.5 Re-enrolment following binding negative study advice .....	25
Article 7.6 Personal circumstances and deferral of study advice .....	25
Article 7.7 Relevant dates for study advice .....	26
Article 7.8 Appeal provisions .....	26
<b>Chapter 8. Irregularities</b> .....	<b>27</b>
Article 8.1 Scope .....	27
Article 8.2 Procedure concerning the discovery of irregularities .....	27
Article 8.3 Sanctions .....	28
<b>Chapter 9. Special provisions</b> .....	<b>29</b>
Article 9.1 Provisions for students with a disability .....	29
Article 9.2 Provisions for elite performance students .....	29
Article 9.3 Provisions for students who previously studied abroad .....	29
Article 9.4 Provisions applicable to students in participation councils and in other situations .....	29
<b>Chapter 10. Final provisions</b> .....	<b>31</b>
Article 10.1 Derogating from the Programme and Examination Regulations .....	31
Article 10.2 Adoption and entering into force .....	31
Article 10.3 Publication .....	31
<b>Academic Calendar 2023-2024   Appendix 1</b> .....	<b>32</b>
<b>Education Programme Plan (EPP)   Appendix 2</b> .....	<b>33</b>
<b>Test Regulations   Appendix 3</b> .....	<b>34</b>
Article 1. General provisions .....	34
Article 2. Conditions for written tests .....	34
Article 3. Conditions for digital tests at THUAS testing locations .....	35
Article 4. Conditions for digital tests administered remotely (online, via the internet) .....	35
Article 5. Conditions concerning digital invigilation (online proctoring) for digital tests administered remotely (online, via the internet) .....	36
Article 6. Conditions for other test formats and test methods .....	37
Article 7. Supervision and irregularities .....	37
Article 8. Enrolment procedure for tests .....	37
Article 9. Complaints about a test or administration of a test .....	38
<b>The Confidential Advisor   Appendix 4</b> .....	<b>39</b>

## Definitions

Academic year	The period commencing on 1 September and ending on 31 August of the following year, unless the programme doesn't start on 1 September. If this is the case the different date should be mentioned in the academic calendar (appendix 1) and the academic year is the period of 12 months starting from this date.
Advisory right	The right of consultation that participation council has on some components of the PER.
Appeal/objection	Legal procedure at the Examination Appeals Board or the Disputes Advisory Committee, aimed at reconsideration by a different body.
Associate degree programme (Ad programme)	An independent degree programme without a propaedeutic phase and with a study load of 120 credits that leads to the award of an Associate degree (WHW, article 7.3a(2a)).
Attendance requirement	The requirement that a student has to be present physically or online which has been laid down in the module description.
Bachelor's degree programme	An independent degree programme with a propaedeutic phase and a study load of 180 or 240 credits that leads to awarding a Bachelor's degree (WHW, article 7.3a(2b)).
Brightspace (former Blackboard)	Brightspace is one of the communication tools for lecturers and students to provide educational notifications and messages.
Competency	An integrated set of skills, knowledge, understanding and attitudes required to create professional products in a professional context that meet the prevailing quality standards.
Contact hour	An hour of education in which a lecturer or a qualified tutor is either physically present or has direct contact with the student via other channels. Contact hours include (digital) lectures, workshops, project tutoring, internship tutoring, tests and individual study coaching in so far as these have been scheduled for all students of THUAS. Time for individual study, (unaccompanied) internship time, graduation research and thesis writing are not part of the contact hours. The number of contact hours per unit of study is listed, in this number the hours for tests are included.
Credit	The unit used to express study load. In accordance with the European Credit Transfer System (ECTS), one credit is equivalent to 28 hours of study (WHW, article 7.4(1)).
Course	See unit of study.
Cumulative test	An test form in which the assessed content from the previous assessment(s) is added or increased. The test will partially test new content as well as previously tested content. The test consists of several components and these components form one single test.
Dean	Taking into account all legal provisions, the Cao-hbo and the institution wide frameworks laid down by the Executive Board, the dean has within his organizational unit all tasks and authorization concerning e.g. the internal organization, the personnel policy (including recruiting and appointing personnel and Occupational Health and Safety and absence policy), the financial policy, the education and research policy and the student policy.
Diploma	The documentary evidence issued when an examination candidate has successfully completed either the propaedeutic examination or the final examination of the programme or the AD programme, as referred to in WHW, article 7.11(2).
Disability	A visible or invisible intellectual or physical disability.
Dual programme	A programme in which one or more periods of study (the study component) are alternated with programme-related professional practice (the practical component) (WHW, article 7.7(2)). Professional practice takes place on the basis of an agreement concluded by the programme, the student and the company or organization (WHW, article 7.7(5)).

EC	European Credit; An EC is the unit of the study load in the ECTS, European Credit Transfer System (ECTS). One EC is equivalent to one credit and represents 28 study load hours.
Education programme	The whole of the units of study (including work placements and units of study to be chosen by the student in the minor segment) and the corresponding tests forming part of the Bachelor's degree programme, or of the Associate degree programme or the Master's programme. An education programme can also be named curriculum.
Education programme plan (EPP)	The schematic representation of the curriculum in which e.g. the units of education, competencies/ learning outcomes, work forms, contact hours, self study hours and test forms are recorded.
Elective	A unit of study that can be used in the elective segment. This might be an optional module, pre-master programme, membership of a programme committee, or major programme courses offered by another programme at THUAS or externally.
Elite athlete	A student who participates in national and international competitions at the highest level and has been granted this status by The Netherlands Olympic Committee* Netherlands Sports Confederations (NOC*NSF), or a student practising his sport at the highest national level. The student must spend a weekly average of at least 15 hours on the sports activity.
Elite performance	High-level performance, which places the student among the top performers on national or international level in his discipline, at the Executive Board's discretion.
E-proctor	An officer appointed by THUAS to review images marked with an orange flag by the proctor.
Exam	An exam has been taken if the tests for all units of study forming part of the propaedeutic or main phase of a programme have been successfully completed, to the extent the Exam Board has not determined that its own assessment of the examinee's knowledge, understanding and skills also forms part of the exam (WHW, article 7.10(2)).
Exam Board	The body responsible for objectively and expertly establishing whether a student meets the conditions set out in the Programme and Examination Regulations concerning the knowledge, understanding and skills required for the award of a degree (WHW, article 7.12(2)). This body is also responsible for securing the quality of tests and the quality of organization and procedures regarding tests and exams.
Examination Appeals Board	The Examination Appeals Board of The Hague University of Applied Sciences, as referred to in WHW, article 7.60 (see also the Examination Appeals Board Regulations in Part 1 of the Students' Charter).
Examiner	A lecturer or representative appointed by the Exam Board with the responsibility for conducting tests and establishing the results thereof (WHW, article 7.12c(1)).
Executive Board	The governing body of The Hague University of Applied Sciences (as referred to in WHW, articles 10.2 and 1.1(j)).
Exemption	Entire or partial dispensation to meet enrolment or admission requirements or dispensation to take a (partial) test.
External student	A person enrolled as an external student at The Hague University of Applied Sciences and under WHW, article 7.36, only has the right to sit the tests for the units of study corresponding to the programme as well as the examinations corresponding to the programme and, in principle, has the right to access THUAS's facilities and collections (such as the library).
Faculty	An organizational unit under the leadership of a dean, as described in the "Bestuur- en Beheersreglement" (BBR).
Faculty Council	A participation council on faculty level as referred to in article 10.25 of the WHW. The rights to endorse and to consult are laid down in the Codetermination Regulations The Hague University of Applied Sciences.
Fraud	The act or omission of the student that causes the person taking the test to be unable to assess the student's knowledge or ability in a correct and fair manner.

Full-time programme	A full-time programme is a programme that is formed without taking into consideration performing other activities than programme-related activities. Activities in the form of work placement are part of the education programme and can earn credits.
General Council (GC)	The Staff and Student Council in the sense of Article 10.17 of the WHW. Its rights to endorse and to be consulted are laid down in the Codetermination Regulations The Hague University of Applied Sciences.
Government funded programme	Programme in which the university may be eligible for government funding for the enrolled student.
Holiday period	In the holiday period no activities are required or mandatory for the programme. This refers to the time periods when the buildings are closed (see appendix 1).
Honours programme	A programme additional to the study load of the regular programme, subject to predefined selection criteria.
Learning outcome	Describes what a student is supposed to know, understand and apply after completing a learning period. This may be a learning period or learning track within the educational programme or a learning track at work or in their free time (informal learning). It can also be used as a synonym for unit of study.
Main phase	The part of a programme that follows the propaedeutic phase.
Major	The component of the programme which enables a student to acquire the required competencies as set out in the relevant profile.
Master's degree	The initial degree programme as referred to in Sections 7.3 (a)2(c) of the WHW.#
Minor	A related unit of study worth 15 to 30 credits to be used in the minor segment.
Minor segment	Part of the programme the student is free to fill in for the purpose of broadening his general knowledge or to enable him to deepen his substantive knowledge of the major programme competencies. The minor segment is worth 30 to 45 credits for full-time programmes and 15 to 30 credits for part-time, dual- and three-year-programmes.
Module	See unit of study.
Module description	A description of the contents of the unit of study which at least contains the elements laid down in Art.7.13(2) of the WHW, that are not recorded in this PER.
Objections	Legal procedure at the Exam Board or another body that has taken a decision with legal consequences, aimed at reconsideration by the same body. Brightspace is the electronic learning environment.
Osiris	The digital academic progress system in which all of the study data from all students is recorded.
Osiris Case	Osiris application in which the student can submit requests, objections and complaints to the Exam Board and to the Legal Protection Office and can apply for financial support from the Profiling Fund.
Participation requirement	A requirement for the student to actively participate in a practical exercise or preparation for a practical exercise which is prescribed in the EPP and the module description.
Partial test	A partial test is an examination of the knowledge, understanding and skills of the student that is being assessed with a result, and forms part of a test as such (related to 'test').
Part-time programme	A programme, the structure of which takes account of the possibility that the student will also be involved in activities other than programme-related activities. Under certain circumstances these activities can be designated as units of study of which the acquired competencies will then be tested. Requirements can be imposed if this work experience is registered as one or more units of study in the PER/ EPP (WHW, article 7.27).
Practical component	The component of a dual programme involving professional practice as part of the programme.
Practical exercise	A practical exercise (WHW, article 7.13(2d)) that focuses on the acquisition of specific skills. This includes at least the dissertation, creating a report or a draft version, undertaking a work placement, taking part in fieldwork or excursions and conducting tests or experiments.



Proctoring, online	Online proctoring is a way of location-independent digital test-taking, where surveillance takes place online, using special software
Profiling Fund	Name of the fund established by the education institution to facilitate the financial support of a student enrolled at the education institution who has fallen behind or is expected to fall behind in his studies as a result of a special circumstance.
Programme	A programme constitutes a coherent whole of units of study, the aim of which is to acquire competencies or achieve goals relating to knowledge, understanding, attitudes and skills, which the person should possess upon completion of the programme (WHW, article 7.3(2)). Programmes may be offered as full-time, part-time or dual variants.
Programme and Examination Regulations (PER)	The regulations containing information about the programme, the applicable procedures and rights and obligations with respect to the programme and the examinations (WHW, article 7.13(1) and (2)).
Programme Committee	A participation body established for each programme or group of programmes of which the tasks, responsibilities, rights to endorse and to be consulted are laid down in the Codetermination Regulations The Hague University of Applied Sciences.
Programme Framework	Key document that has been determined for the duration of several years, which describes the essence of the programme; the professions for which students are trained, what the learning outcomes are and what the vision is on testing and education.
Programme manager	The executive of a programme.
Propaedeutic phase	The first block of the bachelor's degree programme with a study load of 60 ECTS that precedes the main phase and in which students gain an understanding of the content of the programme and their future profession. Selection and referral are possible at the end of this phase (WHW, article 7.8(5)).
Qualified attendant	A person who is deemed qualified and is assigned by the programme manager for the performance of a specific part of the education programme, not being a lecturer.
Recess	During recess no educational activities are scheduled, but projects and tests/ resits may be scheduled. This refers to fall, spring and summer break (see appendix 1).
RIO (formerly CROHO)	Registratie Instellingen en Opleidingen (in Dutch)
Shortened programme	A Bachelor's programme, the structure of which has been adapted to a shorter duration due to individual exemptions based on the student's prior education.
Student	A person who is enrolled in a programme at The Hague University of Applied Sciences, and whose rights include, among others, the right to pursue education at THUAS.
Student coach	The professional who coaches the student during the study. At IB also referred to as Mentor during the study.
Student counsellor	The independent officer who advises and guides students when they have personal problems of material or immaterial nature and if necessary mediates.
Students' Charter	The Students' Charter consists of two parts: the institution-specific section (Part 1) and the (partially) programme-specific section (Part 2). Part 1 sets out the rights and obligations of students and those of THUAS, and contains an overview of the regulations that protect students' rights. Part 2 contains the Programme and Examination Regulations, a general description of the programme structure and student facilities, including academic student counselling (WHW, article 7.59).
Study advice	Advice provided to a student on the continuation of studies within or outside the programme, which is issued at the end of the first year of enrolment for the propaedeutic phase or until the student has passed the propaedeutic examination or at the end of the first period of an Ad-programme with a study load of 60 credits. (WHW, article 7.8(b). Positive, deferred or binding negative study advice may be given.

Study career counsellor	The study career counsellor supports the process in which the student controls the content of his education programme by carrying out activities aimed at enabling him to gain an understanding of what motivates him, his talents and outlook. The study career counsellor is sometimes referred to as a coach.
Study component	The component of the dual programme that involves pursuing the studies provided by the programme.
Study guide	Information guide for students for one or more programmes which in all cases contains the PER, EPP and practical information about the programme.
Subject	See unit of study.
Test	A test is an examination of the knowledge, understanding and skills of the student as well as the assessment of the results of this examination. A test may consist of several partial tests. The term 'test' has the same meaning as the term <i>tentamen</i> as used in WHW, article 7.10.
Test regulations	Further provisions concerning tests and partial tests, relating among other things to enrolment, attendance, submission method and submission period of assignments, conduct, permissible aids and prohibited acts.
The right to endorse decisions	The right that a participation council has to endorse components of the PER.
Three-year HBO-track	A track within a bachelor's programme with a study load of 180 credits, and a nominal duration of three years, accessible only to those who hold a vwo diploma or a diploma deemed equivalent by THUAS (WHW, article 7.9a).
Unit of study	A comprehensive component of the programme that is concluded with a test (WHW, article 7.3(2)). A unit of study may also be referred to as 'course', 'subject', 'module' or 'learning outcome'.
University	The Hague University of Applied Sciences.
Validation	Previously obtained learning outcomes (including outcomes obtained elsewhere) can be validated through an examination that is independent from the programme. Learning outcomes may also be validated through an individual exemption, which can be requested through the Exam Board.
Variant	The division of a programme into full-time, part-time or dual programme.
WHW	The abbreviation for the Dutch Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek). Visit: <a href="http://www.wetten.nl">www.wetten.nl</a> (in Dutch).
Working day	All days of the year with the exception of Saturdays, Sundays, public holidays and leave days that have been officially designated as such for the staff of The Hague University of Applied Sciences.
Working week	All weeks of the year except the Christmas Holiday.
WSF 2000	Student Financing Act 2000 (Wet op de Studiefinanciering 2000).

# Chapter 1. General provisions

## Article 1.1 Scope

1. These Programme and Examination Regulations apply to students enrolled in the full-time variant of the government funded bachelor programme International Business (IB) in the 2023-2024 academic year.
2. If a provision or chapter does not apply or only applies to a bachelor's programme, master's programme or associate degree programme, this is indicated above the relevant article or chapter.
3. With the exception of the provisions on education and student coaching, the Programme and Examination Regulations also apply to external candidates.
4. No rights can be derived from the Programme and Examination Regulations of previous years. Exceptions to this rule apply to transitional measures, such as those referred to in article 3.5.
5. Students participating in the Experiment flexstudenren (tuition fee per credit) will find the rules applicable to them in the [Regulations for the Experiment Flex-studying](#). Insofar as the Regulations for the Experiment Flex-studying do not deviate from the Programme and Examination Regulations, the Programme and Examination Regulations also apply in full to flex-students.

## Article 1.2 Information provision

1. The programme provides the student with regular information about the education in a timely manner through the Student Portal or Brightspace.
2. The programme always provides the student with the module description associated with a unit of study prior to the start of the unit of study through the Student Portal or Brightspace. The module descriptions can be found on Brightspace and in the Study Guide.
3. The programme makes the lecture schedule for an entire educational period available no later than 10 working days before the beginning of that period. The programme makes the test schedule for that educational period available to the student as soon as possible before the beginning of that period.
4. The programme will no longer make any changes to schedules that have been made available to the student. This rule can be deviated from in the event of an unforeseeable circumstance. In that case, the programme announces the change in question as soon as possible.
5. If a (previously announced) test date needs to be adjusted, there must be a minimum period of 10 working days between the announcement date of the change and the new test date. Moreover, the new test date may not be scheduled before the original test date.
6. The student is responsible for consulting their university of applied sciences email address, the Student Portal, Osiris and Brightspace. Even if a student is no longer enrolled, they should regularly consult the private email address known to the university of applied sciences.

## Article 1.3 The Exam Board

1. Each programme or group of programmes within a faculty has an Exam Board.
2. Requests to the Exam Board must be submitted digitally via Osiris Case. Osiris Case can be found on a separate tab in Osiris. A short manual can be found on the Osiris page of the Student Portal. For other cases, the Exam Board can be reached via [BFM-Examboard@hhs.nl](mailto:BFM-Examboard@hhs.nl). The Exam Board meets every Monday morning apart from the Monday's which occur during the holiday
3. The duties and powers of the Exam Board are laid down in the Regulations for the Exam Boards of the university of applied sciences. The rules on the performance of these duties and powers are laid down in the Internal Rules of the Exam Board.
4. A student can turn to the Exam Board for reasons including a request for:
  - a. exemption from one or more tests;
  - b. exemption from the obligation to take part in practical exercises in view of admission to taking the test in question, whether or not subject to alternative requirements being imposed;
  - c. exemption from the entry requirement for taking a test;
  - d. admission to an Honours programme;
  - d. admission to a minor or giving substance to the minor programme in a different way;
  - e. extension of the validity period of a successfully taken test or partial test;
  - f. postponement of the awarding of a certificate;
  - g. provisions and adaptations due to functional limitation, chronic illness or personal circumstances (see article 7.5.3);

- h. academic facilities for the purpose of practicing elite sport or delivering outstanding performances in the field of culture or another field;
  - i. derogation from the Programme and Examination Regulations if the application thereof would lead to significant unfairness, also see chapter 10 of these regulations.
5. The Exam Board may correct an incorrectly entered result in Osiris. The Exam Board will notify the student of this.
  6. In cases where the Programme and Examination Regulations do not provide for a reasonable period of time within which the Exam Board has to take a decision at the request of a student, a period of 15 working days applies, upon receipt of a complete request.

#### Article 1.4 Legal protection

1. A student may appeal to the Examination Appeals Board against a decision of an examiner or of the Exam Board. A refusal to make a decision (within the period of time set by the law or these regulations) will be considered equivalent to a decision.
2. The appeal must be submitted to the Legal Protection Office via Osiris Case within 6 weeks of the decision. The Office ensures that the appeal is brought before the Examination Appeals Board. For the procedure, see the Legal Protection Desk Regulations, Annex I to the Student Charter part 1, available on the Student Portal. If the notice of appeal is submitted after that term, it will not be considered, except in the case of force majeure. Should it not be possible to submit a notice of appeal within the six-week term, the student may submit a provisional notice of appeal in anticipation of a reasoned notice of appeal.
3. The requirements a notice of appeal should meet, are described in the Examination Appeals Board (CBE) Regulations, Annex J tot the Student Charter part 1, available on the Student Portal. The student may be assisted in this procedure by an ombudsman.
4. Upon receipt of the notice of appeal by the CBE, the Exam Board will be asked to examine within a period of 3 weeks whether or not settlement is possible. If this is not possible, the Exam Board must file a statement of response. The further course of procedure before the CBE can be found in the Regulations referred to in paragraph 3.
5. In principle, CBE will give its decision within fourteen days, after the court hearing. The reasoned decision will follow later.
6. A student may appeal to the Administrative Jurisdiction Division of the Council of State (formerly: Higher Education Appeals Board) within 6 weeks of the decision of the CBE, if he disagrees with that decision. It is not possible to appeal against the decision of the Administrative Jurisdiction Division of the Council of State.

## Chapter 2. Programme

### Article 2.1 Objective of the programme

The international business programme of THUAS provides internationally-oriented students with the means to reach their potential as global citizens and responsible business professionals.

It is our goal to educate a next generation of business experts who are equipped to make well-informed and responsible choices and who will make a difference in tomorrow's business world and society. Specialised business knowledge (in the areas of Marketing & Sales, Operations & Supply Chain, People & Organisation, and Finance & Accounting) remains key for an IB THUAS student, but equally important is that students become ethically and morally responsible business professionals. A thorough understanding of different business-related disciplines and the capacity to link theory to practise enable the young professional to act as a linking pin between departments within large companies, but also to act at the cutting edge of private/public partnerships and to quickly identify and grasp new opportunities.

An IB graduate is equipped to fulfil a network position, has all the knowledge, skills and attitudes they need to thrive in the local and global business world and is well positioned to set out for a career in a dynamic, interconnected and globalising society.

### Article 2.2 Programme profile

This programme is based on the national programme profile IB available at <https://www.vereniginghogescholen.nl/opleidingsprofielen>. The following learning outcomes (PLO) correspond to this profile:

1. [WT1] Ways of Thinking: Critical Thinking
2. [WT2] Ways of Thinking: Innovation & Creativity
3. [WT3] Ways of Thinking: International Business Awareness
4. [WW4; WW5(optional)]: Ways of Working: International Business Communication
5. [WW6] Ways of Working: Collaboration
6. [WW7] Ways of Working: Management of Information as a digital citizen
7. [LW8, LW9] Living in the World: Personal & Professional Development
8. [LW10] Living in the World: Ethical & Social Responsibility
9. [LW11 – LW14] Living in the World: Intercultural Proficiency
10. [TWM15 – TWM17] Tools for Working & Management: Marketing & Sales
11. [TWM18-TWM19] Tools for Working & Management: International Finance
12. [TWM20-TWM21] Tools for Working & Management: Operations & Supply Chain Management
13. [TWM22 - TWM22] Tools for Working & Management: Organisation & People
14. [TWM24] Tools for Working & Management: Business Research

### Article 2.3 Structure of the programme

The programme of IB is provided in the full-time variant, as the Four Year programme (FYP) and the Three Year Programme (TYP).

### Article 2.4 Language of instruction

1. The language of instruction of the programme is English, due to its international orientation and the objective to educate global citizens.
2. It is possible that a unit of study may be offered in a language other than the programme's language of instruction. If a different language is used, this will be mentioned in the module description of the unit of study in question (also see the Foreign Languages Code of Conduct, [Student Charter part 1](#)).

### Article 2.5 Admission to the programme

1. Admission to the programme is subject to the rules described in the Regulations for Enrolment and De-registration for government funded programmes, [Student Charter part 1](#).
2. Information on admission requirements and admission conditions can be found on the [external website](#).

### Article 2.6 Study load

The study load of the bachelor's programme is 240 credits, 60 credits of which are in the propaedeutic phase and 180 for the main phase. This notwithstanding, the study load of the three-year university of applied sciences track as referred to in article 2.8 is 180 credits, of which 60 credits are awarded for the propaedeutic phase and 120 for the main phase.

### Article 2.7 Graduation directions and specialisations

The programme features the following graduation directions or specialisations:

- a. Finance & Accounting
- b. Marketing & Sales
- c. Operations & Supply Chain Management
- d. People & Organisation

### Article 2.8 Three-year university of applied sciences tracks

1. The programme has a three-year university of applied sciences track. This is a compact, in-depth track with a study load of 180 credits. Only students who have a pre-university education diploma or a diploma considered equivalent to that diploma by the Admission Board will be admitted.
2. The student wishing to be admitted to a three-year university of applied sciences track, should indicate this when registering in *Studielink*. Admission will be decided on by the Admission Board based on the provisions of article 7.9a of the Dutch Higher Education and Research Act (WHW).

### Article 2.9 Additional costs

1. Only **tuition fees** may be charged for enrolling as a student in the programme.
2. In order to be able to follow the programme, it is necessary to purchase certain instructional (support) **materials**. The cost thereof, to be borne by the student, are expected to amount to approximately € 1500 per academic year. This concerns the following instructional (support) materials:
  - a. study books;
  - b. 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;
  - c. readers
  - d. online labs
3. **Excursions and working visits, and studying abroad**, form part of the educational programme. This may involve costs for the student. These additional costs will be announced at the start of each semester. *Additional* personal costs related to the 'Study Abroad' component vary and can become substantial, depending on the Study Abroad partner and variant selected. The student should consult the Exchange Coordinator for additional information regarding the budget they need to reserve for this. Please see the Study Guide for more information regarding the Study Abroad variants and requirements. Students may apply for an exemption of the Study Abroad requirements to the exam board.
4. If the student **is unable to pay these costs**, referred to in paragraph 3 from this article, the student will be offered an equivalent alternative, aimed at achieving the same learning objectives. The related application procedure is described in the module description of the unit of study in question.

## Chapter 3. Education

### Article 3.1 Structure of the education programme

1. An academic year consists of two semesters.
2. The annual planning is attached in Appendix 1.
3. The programme consists of units of study. These units of study are described in the Educational Programme Plan (EPP) attached in Appendix 2. Per unit of study, the EPP will in any case include the following information:
  - a. the name of the unit of study;
  - b. the semester in which the unit of study is offered;
  - c. the competencies/learning outcomes associated with the unit of study;
  - d. the format(s) in which the education is provided and any attendance requirement or participation requirement in tutorials and practicals;
  - e. the number of contact hours and independent study hours;
  - f. the number of credits;
  - g. the test formats, including the weighting factors of any partial tests;
  - h. the testing method;
  - i. the week in which the test is offered;
  - j. *in case of a bachelor's programme or an associate degree programme*: whether the unit of study is part of the qualitative criterion of the study advice;
4. The provisions of paragraphs 1 up to and including 4 of this article do not apply to programmes which take part in the *Experiment leeruitkomsten*.

### Article 3.2 Work placements, activities and professional practice

1. The full-time programme involves a work placement of 600 hours representing 24 credits. Further provisions, information and conditions are described in the work placement handbook, which can be found on the International Business Student Portal and in the Internship area on Brightspace.

### Article 3.3 Minor segment

1. The minor segment is worth 30 to 45 credits for full-time Bachelor's programmes and 15 to 30 credits for part-time, dual or three-year Bachelor's programmes. The purpose of the minor segment is to broaden and deepen the professional competencies applicable to the major programme.
2. The periods reserved for the minor segment are stated in Appendix 2. The minors and electives organised by the programme of IB are listed in Appendix 2.
3. The minor segment may be filled in within or outside of the programme as follows:
  - a. minors within our own or from another programme/ faculty/ (accredited) institution for higher education (in the Netherlands and abroad),
  - b. a work placement (in The Netherlands and abroad),
  - c. electives within our own or from another accredited programme/ faculty/ institution for higher education,
  - d. major units of study given by another programme, whether or not at THUAS,
  - e. special tasks.
4. The minors and electives for which the Exam Board has given its approval beforehand are stated in the list published on the Student Portal.
5. The student must submit a request to the Exam Board at least 15 days prior to the commencement of the relevant minor or elective in the following cases:
  - a. if the student wishes to follow a minor or elective at THUAS or externally which is not included in the list referred to in paragraph 4;
  - b. if the student wishes to request exemption from components in the minor segment based on past results achieved in another programme.The minor may not overlap with the major and must be at least at a university of applied sciences level.
6. If the student performs special tasks as part of the elective as referred to in Article 3.3(3)(e), 3 credits will be awarded if the assessment is satisfactory, to the extent the following conditions have been met:
  - a. the student plays an active role on the relevant committee, and attends at least 80% of the committee meetings;

- b. the student must write a report on the activities they have performed as part of his special role, including timekeeping records, and will send it to either the Exam Board or an examiner designated by the Exam Board before the end of the relevant academic year;
  - c. the student does not receive any financial compensation or financial assistance from the Profiling Fund for their committee membership.
7. If the student uses a work placement abroad in line with THUAS minor-policy as referred to in Article 3.3(3)(b) as an elective, they must report in detail on his activities. The Exam Board will determine the manner of reporting.

#### Article 3.4 Honours programme

The programme does not feature an honours programme.

#### Article 3.5 Graduation

The module description of graduation, the graduation/thesis manual/syllabus, includes arrangements with regards to graduation, the assessment in the graduation phase and determination of the results. The manual can be found at the Brightspace area under IP8 (Final Integrated Project).

#### Article 3.6 Transitional measures

According to what is stated in article 4.13, obtained (partial) results remain valid until major changes in OLP occur, also in case a student has ended his enrolment for the propaedeutic phase of a programme during the academic year before February 1<sup>st</sup> and enrolls again for a subsequent academic year.

- NB 1. Two more opportunities for each assessment of the module will be offered in the academic year following the academic year an expired module was last taught;
- 2. IB's Programme Management can, at their own convenience, decide to offer additional assessments for an expired module for an extended period;
  - 3. If the final assessment opportunities are not utilized and/or if the student did not pass all required (partial) tests of the expired module, the student must take and pass a new/current module relevant to the subject matter and familiarize themselves with the new subject matter.

#### Article 3.7 Test results that are subject to becoming outdated the following academic year

The (partial) tests concerned are listed in a Conversion Table which is part of OLP.



## Chapter 4. Tests

### Article 4.1 Tests and partial tests

1. A unit of study concludes with a test.
2. A test may consist of several partial tests.
3. In case of the concept of programme-based testing (*programmatisch toetsen*), the decision on completing a unit of study is made on the basis of data points (this is learning information obtained from learning activities with feedback obtained on them).

### Article 4.2 Test format, testing method and moment at which tests are held

1. Appendix 2 describes for each unit of study in what format the (partial) tests will be administered. Due to force majeure the programme manager can decide to deviate from the determined test format during the academic year after agreement of the exam board.
2. Appendix 2 describes for each unit of study the testing method of the (partial) tests (written, oral or digital).
3. The moment in which the tests of a unit of study will be administered must be published in a timetable at the start of that particular unit of study. The ten working day-term as stated in article 1.2, paragraph 5 must be observed.
4. In case of a cumulative test, it will be conducted in several components. The first test will be conducted on several succeeding occasions and the resit will be conducted on one single occasion.
5. A written test lasts no longer than two clock hours per session. This is not including a possible extension of the duration of the test. The programme states the duration of the test in the OLP and this may only differ from the maximum standard if relevant for the content and following consultation with the dean.

### Article 4.3 Conditions for participating in tests

1. The student is obliged to comply with the Test Regulations and if applicable, the digital test regulations.
2. If it is compulsory for a student to take part in practical exercises or/ and there is a participation requirement, such as practical training or tutorials, before being allowed to take a test or partial test, this is stated in Appendix 2 and in the module description of the unit of study concerned. The module description also includes the procedure the student must follow if he wishes to submit a request for exemption from compulsory practical exercises to the Exam Board, whereby the latter may decide to impose alternative requirements.
3. If the student is required to pass one or more tests to allow him to sit a test or partial test, this condition is set out in Appendix 2 as well as in the module description of the unit of study corresponding to the test or partial test. The module description also sets out the procedure that a student should follow to request an exemption from the Exam Board.

### Article 4.4 Public nature of oral tests and exams

Oral tests and examinations are not open to the public unless provided otherwise in the module description of the relevant unit of study. In special cases the Exam Board may decide otherwise.

### Article 4.5 Assessment

1. A test or partial test may be marked as follows:
  - a. a grade on a scale of 1.0 up to and including 10.0, or
  - b. the qualification 'good', 'pass' or 'fail', or
  - c. the qualification 'satisfactory'/'not satisfactory'.
2. If a test or partial test is marked with a grade as referred to in paragraph 1(a), the grade will be expressed with one decimal. The average figure for grades resulting from a weighted or an arithmetic average of several partial tests is calculated on the basis of the results of the partial tests which are expressed with one decimal. If the average figure includes more than one decimal, the average figure is cut off after the first decimal (example: 6.49 is rounded to 6.4).
3. Units of study which represent 10 or more credits are assessed with a grade on a scale from 1.0 to 10.0 with the exception of credits earned from Exchange.

4. The grading system for the various components of a test or a partial test will be announced prior to the examination or on the actual test form. If the grading system is not mentioned, the same grading system will apply to all components of the test.  
In case of a (part of a) cumulative test, the standardisation is calculated retrospectively and this standardisation method must be announced in advance.
5. Based on the qualitative analysis of the test, the examiner may adjust the grading retroactively. The examiner has to report the adjustment of the grading to the Exam Board.

#### Article 4.6 Provisions applicable to partial tests

1. If a test consists of several partial tests, the result of the test will only be determined if:
  - a. the student has at least achieved a grade of 4.5 for every partial test marked with a grade, unless the module description of the relevant unit of study and the Education Programme Plan state differently;
  - b. the student has achieved a 'good', 'pass' or 'fail' mark for all partial tests marked on the basis of a 'good or 'pass';
  - c. the student has achieved 'satisfactory' for all partial tests marked on the basis of a 'satisfactory'/'not satisfactory'.
2. If the conditions referred to in paragraph 1 have been met, the test result will be determined as the weighted average of the results of the partial tests marked with a grade. The weighting factors applicable to partial tests are described in Appendix 2.
3. The above (1 and 2) does not apply to cumulative tests, which include several components that form one single test, but does apply to the results of cumulative tests.

#### Article 4.7 Award of credits

1. Credits are allocated to a unit of study in whole numbers ranging from a minimum of 3 credits and, in the propaedeutic phase and the first study year of the Ad-programmes, to a maximum of 6 credits.
2. Credits are awarded if the student:
  - a. has achieved a grade of 5.5 or higher for the test of the unit of study concerning, or
  - b. has achieved a 'good' or 'pass' mark, as referred to in Article 4.5(1), for the test of the unit of study concerning, or
  - c. 'satisfactory' or
  - d. has been granted exemption from the test of the unit of study concerning by the Exam Board.
3. No credits are awarded for passing a partial test.
4. The final results of tests taken for units of study cannot counterbalance each other, the results of partial tests can.

#### Article 4.8 Announcement of results

1. The results of a test, partial test or a component of a cumulative test must be announced in Osiris no later than 15 working days after the date on which it was administered, but at least 3 working days prior to the scheduled resit. In case of force majeure, the programme manager may determine to extend the term with up to 5 working days, but no later than 3 days prior to the scheduled resit date. Students will be informed of this by the programme. The student can report overdue announcement of the result to the programme manager.
2. The examiner and the Exam Board may correct incorrectly entered result in Osiris. Examiners may only do so within 2 months after the date on which the test or partial test was administered. After this time frame, the student may derive rights from the results as posted in Osiris, unless the student could reasonably have known that the entered result is an incorrectly entered result.
3. Results that have been announced via other media, for example OnStage and Brightspace, are not definitive and no rights can be derived from this.

#### Article 4.9 Review

1. The student is given the opportunity to review the marked test, partial test, cumulative test and the grading applied on an occasion to be announced by the programme. This review occasion will be no later than 25 working days after the (partial) test has been conducted and at least 3 working days before the scheduled resit date. Review of the test can also take place remotely, in a digital

classroom setting. In cases where review in a digital classroom setting is not possible, the answers of the test will be made available.

2. If the student can demonstrate that they cannot be present at the announced review occasion for a well-founded reason, the student may schedule an appointment with the examiner to review the test.
3. For tests for which no collective review occasion is scheduled, for example an internship report or assignment, an individual appointment may be scheduled with the examiner for inspection. The periods stated in paragraph 3 of this article will then apply.
4. The right of review is a one-time only right.
5. During the review, students are not allowed to make notes on or of the test, or make any changes to the submitted work. It is also not permitted to take photographs or any other type of copy. The programme manager may derogate from this in consultation with the Exam Board. Violation of this provision may be considered an irregularity within the meaning of Article 8.1 of these regulations.

#### Article 4.10 Force majeure

1. If a student is prevented from taking part in a test or partial test due to force majeure, and if academic progress is seriously affected as a result, the Exam Board may decide to allow the student to take the test or partial test at another time. To this end, the student can submit a written and reasoned request to the Exam Board. This request must be submitted to the Exam Board no later than 5 working days after the test or partial test in question.
2. Force majeure applies in the event that it is impossible to perform an obligation for causes not attributable to the defaulting person in question.

#### Article 4.11 Resit

1. One resit will be offered in the same academic year for every test or partial test. The module description of the relevant unit of study states when resits will be held for every test or partial test. In case a resit for a test or partial test cannot take place in the same academic year because a resit would not reasonably fit within the education programme due to the specific nature of a unit of study, this will be stipulated in the module description.
2. The student may participate in the same test or partial test no more than twice per academic year, insofar as the test or partial test is held on more than two occasions per academic year. The student may resit tests passed with satisfactory marks in the academic year in which these were attained or in the following academic year. The student is not permitted to resit tests passed with satisfactory marks in subsequent years. Tests cannot be retaken after the exam has been issued.
3. For cumulative tests, the resit consists of one (partial) test.
4. The highest result achieved applies to resits of tests and partial tests.
5. In special cases, the Exam Board may decide to derogate from the provisions in paragraphs 1, 2 and 3 and allow an additional resit. This may be the case, for example, when academic progress is compromised by force majeure. To this end, the student can submit a written and reasoned request to the Exam Board. This request must be submitted to the Exam Board no later than 15 working days after the result of that particular test or partial test has been announced.
6. Students who still have to take one exam before graduation and have to wait three months or more to take a resit are allowed to send in a request to the Exam Board for an extra exam. Students have to meet the following requirements;
  - a. The student has to wait three months or more to take the next regular resit. This option can only be used for the last exam, shown in OSIRIS (a copy must be attached to the request);
  - b. The student has participated in the last two regular exams;
  - c. The student had not used this option for an extra last resit before;
  - d. The normal test date of the exam, stated in the request, is at least three months later than the date of the request;
  - e. Request for an additional assignment instead of an extra exam are not granted;
  - f. The student states in his request the name of the lecturer who gave the lectures.

#### Article 4.12 Granting exemption

1. The Exam Board may grant a student exemption from a test if it is of the opinion that the student already meets the requirements in terms of content and level of the relevant unit of study. The Exam

Board determines the period of validity for the exemption. No exemption can be granted from a partial test or a component of a cumulative test.

2. Exemption may be granted on the basis of the following:
  - a. the tests results achieved for another NVAO-accredited degree programme,
  - b. the competencies, knowledge or skills acquired through (work) experience.
3. A student wishing to apply for exemption may submit a request to the Exam Board via Osiris Case stating reasons. The request must be accompanied by the supporting documents showing that the student already meets the requirements for the relevant unit of study. The request must be submitted to the Exam Board no later than 5 working days after the unit of study has commenced.
4. If the request is incomplete, the Exam Board may decide to allow the student to complete the request within a period to be determined by the Exam Board.
5. The Exam Board will inform the student in writing of its decision within 15 working days of receipt of the (complete) request.

#### Article 4.13 Validity of test results

1. If a student has passed either a propaedeutic exam or a final exam, the exam results are valid indefinitely.
2.
  - a. Test results and exemptions are valid indefinitely but may lose their validity if knowledge, skill or insight has demonstrably become obsolete.
  - b. Partial test results lose their validity after the end of the course year in which they were obtained. Partial test results of modules of at least 15 EC are excluded from this.
  - c. Every year, the programme publishes test results that are subject to becoming outdated the following academic year following a balanced assessment (see article 3.6). The Exam Board will then determine whether an individual result can reasonably be deprived of its validity.
3. At the student's written request, the Exam Board may in special cases, as stated in article 7.5, but not exclusively, decide to extend the validity period of a test or partial test result or exemption therefrom, or to administer an additional or alternative test. Requests to extend the validity based on approved personal circumstances are awarded at a minimum for the number of months for which compensation has been awarded from the Profiling Fund. The request must be submitted to the Exam Board no later than 15 working days prior to the expiry of the validity period applicable to that particular test or partial test.

#### Article 4.14 Declaring tests or partial tests invalid

1. If irregularities have been detected in a test, partial test or component of a cumulative test, after having consulted with the dean the Exam Board may decide to declare that test or partial test invalid also for students who were not found to have committed irregularities, if the Exam Board is of the opinion that the assured quality of the tests and examinations has been compromised.
2. If no irregularities have been detected in a test or partial test, the Exam Board can, having done careful investigation and after consultation with the dean of the faculty, from its statutory duty to ensure the quality of the tests and examinations (article 7.12b, paragraph 1.a WHW), decide that a test is invalid, if it is of the opinion that the assured quality of the tests cannot be guaranteed.

## Chapter 5. Exams and diplomas

### Article 5.1 Exams

1. The bachelor's degree programme has two examinations: the propaedeutic exam and the final exam. An associate degree programme and a master's programme require a final exam.
2. The propaedeutic exam is passed if the student has successfully taken all tests of the units of study that are part of the propaedeutic phase.
3. The final exam is passed if the student has successfully taken all tests of the units of study associated with the associate degree programme, bachelor's programme or master's programme.
4. The Exam Board determines the results of an exam.
5. Contrary to paragraphs 2 and 3, before determining the results of an exam the Exam Board may itself undertake to assess the student's knowledge, understanding and skills if the results of the relevant tests give cause to do so.

### Article 5.2 Award of degrees

1. The Executive Board grants the degree 'Bachelor of Business Administration (BBA) in International Business' if the Exam Board has established that the student has passed the final exam of the bachelor's degree programme.
2. The student may add the awarded degree as part to his name as referred to in Section 7.19a of the WHW.

### Article 5.3 Diploma

1. The Exam Board will award the student a diploma in evidence of the fact that he has passed the propaedeutic exam or final exam in accordance with article 7.11 WHW.
2. This diploma will only be issued if the institution's board has stated that the student complied with the procedural requirements for issuing the certificate as set out in the Regulations for Enrolment and De-registration for government funded programmes.
3. The student who has fulfilled the conditions for taking the final exam may ask the Exam Board to decide at a later point in the academic year in question that they have fulfilled the conditions. To this end, the student must submit a written and reasoned request via Osiris Case no later than 5 working days before the meeting of the Exam Board. The Exam Board informs the student of its decision in writing after the meeting.
4. The diploma includes a list of grades and contains the following details:
  - a. the full name and date of birth of the student;
  - b. the name of the university of applied sciences and the name of the programme as stated in the RIO;
  - c. an overview of the units of study obtained and the results obtained for them;
  - d. the date on which the programme was last accredited, or the date on which the programme successfully passed the new degree programme test;
  - e. for the final exam, the degree awarded to the student;
  - f. for the final exam, where applicable, the competence attached to passing the final examination;
  - g. the date of the meeting in which the Exam Board determined the result of the exam;
  - h. in case there is one: the distinction.
5. The text on the certificate is written in Dutch and English.
6. The diploma is signed on behalf of the institution by the chairperson of the Exam Board.
7. A diploma supplement in accordance with the European standard format, as referred to in Section 7.11(4) of the WHW, will be added to the certificate at the final examination. This diploma supplement is written in English. If the student has successfully taken part in an honours program, a note to this effect will be included in the diploma supplement and the student will receive a separate certificate.
8. In the event that the student ceases their studies and the Exam Board is not able to issue a diploma to them, the student may ask the Exam Board (see article 1.3(2) of these Regulations) to issue a statement stating the successfully passed tests (and the associated credits).

## Article 5.4 Distinction

1. The Exam Board will determine whether a student has passed the propaedeutic exam or the final exam 'with distinction' or 'with highest distinction'. If the student meets the conditions for either of the above distinctions, the distinction will be recorded on the diploma.
2. The following conditions apply to these distinctions:
  - a. the weighted average of the results achieved by the student for all units of study corresponding to the exam in question must be at least:
    - 1° 8,0 for the distinction 'with distinction';
    - 2° 9,0 for the distinction 'with highest distinction', and
  - b. the student has been awarded at least the following marks for all units of study corresponding to the exam in question;
    - 1° 7,0 or 'pass' for the distinction 'with distinction';
    - 2° 8,0 or 'pass' for the distinction 'with highest distinction', and
  - c. the student has been granted exemption from less than half of the education programme in the propaedeutic or main phase, and
  - d. the Exam Board has never found the student guilty of fraud, and
  - e. for the distinctions for the propaedeutic exam of the programme that it has been obtained within 1 academic year.
  - f. for the distinctions for the final exam of the bachelor programme that the student has completed the programme in a maximum of 5 academic years.
3. In calculating the average as referred to in paragraph 2(a):
  - a. the number of credits applicable to the relevant unit of study applies as the weighting factor; and
  - b. the units of study for which the student has received exemption are not included in determining the average mark; and
  - c. the results achieved for units of study marked on the basis of the 'pass' or 'fail' scale or the 'satisfactory' or 'not satisfactory' scale are not included in determining the average mark.
4. The conditions under paragraph 2.e., f. and g. apply to students who have started the propaedeutic phase (in the case of an associate degree programme: the first period with a study load of 60 credits) or main phase of the programme from the academic year 2021-2022 and onwards.

## Article 5.5 Certificates in recognition of special contributions

1. In addition to their diploma, students who are actively engaged in organisations aimed at improving the study and social environment may also receive a certificate showing their extra activities, provided that the student has not received any credits or financial compensation for these activities. A student must be nominated for a certificate by a minimum of two employees of THUAS.
2. Nominations for students who have carried out activities within the faculty or programme should be addressed to the relevant dean. Nominations for students who have carried out University-wide activities should be addressed to the Executive Board.
3. The dean or the Executive Board respectively will decide whether to award the certificate to the student and, if their decision is positive, will present it to the student.
4. A student who has managed to combine study and elite sports can request - next to his diploma - a certificate from the elite sports coordinator, which will be signed by the Executive Board and the director of NOC\*NSF.

## Chapter 6. Counselling

### Article 6.1 Counselling and coaching

1. The student is entitled to counselling and coaching (or mentoring) throughout his studies, aimed at the student's success and his development into a world citizen.
2. The counselling of the student relates to the content of the study and covers all activities and facilities provided by lecturers (teams) to support the student in his studies.
3. Coaching of the student consists of the dialogue between the student coach, study (career) supervisor, mentor or supervisor. Coaching helps the student to reflect on his personal and professional development process.
4. The student starts with an introductory programme and has an individual intake interview with his student coach shortly after the start of the study. In addition, the student has at least two conversations with the student coach in the first year. In the first year, explicit attention is paid to (the development of) study skills.
5. In the second academic year, the student has at least one conversation with the student coach per semester.
6. In the third and fourth (and possibly following) year of study, the student has at least one conversation with the student coach per academic year.
7. The activities within the framework of counselling and coaching are described in the relevant module descriptions.

## Chapter 7. Study advice

### Article 7.1 Study advice in the propaedeutic phase

1. At the end of the first year of enrolment in the propaedeutic phase of a programme, the student will receive advice on the continuation of his studies within or outside the programme in which he is enrolled. The study advice is based on the study results in the first year of enrolment for the propaedeutic phase.
2. The student may be given a positive study advice or a negative binding study advice. Issuing the advice may also be postponed due to personal circumstances, see article 7.2 and further.
3. Study advice may be issued as long as the student has not passed the propaedeutic exam.
4. A study advice is issued by the Exam Board, on behalf of and under the responsibility of the Dean of Faculty. The student will receive this study advice by email at the university of applied sciences email address and/or the email address of the student that is known to the university of applied sciences at that moment.
5. If a student terminates his enrolment in the propaedeutic phase of a programme during the academic year, on or after the 1<sup>st</sup> of February, he will still receive study advice no later than the end of the relevant year of enrolment. If the student has interrupted his studies for personal circumstances and has requested the Exam Board on a timely basis to take account of these reasons, the Exam Board may decide to postpone the issuance of study advice until the end of the next academic year in which the student enrolls in the same programme.
6. If the student un-enrols before 1 February of the current academic year, and doesn't re-enrol in the same academic year study advice will not be issued to the student. If he enrolls for the same programme in a later academic year, his enrolment will be seen as 'first enrolment' (also see article 3.5).
7. If a student commenced his studies on a regular student intake date in February,
  - a. the phrase 'in the first year of enrolment' in this chapter means: the period from the intake date until the end of February in the following calendar year. The 'second year of enrolment' means: the period from the month of February in the calendar year following the intake date until the end of February in the second calendar year following the intake date;
  - b. the date of un-enrol in the current academic year shall be before 1 September, in deviation from paragraph 6 of this article.

### Article 7.2 Study progress standards and study advice

1. A student will be given a positive study advice if:
  - a. at the end of their first year of enrolment, he successfully passed the propaedeutic exam. The study load associated with this exam is 60 credits; or
  - b. at the end of the first year of enrolment, he have obtained at least 50 credits. If a student has been exempted for one or more units of study in the propaedeutic phase, the norm of 50 credits still applies.
2. A negative binding study advice will be issued to a student who does not meet the standard of study progress referred to in article 1(a) or (b). Because his study results do not comply with the requirements set out in this chapter, the student, taking their personal circumstances into account, is considered unsuitable for the programme, also see article 7.4.
3. If at the Exam Board's discretion the student's personal circumstances give reason to do so, study advice may be deferred, the procedure for which is set out in article 7.6.

### Article 7.3 Positive study advice

A student who has received positive study advice may continue his programme.

### Article 7.4 Negative binding study advice

1. A student who has been given a negative binding study advice, is not allowed to re-enrol in the same programme or the same variant of International Business at The Hague University of Applied Sciences.



2. A negative binding study advice can only be issued if the propaedeutic phase of the programme in question has been provided with such facilities that ensure the opportunities for proper academic progress. The following conditions must have been met:
  - a. the student has been offered student career advice/ academic student counselling;
  - b. information on the student's study progress has been recorded in Osiris, the student tracking system;
  - c. the programme has scheduled at least one resit in the same academic year for each unit of study, with the exception of units of study of which a resit would not reasonably fit within the education programme due to the specific nature of a unit of study (see also article 4.11 paragraph 2);
  - d. the student's personal circumstances have been taken into account insofar as the student has submitted a timely request to that effect to the Exam Board;
  - e. in view of a negative binding study advice, the student has been given a warning at such a moment that the student still had the opportunity to improve their study results;
  - f. before the negative binding study advice was issued, the student was given the opportunity to be heard by the Exam Board.
3. If binding negative study advice is issued to the student during an academic year, his enrolment will be terminated by the Executive Board as of the second full month following the month in which the negative binding study advice was issued in writing or was sent to the student's university of applied sciences email address or to the student's current email address as known at that time by THUAS of applied sciences. If the student wishes to terminate their enrolment sooner, they should submit a request to that end to the Central Students Enrolment Office in good time.
4. A binding negative study advice may also extend to a bachelor's degree programme or an Associate degree programme that shares the propaedeutic phase of a bachelor's degree programme or the first period of 60 credits of an Associate degree programme. In that case, the study advice will state the bachelor's degree programme or Associate degree programme to which the study advice pertains.

#### Article 7.5 Re-enrolment following binding negative study advice

- 4.1 A negative binding study advice expires after three years following the academic year in which the advice was issued. #
2. The dean may, within the period of three years referred to in paragraph 1, consent to the re-enrolment of the student for this programme, provided the student makes a reasonable case for being able to successfully complete the programme. The dean will judge whether this is the case.
3. If the student is given permission to re-enrol, they will follow the educational programme in force at the time of re-enrolment. Previously achieved results remain valid, provided that they have not been determined to be outdated and that they are still included in the curriculum, see article 4.13. At the end of the first year a new study advice will be issued.

#### Article 7.6 Personal circumstances and deferral of study advice

1. The Exam Board may decide, after having taken notice of a motivated advice from the student counsellor, to defer issuing study advice if the student's personal circumstances give reason to do so.
2. The Exam Board attaches a period of time to the deferral of study advice. After this period, a study advice will follow. The Exam Board will also specify the study progress standard the student will have to comply with after this period and whether any further conditions are imposed on the student. The student will be informed of this in writing or by email to the university of applied sciences email address.
3. At the Exam Board's discretion, only the following personal circumstances may give reason to defer study advice:
  - a. illness: any type of physical or mental ailment;
  - b. disability: a physical, sensory or mental limitation;
  - c. pregnancy and childbirth;
  - d. special family circumstances:
    - i. the long-term care of a blood relative or a member of the student's household on account of their illness;
    - ii. long-term psychological and/ or social problems in the student's household;
    - iii. other circumstances that are considered special family circumstances;

- e. elite sports or other elite-level activities, which place the student among the top performers on national or international level in his discipline, and on which the student spends at least 15 clock hours a week;
  - f. membership of the General Council, an faculty council or programme committee;
  - g. membership of a University committee, to the extent it is included in the 'List of Student Organisations and Participation Bodies' in Part 1 of the Student Charter of the relevant academic year;
  - h. board membership of a study association, student association or student organisation with full legal capacity, to the extent the association or organisation is included in the 'List of Student Organisations and Participation Bodies' in Part 1 of the Student Charter of the relevant academic year.
4. If the student wants the Exam Board to take his personal circumstances into consideration, he must:
    - a. inform the student counsellor and his study career counsellor of these circumstances the moment they occur, or as soon as possible thereafter; and
    - b. submit a reasoned and substantiated request to the Exam Board before 1 July, unless the circumstances occurred after 1 July, to postpone issuing the study advice due to these personal circumstances.
  5. The student alone is responsible for reporting such circumstances, submitting a request to the Exam Board and for drawing up a study plan in consultation with his study career counsellor to prevent or minimise a possible delay in completing his studies.
  6. The student who has received a postponed advice and decides not to enrol in the following academic year, can enrol again for the same programme in the subsequent academic year. The conditions for postponement as described in the postponed advice will apply to that student, with the exception of the date on which the student must still meet the conditions set.

#### Article 7.7 Relevant dates for study advice

1. Study advice will be issued no later than 31 July of the relevant year of enrolment, unless the opportunity to earn credits is still offered in the period from 31 July up to and including 31 August. Study advice will in that case be issued at the latest on 31 August of the relevant year of enrolment.
- 51 Before study advice is issued, a warning will be given at the latest on 31 March concerning the possibility of the student receiving binding negative study advice.#
3. In case the student would like the Exam Board to take his personal circumstances into consideration when issuing study advice, he must ensure that the Exam Board receives a request to that effect via Osiris Case on 1 July at the latest before the study advice is issued.

#### Article 7.8 Appeal provisions

1. If a student has lodged an appeal in accordance with Article 1.4(7) against the decision to issue him binding negative study advice, implementation of that advice will be suspended at the request of the student until the Examination Appeals Board has made a decision on the appeal, or until the student has withdrawn the appeal.
2. If desired, the student may therefore re-enrol or continue to be enrolled for the duration of the appeal period with the Examination Appeals Board to avoid any unnecessary study delay if his appeal is upheld. Any study results obtained during this period will not be included in the assessment of the appeal by the Examination Appeals Boards.
3. If the Examination Appeals Board has ruled that the appeal is unfounded or inadmissible, or if the student withdraws the appeal, the Executive Board will terminate the student's enrolment. Termination will take effect from the month following the month in which the student has withdrawn the appeal or in which the Legal Protection Desk has informed the student that the Examination Appeals Board has ruled the appeal is unfounded or inadmissible.

## Chapter 8. Irregularities

### Article 8.1 Scope

1. The term 'irregularities' includes, but is not limited to the following:
  - a. failure to follow the written or verbal regulations or instructions concerning tests, and test reviews;
  - b. fraud;
  - c. plagiarism.
2. The term 'fraud' includes, but is not limited to the following:
  - a. viewing another candidate's paper during a test;
  - b. having prohibited materials within sight or within reach at the test;
  - c. submitting work under a name, other than the student's own;
  - d. breaching the regulations (in part) laid down to prevent fraud during a test;
  - e. making one's own material available to others to be submitted as (part of) assessed work;
  - f. apprising oneself of the test questions, assignments or model answers to a test before the test is held;
  - g. copying test questions and/ or model answers during or after a test, either for personal use or for putting these at the disposal of others;
  - h. using forged information for research as part of a unit of study or thesis;
  - i. falsifying assessments.
3. The term 'plagiarism' includes, but is not limited to the following acts:
  - a. including the work of others, whether verbatim or paraphrased, in quotation marks or otherwise, in one's own work without further qualification or citation of sources;
  - b. presenting detailed ideas or the findings of others as one's own ideas or findings.

### Article 8.2 Procedure concerning the discovery of irregularities

- 1a. If irregularities are suspected before, during or after a test, the following procedure applies:
  - a. The student will be given the opportunity to finish the test or examination.
  - b. The invigilator or examiner will confiscate any potential evidence.
  - c. The invigilator or examiner will prepare a report which at least includes his observations and the grounds on which fraud is suspected.
  - d. The invigilator or examiner will be supported, if necessary, by an examination assistant and will notify the Exam Board of any irregularity or suspicion of fraud and will present a report.
  - e. The Exam Board will inform the student of the suspicion of irregularities within 5 working days of receiving the information.
  - f. The Exam Board will give the student an opportunity to be heard within 15 days of receiving the report, and will do so by means of a written invitation.
  - g. The Exam Board will establish whether irregularities have taken place within 15 working days of the date on which the student was given the opportunity to be heard.
  - h. If further investigations are required, the Exam Board may decide to extend the period of 15 days, and will inform the student thereof in good time.
  - i. The decision will be communicated to the student in writing together with any sanctions imposed, a copy of which communication will also be sent to the dean.
  - j. In case of an irregularity or irregularities, a remark is made in Osiris.
- 1b. If irregularities are suspected in digital invigilation (online proctoring), the following procedure applies:
  - a. The proctor views the images and informs the e-proctor of THUAS of possible irregularities by qualifying the images with an orange or a red flag. Within 3 working days, the e-proctor of THUAS will assess the images of the orange flags and will color the flag red in case of a possible irregularity (technical problems) or a suspicion of fraud and will subsequently inform the Exam Board.
  - b. Within 5 working days the Exam Board will assess the images of the red flags and decide whether the work can be checked or whether the student needs to be heard.
  - c. Within five working days after assessing the images, the Exam Board will notify the student of any possible irregularity or suspicion of fraud.
  - d. within 15 working days of assessing the images, the exam board will give the student the opportunity to be heard, to which the exam board will send the student a written invitation;
  - e. Within fifteen working days after the student has been given the opportunity to be heard the Exam Board will establish whether any irregularities have taken place.

- f. If further investigation is required, the Exam Board may decide to extend the term of fifteen working days and will notify the student accordingly in due time.
  - g. The decision, together with any sanctions imposed, shall be communicated to the student in writing, with a copy to the dean.
  - h. In the event of an irregularity being established, the Exam Board shall make a note of it in Osiris.
2. In the event of suspected fraud, plagiarism or other irregularities, the completed work will not be reviewed. The examiner will not assess the work submitted. If the Exam Board establishes that fraud, plagiarism or other irregularities have not been committed, the work will then be reviewed and assessed.
  3. For the detection of plagiarism in texts, use may be made (among other things) of electronic detection programmes. By submitting text, students grant permission for their text to be included in the database of the relevant detection programme. The student should submit work in a format that can be read by the electronic detection programme. The permitted file formats are published in the module descriptions.
  4. If an irregularity is found or suspected in a test, the Exam Board may decide to investigate previous tests submitted by the same student to determine whether irregularities can be found.

### Article 8.3 Sanctions

1. Depending on the seriousness of the irregularities, including repeated irregularities, the Exam Board may impose the following sanctions:
  - a. warning;
  - b. declare the relevant test or partial test invalid;
  - c. exclude the student from taking part in the relevant test for a maximum period of 1 year;
  - d. exclude the student from additional tests to be specified by the Exam Board, for a maximum period of 1 year;
  - e. a combination of the above measures.
2. At the Exam Board's request, the Executive Board may proceed with the following sanctions:
  - a. permanent termination of the student's enrolment in the programme;
  - b. report the incident to the police;
  - c. a combination of the above measures.
3. An appeal or objection against a sanction imposed by the Exam Board or the Executive Board on the basis of this article may be lodged with the Legal Protection Desk via Osiris Case within 6 weeks of the decision.

## Chapter 9. Special provisions

### Article 9.1 Provisions for students with a disability

1. A student with a disability arising from a handicap or chronic illness is entitled to effective, i.e. suitable and essential adapted provisions, unless it would disproportionately burden THUAS to provide them. Adapted provisions (SOM) are intended to remove or limit obstacles and to foster the independence and full participation of students as far as possible. The adapted provisions may relate to the following:
  - a. access to buildings;
  - b. the education programme, including work placements;
  - c. study timetables;
  - d. the teaching methods, including supervision;
  - e. the education materials, and
  - f. tests.
2. Students with a disability who wish to assert their right to adapted provisions(SOM) must submit an adequately substantiated request to the Exam Board. The request must also include a recommendation by the student counsellor, which is based on a certificate submitted to the student counsellor, issued by a BIG-registered health care professional, containing the student's personal details and the medical diagnosis. Contrary to the previous sentence, students suffering from dyslexia need only submit a certifying statement based on an examination by a qualified psychologist or Ortho Pedagogist. If deemed necessary by the Exam Board for the purpose of its decision, the Exam Board may ask the student to show the earlier mentioned certificate.
3. The following periods apply to decision-making on facilities for students with a disability:
  - a. the student counsellor will issue a recommendation to the Exam Board within 15 working days after the intake interview relating to the student's disability;
  - b. the Exam Board will issue its decision on the granting of adapted provisions within 15 working days of receipt of the student counsellor's recommendation;
  - c. a decision granting adapted provisions will be implemented within 15 working days after the decision has been taken;
  - d. if the request relates to a complex provision, each of these periods may be extended by a further 15 working days. The relevant officer will inform the student of the extended period before the expiry of the original period.

### Article 9.2 Provisions for elite performance students

1. A student who performs elite sports, or performs at elite level in a cultural or other field, may submit a request for study provisions. The student must submit such a request to the Exam Board without delay at the start of the academic year, or immediately after commencing the activities.
2. The Exam Board will issue a decision within 15 working days of receiving the request. The Exam Board will seek the advice of the elite sports coordinator in the case of elite sports, and the student counsellor in the case of any other type of elite performance.

### Article 9.3 Provisions for students who previously studied abroad

1. A student who has been granted admission on the basis of a secondary education diploma earned outside the Netherlands may submit a request to be allowed 30% more time to take tests or partial tests in the Dutch language and/ or to be allowed the use of 1 or more dictionaries during the first three years of enrolment at THUAS. This request can be submitted throughout the entire academic year to the Exam Board, though it should preferably be submitted as soon as possible after the start of the academic year via Osiris Case.
2. The Exam Board may extend the provisions at the student's request.

### Article 9.4 Provisions applicable to students in participation councils and in other situations

1. The student who is a member of a participation council as meant in article 1 paragraphs 2, 3 and 6 of the Regulations for Participation Councils THUAS (the General Council, a Faculty Council or a Programme Committee) can request the faculty dean to make a provision in case a (partial) test or a

- compulsory educational activity coincides with a planned meeting of the participation council concerned. De faculty dean will decide within 15 working days after the submission of the request.
2. In special cases provisions may be made available to students who do not satisfy the conditions referred to in Articles 9.1-9.3. In these instances, the dean will decide on whether or not to implement the provisions.

## Chapter 10. Final provisions

### Article 10.1 Derogating from the Programme and Examination Regulations

1. # If the Exam Board is of the opinion that application of the Programme and Examinations Regulations would lead to a significant unfairness and in all cases that the Programme and Examination Regulations do not provide for, the Exam Board will decide, unless the Dean of Faculty is competent on the subject in question. #
2. # In all cases that the Programme and Examination Regulations do not provide for or in which the application of the Programme and Examination Regulations would lead to significant unfairness, the student may submit a reasoned request to the Exam Board. The Exam Board will then take a decision within 15 working days, taking into account not only the interest of the student but also the interest of the organisation.

#

### Article 10.2 Adoption and entering into force

1. # The programme PER will be adopted by the Dean of Faculty before 1 July 2023, after the Degree Programme Advisory Committee and the faculty council have exercised their participation rights. #
2. # These Programme and Examination Regulations will enter into force on 1 September 2023 and can be referred to as: PER IB 2023-2024.

#

### Article 10.3 Publication

These Programme and Examination Regulations are available on The Hague University of Applied Sciences' intranet (the Student Portal) and Brightspace. #

#

## Academic Calendar 2023-2024 | Appendix 1

Period	Data			week
<b>Semester 1</b>	<b>28-08-2023</b>	<b>to</b>	<b>02-02-2024</b>	<b>35-5</b>
autumn recess	16-10-2023	to	20-10-2023	42
THiNK FeST	2-11-2023			44
Christmas Holiday	25-12-2023	to	05-01-2024	52-1
<b>Semester 2</b>	<b>05-02-2024</b>	<b>to</b>	<b>28-06-2024</b>	<b>6-26</b>
spring recess	19-02-2024	to	23-02-2024	8
Easter	29-03-2024	to	01-04-2024	13-14
King's Day	27-04-2024			17
Liberation Day	05-05-2024			18
Ascension Day	09-05-2024	to	10-05-2024	19
White Monday	20-05-2024			21
Summer recess	15-07-2024	to	30-08-2024	29-35

### Definitions

Since the various holidays/ recesses are not identical, the following definitions are used:

- **Holiday period:** no activities that are required or mandatory for the programme. This refers to the time periods when the buildings are closed (on holidays, on the Friday after Ascension Day and during Christmas Holiday).
- **Recess:** no scheduled educational activities, but projects and tests/ resits may be scheduled. This refers to fall, spring and summer break.

The academic year starts on Monday in the working week in which 1 September falls. If 1 September falls in a weekend, the academic year starts on the following Monday. For students who start the programme on a regular intake in February the academic year starts at the beginning of the second semester.

Educational activities and tests take place on weekdays (Mon-Fri) and on Saturday.



## Education Programme Plan (EPP) | Appendix 2

See separate documents

## Test Regulations | Appendix 3

### Article 1. General provisions

- 1.1 These Test Regulations contain the rules for correct conduct during examinations for all degree programmes at The Hague University of Applied Sciences. The regulations form part of the Programme and Examination Regulations.
- 1.2 In these regulations, the term 'test' also includes partial tests and resits.
- 1.3 Violation of the Test Regulations may be regarded as an irregularity in the sense of Chapter 8 of the Programme and Examination Regulations (PER).
- 1.4 The student has a period of six weeks in which he may submit an objection or lodge an appeal with the Legal Protection Desk against any decision taken on the basis of these regulations. This period will commence on the day after the announcement of the decision (via Osiris Case) and runs throughout the holiday periods.
- 1.5 If the Exam Board has decided to grant adapted provisions to a student with a disability arising from a handicap or chronic illness on the basis of Article 9.1 of the Programme and Examination Regulations, this may lead to deviations from the rules set out in these Test Regulations, to the extent in which the deviations follow from the decision of the Exam Board.
- 1.6 THUAS retains the ownership of the tests at all times. The appropriation of a test of partial test, and/ or the distribution of it in any form is prohibited at all times.

### Article 2. Conditions for written tests

- 2.1 The student must be enrolled for the test in accordance with the rules set out in Article 8 of these regulations.
- 2.2 The student is expected to be present in the examination room and to be seated in the place allocated to him 15 minutes before the designated start time of the examination. Students who arrive after the designated start time will be denied entry. Opportunities for resits are described in Chapter 4 of the PER.
- 2.3 Students must present a valid form of ID (not a copy or photograph) prior to the examination, namely:
  - a. a passport or identity card, where this passport or identity card has been issued by a member state of the European Union, Northern Ireland, Norway, Iceland, Lichtenstein or Switzerland, or
  - b. a Dutch driving licence or an EU driving licence, or
  - c. a Dutch residence permit, or
  - d. a Dutch foreigner identity card (W-document, issued to asylum seekers) or a Privileged Person's Identity Card ('Geprivilegieerdendocument' – issued to persons with diplomatic status).
- 2.4 The student must sign the attendance list.
- 2.5 During the examination, the student may only use the question sheets and examination stationery provided, and the permitted aids/ tools, as stated on the cover page of the test. The invigilators may also distribute coloured scrap paper. No other paper or scrap paper is allowed. Any aids/ tools other than those named above must be placed out of sight and out of reach of the student.
- 2.6 Students must leave their jackets, bags, mobile phones, watches and any other non-permitted aids/ tools in the designated place and should switch off their mobile phones. Students are not allowed to wear a watch, and/ or a smartwatch, during the examination.
- 2.7 From the moment that the examination papers are handed out, students are not permitted to communicate with others in any way, or to exchange paper or aids/ tools, with the exception of those stated in Article 2.9.
- 2.8 Students are only allowed to open the question paper after the invigilator has given instructions to do so.
- 2.9 If a student is unclear about anything, he may call the attention of the invigilator by raising his hand.
- 2.10 Students are not permitted to remove or record an image of tests, answer sheets or scrap paper.
- 2.11 Students are not permitted to use the bathroom during examinations that last two clock hours or less. If an examination last for longer than two clock hours, students are permitted to use the bathroom once after 15 minutes have passed since the start of the examination, and no later than 30 minutes before the end of the examination. This should be under the supervision of an invigilator. Students should leave their work behind in such a way that other students are unable to see this work.

- 2.12 The work that is handed in must be written in pen. The first page of the work handed in should indicate the number of pages which make up the work. Each page should be numbered and should state the student's name and student number.
- 2.13 The student may not leave the examination room during the first 15 minutes and the last 15 minutes of the examination.
- 2.14 After leaving the examination room, the student must immediately move out of earshot of the examination room.
- 2.15 Examinations for the same programme that take place on the same day and at significantly different geographic locations must be scheduled at least two clock hours apart to ensure enough time for students to reach both locations.

### Article 3. Conditions for digital tests at THUAS testing locations

- 3.1 Students should be enrolled for the test in accordance with the provisions of Article 8 of these regulations.
- 3.2 When students take digital tests at THUAS testing locations the test is made on a device managed by THUAS or on a device of their own that has been approved for BYOD (Bring your own device) by THUAS in a suitable equipped examination room. With exception of Articles 2.5 and 2.12, the provisions in Article 2 of these regulations apply similarly to digital examinations. Additional test regulations may also be specified that arise from the specific nature of a digital examination. These regulations are shown on the digital cover sheet and/ or the instruction sheet of the test and will also be provided to the student well before the start of the examination.
- 3.3 Digital examinations for the same programme that take place on the same day must not be scheduled immediately after one another to ensure sufficient time for students to rest, and to accommodate extension periods of individual examinations.

### Article 4. Conditions for digital tests administered remotely (online, via the internet)

- 4.1 Students should be enrolled for the test in accordance with the provisions of Article 8 of these regulations.
- 4.2 When students take digital tests administered remotely (online, via the internet) they take a test on a device that they own, or a device that is lent to them by THUAS or another party.
- 4.3 Students must have access to a device, any specified software required to take the test, and a stable internet connection. The email sent to students informing them about the examination will provide details about the use of permitted and non-permitted software. This will also be stated on the digital cover sheet of the test.
- 4.4 The student may only use the permitted aids/ tools, as stated on the cover sheet of the test. This information will also be provided to the student well before the start of the examination.
- 4.5 Students are not permitted to communicate with other students during the examination in any manner whatsoever.
- 4.6 The student submits their test by uploading it using the digital button provided for this purpose in the electronic test environment.
- 4.7 The moment of submission of the test is the moment after which it is no longer possible to upload the test taken. The opportunity to upload the test ends at the specified time.
- 4.8 The email informing the student about the examination will provide details about the type of file that the student should use for creating and uploading the test and this will also be specified on the digital cover sheet of the test.
- 4.9 Students are not allowed to record the test questions on paper or on their own device, or to photograph or film the test or parts of the test.
- 4.10 By submitting the test the student declares that he took the test in accordance with the test regulations and that it is his own work.
- 4.11 The provisions of Article 2 of these regulations do not apply. Special test regulations and/ or invigilation regulations will be drawn up for digital examinations administered remotely, depending on the specific characteristics of the test. These regulations are shown on the digital cover sheet and/ or instruction sheet of the test and will also be provided to the student well before the start of the examination.

- 4.12 Digital tests for the same programme that take place on the same day must not be scheduled immediately after one another to ensure sufficient time for students to rest, and to accommodate extension periods of individual examinations.

#### Article 5. Conditions concerning digital invigilation (online proctoring) for digital tests administered remotely (online, via the internet)

- 5.1 The student should be enrolled for the test in accordance with the provisions of Article 8 of these regulations.
- 5.2 When students take digital tests administered remotely (online, via the internet), they take the test on their own device, or on a device lent to the student by THUAS or another party.
- 5.3 The device used by the student should possess a separate or built-in webcam and microphone which work correctly, other specified software required to take the test, the Chrome internet browser, and a stable internet connection. The email sent to students informing them about the examination will provide details about the use of permitted and non-permitted software.
- 5.4 The student should have a well-lit and clear table/ desk upon which only any supporting material specified in advance should be placed.
- 5.5 Students should identify themselves on camera in accordance with Article 2.3.
- 5.6 The student may only use the permitted tools/ aids as stated on the cover sheet of the test. This information will also be provided to the student well before the start of the examination.
- 5.7 Students should be seated 30 minutes prior to the start of the examination in a room that other people are unable to access during the administration of the test.
- 5.8 During the 30-minute period preceding the start of the examination to the time at which the test is submitted, the student is not permitted to have contact with other people, other than the digital instructor for the examination via the chat function.
- 5.9 Students submit the test by uploading it using the digital button provided for this purpose in the electronic test environment.
- 5.10 Students should show their work environment to the digital invigilator, including their table/ desk using a webcam.
- 5.11 Students are not permitted to leave the room in which they are sitting during the allotted time. Students are not permitted to be out of sight of the camera. Therefore, students are not permitted to use the bathroom.
- 5.12 While taking the test, students are not permitted to make sounds, or background noise, such as humming, etc.
- 5.13 Students are not permitted to use earplugs, headphones or other types of ear phones. This is only possible if the student has obtained permission to do so from the Exam Board in advance, so before the administration of the examination.
- 5.14 Students are not permitted to use any form of additional screen.
- 5.15 Eating and/ or drinking is not permitted during the examination.
- 5.16 During the examination, it is not permitted to wear a watch (including a smartwatch), or use any other mobile device, other than the obligation to use the mobile phone to perform the environmental scan and as a second camera during the proctoring session.
- 5.17 The student will be called to conduct the system check by an email from the examination administrator and must carry out the system check no later than 48 clock hours prior to the start of the examination. After the check has been completed successfully, the student will receive a second email containing a link to the online examination.
- 5.18 Unless stated otherwise on the cover sheet of the test, only the Chrome browser may be used during the examination and all other applications should be closed.
- 5.19 Students are not allowed to record the test questions on paper or on their own device, or to photograph or film the test or parts of the test.
- 5.20 By submitting the test, the student declares that he has taken the test in accordance with the test regulations, that it is entirely his own work, and that he understands that any suspected irregularities will be communicated to the Exam Board.
- 5.21 Further test regulations and/or invigilation regulations will be drawn up for digital examinations administered remotely, depending on the specific characteristics of the test. These regulations are shown on the digital cover sheet and/ or instruction sheet of the test and will also be provided to the student well before the start of the examination.

## Article 6. Conditions for other test formats and test methods

- 6.1 Students should be enrolled for the test in accordance with the provisions of Article 8 of these regulations.
- 6.2 The programme will ensure that the student is informed in good time about test regulations and invigilation regulations (if applicable) for other test formats or testing methods like oral tests, presentations, assessments and practicals. These regulations will be laid down in the module description of the unit of study concerned.
- 6.3 Tests for the same programme that take place on the same day and at significantly different geographic locations, must be scheduled at least two clock hours apart to ensure enough time for students to reach both locations.

## Article 7. Supervision and irregularities

- 7.1 The invigilators are responsible for monitoring the conduct of written and digital tests at THUAS examination locations. At least one invigilator must be present at all times in the examination room during written and digital tests taken on site at THUAS.
- 7.2 The student must follow the instructions of invigilators and other staff members before, during and immediately after the examination.
- 7.3 The student is not allowed to enter into a discussion with the invigilator during the examination.
- 7.4 If the student displays behaviour during the examination which the invigilator deems disturbing to other students, and the student does not cease this behaviour after being warned, the invigilator may decide to remove the student from the examination room.
- 7.5 In the event of irregularities, the procedure described in Article 8.2, 1a of the Programme and Examination Regulations will be followed. A report on the relevant incidents will be sent to the Exam Board.
- 7.6 The monitoring of good conduct during digital tests administered remotely may involve the use of digital invigilation, also known as 'online proctoring'. Remote invigilators use software to monitor the tests taken by students for irregularities, during and/ or after the examination. If irregularities are suspected, the procedure as described in Article 8.2, paragraph 1b of the Programme and Examination Regulations applies. See the link for more information about [online proctoring](#).

## Article 8. Enrolment procedure for tests

- 8.1 Students enrol during the test enrolment period that has been opened for this purpose, via Osiris to take all tests and/ or partial tests. Exception: students who are in the first year of enrolment in the propaedeutic phase of the respective programme will be enrolled by the programme for the tests or partial tests they have not yet taken or completed. The programme is responsible for providing students with adequate information about the enrolment period.
- 8.2 Students enrol for minors and other options, and in doing so are automatically enrolled for the tests belonging to that unit of study, but not for the resits.
- 8.3 The student is responsible for correctly enrolling in good time for tests or partial tests (not only for written or digital tests, but also for oral tests, presentations, paper assessments and practicals, etc.) in Osiris. Students should always check whether they are enrolled, and if they are not, should take immediate action to perform the enrolment via Osiris.
- 8.4 Enrol for participation in a test or partial test counts as participation in this test or partial test. Students who do not wish to take the test for which they have enrolled should de-enrol. This is possible up to one working day before the (partial) test.
- 8.5 After the formal test enrolment period, the programme will organise a late enrolment period. Students who have not enrolled for a test (or partial test) during the formal test enrolment period for whatever reason may be able to enrol in person at the Faculty Office desk during a limited time period for late enrolments, which will be determined by the programme and published on the portal. Students may still be able to take the test (or partial test) if they enrol during the late enrolment period, though this is solely where organisationally possible (including the availability of places). If the student is also unable to enrol during the late registration period, they will be excluded from taking the test (or partial test). Each test period has an a test enrolment period and a late enrolment period.

**Article 9. Complaints about a test or administration of a test**

Complaints concerning a test or the administration of a test can be submitted to the Exam Board of the programme via Osiris Case within ten working days after the relevant test.

## The Confidential Advisor | Appendix 4

The Confidential Advisor is here for you!

If during your journey here at Hague University of Applied Sciences, in school or in your internship, you are ever confronted by bullying, (sexual) intimidation, discrimination or abuse of power, then you

are experiencing undesirable behaviour.

To speak about this in a confidential, safe environment, you can contact one of the Confidential

Advisors for students of the Hague University of Applied Sciences. Together with the confidential advisor, you will look for solutions that you feel comfortable with. You make the final decision what steps are taken (and not) with their support.

The confidential advisor for students is here to:

- o listen and support
- o inform and advise
- o accompany in difficult but necessary conversations
- o support through the complaint procedure, all steps taken and
- o after they have been taken

You can find the details of the Confidential Advisors for students here: [Confidential Advisor](#)