

Programme and Examination Regulations

International Business



2019-2020

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Programme and Examination Regulations

International Business

CROHO: 30029

Full time study
BA: 240 ECTS, 3jr BA-180 ECTS

Author

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Afdeling

BFM

Versie

1.0 Final

Model-PER laid down by the Executive Board and adopted by the General Council on 23 January 2019 conform art. 7.4 sub c and d of the Codetermination Regulations of The Hague University of Applied Sciences 2017.

Laid down by the Department Manager of the Faculty Business Finance & Marketing on 26 June 2019] and adopted by the Faculty Council and the programme committee on 25 July 2019 conform art. 16.3 sub a and b resp. art 21.1 and art. 22 of the Codetermination Regulations of The Hague University of Applied Sciences 2017.

Preamble

Every programme is required by law to draw up Programme and Examination Regulations (abbr. PER, in Dutch *Onderwijs- en Examenregeling*, OER), hereinafter also referred to as 'the Regulations'. The Regulations provide information about the programme, the applicable procedures and the rights and obligations attached to the programme and examinations. The Regulations form Part 2 of the Students' Charter. Together with Students' Charter Part 1, in which the general rules that are applicable for all students are laid down, it forms The Students' Charter (art. 7.59 WHW).

In formulating the PER-OLP 2019-2020, for the first time a limited number of degree programmes have the possibility (instead of obligation) to use their own Programme Framework instead of a degree programme plan (OLP), the format of which the Executive Board establishes this parallel to the model PER text, after being submitted to the General Council. The legal requirements of the PER are incorporated into the format of the Programme Framework

In the Study Guide, parts 1 and 2 of the Student Charter have been combined and supplemented with practical information about the degree programme.

The Regulations are laid down by the department manager of the faculty responsible for the programme and are valid for the duration of one academic year. The Regulations applicable to any previous academic years are therefore no longer valid in a new academic year. If changes are made to the Regulations, sufficient transitional measures will be taken for current students. The transitional measures are described separately in this document.

Decision-making

Every year, the Executive Board establishes the model PER (including the format for the OLP and for the Programme Framework and Test Regulations) for the following academic year, after submitting this to the General Council (Art. 7, section 4, subsections c and d of the Staff and Student Council Regulations). The Faculty Dean establishes the EER for each individual degree programme in keeping with the THUAS-wide provisions in the model EER.

Since 2017-2018 every programme or group of programme knows a Degree Programme Advisory Committee, that operates, next to the faculty council as a formal codetermination bodies. These bodies have different, though often on the same objects, rights concerning to be consulted and to endorse. These rights are laid down in the Codetermination Regulations 2017.

These Regulations focus on the position of the student; however they also apply to external students, with the exception of the provisions covering academic career advice and study counselling. This means that the term 'student' may also refer to an 'external student'. For ease of readability, a student is referred to as 'he' in this document. The use of 'he' is also taken to mean 'she'.

Where in the PER the term 'in writing' is used, this can also be read as 'by email'. Thus 'in writing' can also be understood as 'by email'. This does not alter the fact that the phrase 'in writing or by email' still may occur.

The degree programme annually assesses the teaching through our QMS system. (WHW, article 7.13 (2a1)). The Degree Programme Advisory Committee advices on the evaluation of the performance of the education programme. As far as possible, in the text of the PER the applicable codetermination articles are laid down.

These Regulations are available in digital format on the Student Portal. A hard copy can be viewed at the BFM Faculty Office.

Programme and Examination Regulations

BFM – version 1.0 Final

The Hague University of Applied Sciences 2019-2020

Table of Content

Preamble	3
Table of Content.....	4
Definitions.....	6
1 Chapter 1. General Provisions.....	11
Article 1.1 Scope	11
Article 1.2 Information provision	11
Article 1.3 Exam Board.....	11
Article 1.4 Legal protection.....	12
Chapter 2. Programme.....	13
Article 2.1 Aim of programme.....	13
Article 2.2 Programme profile.....	13
Article 2.3 Study programme structure.....	14
Article 2.4 Language of instruction	14
Article 2.5 Admission to the programme	14
Article 2.6 Study load.....	14
Article 2.7 Specialisations.....	14
Article 2.8 Accelerated and shortened tracks.....	14
Article 2.9 Additional costs	14
Chapter 3. Education Programme	16
Article 3.1 Structure of the education programme.....	16
Article 3.2 Work placements, activities and professional practice	16
Article 3.3 Minors and electives.....	16
Article 3.4 Honours programmes.....	16
Article 3.5 Transitional measures	17
Chapter 4. Tests	18
Article 4.1 Tests and partial tests	18
Article 4.2 Testing method and time at which tests are held.....	18
Article 4.3 Conditions for participating in tests	18
Article 4.4 Public nature of oral tests and examinations	18
Article 4.5 Assessment.....	18
Article 4.6 Provisions applicable to partial tests	19
Article 4.7 Award of credits.....	19
Article 4.8 Announcement of results.....	19
Article 4.9 Review.....	19
Article 4.10 Force majeure	19
Article 4.11 Resits.....	20
Article 4.12 Exemption.....	20
Article 4.13 Validity period of test results	20
Article 4.14 Declaring tests or partial tests invalid.....	21
Chapter 5. Examinations and Diplomas	22
Article 5.1 Examinations	22
Article 5.2 Graduation.....	22

Programme and Examination Regulations

BFM – version 1.0 Final

The Hague University of Applied Sciences 2019-2020

Article 5.3	Award of degrees	22
Article 5.4	Diploma	22
Article 5.5	Distinctions	23
Article 5.6	Certificates in recognition of special contributions	23
Chapter 6. Student Career Advice/Academic Student Counselling		24
Article 6.1	Intake	24
Article 6.2	Student career advice/academic student counselling	24
Chapter 7. Study Advice.....		25
Article 7.1	Study advice in the propaedeutic phase	25
Article 7.2	Study progress standards	25
Article 7.3	Positive study advice	25
Article 7.4	Binding negative study advice.....	25
Article 7.5	Personal circumstances and deferral of study advice.....	26
Article 7.6	Re-enrolment following binding negative study advice	27
Article 7.7	Planning and deadlines	27
Article 7.8	Appeal provisions	27
Chapter 8. Irregularities.....		28
Article 8.1	Scope	28
Article 8.2	Procedure concerning the discovery of irregularities	28
Article 8.3	Sanctions.....	29
Chapter 9. Special Facilities		30
Article 9.1	Facilities for students with a disability	30
Article 9.2	Facilities for elite performance students.....	30
Article 9.3	Facilities for students who previously studied abroad.....	30
Article 9.4	Facilities applicable to other situations.....	31
Chapter 10. Final Provision.....		32
Article 10.	Departure from the Programme and Examination Regulations	32
Appendix 1. Academic Calendar 2019 – 2020		33
Appendix 2 Education programme		34
Appendix 3. Test Regulations.....		35
Article 1.	General provisions	35
Article 2.	Provisions for written and other tests.....	35
Article 3.	Supervision and irregularities.....	36
Article 4.	Registration procedure for tests.....	36

Definitions

Academic year	The period commencing on 1 September and ending on 31 August of the following year.
Accelerated programme	A programme in which the regular number of credits are offered and assessed in a shorter time frame, for instance, 240 study credits in three years.
Appeals	Legal procedure at the Examination Appeals Board or the Disputes Committee, aimed at reconsideration by a different body
Bachelor's degree programme	An independent degree programme with a propaedeutic phase and a study load of 180 or 240 credits that leads to the award of a Bachelor's degree (WHW, article 7.3a(2b)).
Coach	Idem as study career adviser.
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 lectures, workshops, project tutoring, internship tutoring, tests and exams and individual study coaching in so far as these have been scheduled for all students by the university. 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 and exams 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)).
CROHO	Central Register for Higher Education Degree Programmes
Cumulative testing	A means of assessment in which the assessed content from the previous assessment is reassessed in one or more subsequent assessments.
Department manager	The officer in charge of a faculty.
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(1).
Disability	A visible or invisible functional disability as a result of a handicap or chronic illness. This may concern various physical disabilities, chronic illnesses, psychological illnesses or dyslexia.
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 employer (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 Framework	Key document that has been established for several years, which describes the essence of the degree programme; the professions for which students are trained, what the learning outcomes are and what the vision is on testing and education
Education programme	

Programme and Examination Regulations

BFM – version 1.0 Final

The Hague University of Applied Sciences 2019-2020

	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 propaedeutic year and the post first-year programme, or of the Associate degree programme.
Elective	A unit of study that can be used in the minor segment. This might be an optional module, membership of a programme committee, or major programme courses offered by another programme at the University 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.
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 the organization and procedures regarding exams and examinations.
Examination	An examination has been taken if the tests for all units of study forming part of a programme or the propaedeutic 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 examination (WHW, article 7.10(2)). A distinction is made between the propaedeutic examination, which concludes the propaedeutic phase, and the final examination, which concludes the programme.
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 responsibility for conducting tests and establishing the results thereof (WHW, article 7.12c(1)).
Honours programme	A programme within a programme, additional to the study load of the regular Bachelor's programme, subject to predefined selection criteria.
Executive Board	The governing body of The Hague University of Applied Sciences as referred to in WHW, articles 10.2 and 1.1(j).
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 the University's facilities and collections (such as the library).
Faculty	A programme or group of programmes under the leadership of a department manager.
Faculty Council	A council for employees and students 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 2017.

Programme and Examination Regulations

BFM – version 1.0 Final

The Hague University of Applied Sciences 2019-2020

Force majeure	Force majeure applies in the event it is impossible to perform an obligation for causes not attributable to the defaulting person concerned.
Fraud	A student's acts or omissions that make it wholly or partially impossible to assess that student's knowledge, understanding and skills properly.
Full-time programme	A programme of which practical training (such as work placements) forms an integral part.
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 2017.
Irregularity	An act or omission committed by a student in contravention of the test rules, or in contravention of the fraud regulations as stipulated in the Programme and Exam Regulations as stated in chapter 8 of the PER.
Major	The component of the programme which also enables a student to acquire the required competencies as set out in the relevant profile.
Minor	A related unit of study worth 15 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 description	A description of the contents of the unit of study, which, where applicable, incorporates information about aspects such as the language of instruction, tests and compulsory participation in practical exercises. The module descriptions are provided in Part 2 of the Students' Charter.
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.
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 Profilerings-fonds.
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 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. These activities may be designated as units of study (WHW, article 7.27).
Plagiarism	A form of fraud where the work of others or one's own earlier published work is used by a student in his own work without correctly stating the source.
Post first-year programme	The part of a programme that follows the propaedeutic phase.
Practical component	The component of a dual programme involving professional practice as part of the programme.
Practical exercise	

Programme and Examination Regulations

BFM – version 1.0 Final

The Hague University of Applied Sciences 2019-2020

Propaedeutic phase	<p>A practical exercise (WHW, article 7.13(2d)) that focuses on the acquisition of specific skills. This includes in all cases the dissertation, creating a report or a draft version, undertaking a work placement, taking part in fieldwork or excursions and conducting tests or experiments.</p> <p>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 degree programme and their future profession.</p>
Profiling Fund	Name of the fund established by the institution to facilitate the financial support of a student enrolled at the 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 programmes. Where reference is made in these Regulations to a programme, this is taken to mean a Bachelor's programme, including the AD programme, if a programme is offered in this variant.
Programme and Examination Regulations (PER)	The Regulations [<i>Onderwijs- en Examenregeling, OER</i>] containing clear and accurate 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	An advisory committee established for each programme or group of programmes with responsibility for providing advice on promoting and safeguarding the quality of the programme incl. codetermination (WHW, article 10.3c new and WHW, article 10.17, sections 3-8). The Programme Committee is a participation body.
Propaedeutic phase	The first period of the programme, prior to the post first-year programme, in which students gain an understanding of the content of the programme and the future profession. Selection and referral are possible at the end of this phase (WHW, article 7.8(5)).
Qualified attendant	A person who is judged and assigned by the programme for the performance of a specific part of the education programme.
Sub-assessment	An examination of the knowledge, understanding and/or skills of the student which is allocated a result and which forms part of an assessment (see below).
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 at The Hague University of Applied Sciences in a programme, and whose rights include, among others, the right to pursue education at the University.
Student counsellor	The independent officer who advises students and provides support if they have personal problems of a tangible or intangible nature, and provides mediation, where necessary.
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 the University 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).

Programme and Examination Regulations

BFM – version 1.0 Final

The Hague University of Applied Sciences 2019-2020

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 (WHW, article 7.8(b)). Positive, preliminary or binding negative study advice may be given.
Study career adviser	The study career adviser 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 adviser 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-degree programmes which in all cases contains the OER, OLP and practical information about the programme.
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 rules	Further provisions concerning tests and partial tests, relating among other things to registration, attendance, submission method and submission period of assignments, conduct, permissible aids and prohibited acts.
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 the University (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', or 'module'.
University	The Hague University of Applied Sciences.
WHW	The abbreviation for the Dutch Higher Education and Research Act (<i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i>). Visit: www.wetten.nl (in Dutch).
Variant	The division of a degree programme into full-time, part-time or dual programmes.
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.
WSF 2000	Student Financing Act 2000 (<i>Wet op de Studiefinanciering 2000</i>).

1 Chapter 1. General Provisions

Article 1.1 Scope

1. These Regulations apply to the full-time formats of the programme in International Business for the 2019-2020 academic year.
2. The student cannot derive any rights from the Programme and Examination Regulations that were valid in previous academic years, unless stated expressly that they form part of a transitional arrangement as referred to in Article 3.5.

Article 1.2 Information provision

1. The programme will provide students with information about the education programme in good time via the Student Portal or Blackboard.
2. The programme will always provide students the module description before the unit of study begins via the Student Portal or Blackboard
3. The programme will make the lesson and test timetable for the entire study period available to students at least ten working days prior to commencement of the study period.
4. The programme will not subsequently change the timetables made available to students unless unforeseen circumstances arise. In the event of unforeseeable events, the programme will announce timetable changes as soon as possible.
5. The student is responsible for regularly consulting his University email address, the Student Portal and Blackboard.
6. Unless stated otherwise, any communication with the Exam Board will be via OSIRIS Case.

Article 1.3 Exam Board

1. Requests to the Exam Board are handled electronically through OSIRIS Case, a module in OSIRIS. OSIRIS Case can be found in a separate tab in OSIRIS. A short guide can be found on the OSIRIS page on the intranet.
2. The Exam Board is the body that determines in an objective and professional manner whether a student meets the conditions set out in the Education and Exam Rules and Regulations concerning the knowledge, understanding and skills required for passing the final examination and obtaining the diploma.
3. The Exam Board's duties and powers are set out in the Regulations of the Exam Board. The rules governing these duties and powers are set out in the Bylaws of the Exam Board.
4. A student may contact the Exam Board on matters such as:
 - a. a request for exemption from one or more tests;
 - b. a request for exemption from compulsory participation in practical exercises with a view to being permitted to take the relevant test, whether or not being subjected to alternative requirements;
 - c. a request for exemption from the entry requirement for taking a test;
 - d. a request concerning admission to a shortened or accelerated track;
 - e. a request concerning admission to an honours programme;
 - f. a request concerning admission to a minor or other way of filling in the minor segment;
 - g. a request concerning extension of the validity period of a test or partial test the student has passed;
 - h. postponement of the conferment of a diploma;
 - i. a request concerning adapted and other facilities for students with a disability or those suffering from a chronic illness;
 - j. a request concerning study facilities for students who perform elite sports, or perform at elite level in a cultural or other field;
 - k. a request concerning a departure from the Regulations if the application thereof would result in paramount unfairness;
 - l. an objection against an examiner's assessment.

Article 1.4 Legal protection

1. A student may lodge an objection with the Exam Board against the following:
 - a. late announcement of the results of a test or partial test;
 - b. an examiner's assessment;
 - c. the manner in which an obvious error as referred to in paragraph 6 is rectified.
2. A student must submit an objection within 20 working days after the result has been officially published in OSIRIS, or within 20 working days of the date on which the result should have been published in OSIRIS if he objects to late announcement of the result.
3. If deemed necessary by the Exam Board, it will hold a hearing at which both the student and the examiner will be heard.
4. If the examiner against whom an objection has been lodged is a member of the Exam Board, the examiner will not be involved in handling the objection.
5. The Exam Board will inform the student of its decision in writing, no later than 15 working days after the date on which it has received the student's objection.
6. The Exam Board may rectify an obvious error in OSIRIS until two months after publication of the result in OSIRIS at the latest. The Exam Board will inform the student that the error has been rectified in writing.
7. A student may lodge an appeal against an examiner's or Exam Board decision with the Legal Protection Desk via OSIRIS Case within six weeks, which period takes effect the day after the decision has been communicated to the student in writing. The procedure and requirements applicable to a notice of appeal are set out in Part 1 of the Students' Charter.
8. Refusal to take a decision within the period laid down pursuant to the law or to the Regulations, or if no such period has been stipulated, within six working weeks, is deemed equivalent to a decision.

Chapter 2. Programme

Article 2.1 Aim of programme

The International Business program prepares its students for a successful international business career, anywhere in the world. It is taught fully in English to an international, and multi-cultural group of students. The programme provides a strong grounding in traditional business administration and economics, covering the vital areas of finance, marketing and sales, Organisation and People and Operations & Supply Chain. In addition, the International Business Program equips the students with the skills, knowledge and attitude needed to operate in a international/multi-cultural and diverse team/organisation. With its in-depth, and up-to-date modules taught to an international student body the International Business programme provides endless opportunities for a career in contemporary international business.

Article 2.2 Programme profile

This programme is based on the national programme profile described on <http://www.vereniginghogescholen.nl/opleidingsprofielen>. The following competencies 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

The following competencies correspond to this profile for cohort 17/18 and above:

1. [PC1] International Business Awareness
2. [PC2] Intercultural Competency
3. [PC3] International Strategic Vision Development
4. [PC4] Business Process & Change Management
5. [PC5] Entrepreneurial Management
6. [PC6] International Marketing and Sales Management
7. [PC7] International Supply Chain Management
8. [PC8] International Finance and Accounting
9. [PC9] International Human Resource Management
10. [GC1] Leadership
11. [GC2] Co-operation
12. [GC3] Business Communication
13. [GC4] Business Research Methods
14. [GC5] Planning and Organising
15. [GC6] Learning and self-development
16. [GC7] Ethical and corporate responsibility

Programme and Examination Regulations

BFM – version 1.0 Final

The Hague University of Applied Sciences 2019-2020

Article 2.3 Study programme structure

The programme in International Business is offered as a full-time programme.

Article 2.4 Language of instruction

1. The language of instruction of the programme is English, on account of it being an international business programme.
2. If a unit of study is offered in another language, this will be clearly stated in the module description of the relevant unit of study, in accordance with the Foreign Languages Code of Conduct contained in Part 1 of the Students' Charter.

Article 2.5 Admission to the programme

Programme admission is governed by the University's Enrolment and Disenrolment Regulations on Bachelor's Degree Programmes. Information on admission requirements and conditions can be found on www.dehaagsehogeschool.nl.

Article 2.6 Study load

The programme study load is 240 credits, of which 60 credits are awarded for the propaedeutic phase and 180 for the post first-year programme. This notwithstanding, the study load of the three-year HBO-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 post first-year programme.

Article 2.7 Specialisations

This programme does not currently feature any specialisations.

Article 2.8 Accelerated and shortened tracks

1. This programme features a three-year HBO-track. This is a compact, in-depth track with a study load of 180 credits, only accessible to those who hold a vwo diploma or a diploma deemed equivalent by the Admission Committee. This track has a nominal duration of three years. Provisional measures for those students who have enrolled in an accelerated track with a study load of 240 credits before the academic year 2015-2016 are described in article 3.5.
2. The programme does not feature a shortened track.
3. Any student wishing to be admitted to a three-year HBO-track must indicate this when applying in Studielink. The Admission Committee decides on the student's eligibility for this track pursuant to the stipulations in article 7.9a of the WHW.

Article 2.9 Additional costs

1. Student enrolment is not conditional upon any financial contribution other than the payment of tuition fees.
2. The purchase of certain educational materials or tools is deemed necessary for the programme. The costs are estimated to be € 1250 in the first year and €850 in subsequent years. The educational materials or tools required are as follows:
 - a. study books; many of which are used in Year 1 and 2;
 - b. readers
 - c. On-line labs

The cost of the Study Abroad semester can be substantial, depending on the study abroad partner selected. The student should reserve money for this. If the student is unable to go abroad because of

personal circumstances, he may apply for an exemption of the “abroad requirement” to the exam board. Financial reasons are not a valid argument for this exemption. The exam board may decide to grant this exemption under condition that the internship (IP-7) must be abroad in order to acquire and satisfy the international competencies of the programme. More details about this can be found in the Study Abroad Guide.

Chapter 3. Education Programme

Article 3.1 Structure of the education programme

1. An academic year consists of two semesters.
2. The academic calendar in Appendix 1 shows the academic year divided into periods, including the periods in which tests are held,
3. The units of study that make up the programme are described in Appendix 2, which at least includes the following for each unit of study:
 - a. the name of the unit of study;
 - b. whether the unit of study forms part of the qualitative criterion applicable to study advice;
 - c. the semester in which the unit of study is offered;
 - d. the competencies corresponding to the unit of study;
 - e. the teaching method(s) used, and compulsory attendance and/or participation requirement of tutorials and practical training, where applicable;
 - f. the number of contact hours and hours of independent learning;
 - g. the number of credits;
 - h. the test format, including the weighting factors for partial tests, where applicable;
 - i. the week in which the test will be held.

Article 3.2 Work placements, activities and professional practice

1. The full-time programme involves a work placement of 9 weeks (756 hours) weeks representing 27 credits. Further provisions, information and conditions are described in the work placement handbook, International Business student portal and in the IP7 blackboard area.

Article 3.3 Minors and electives

1. The minor segment is worth 45 credits for full-time Bachelor's programmes and 15 credits for 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 in International Business are listed in Appendix 2.
3. The minor segment may be filled in within or outside of the programme as follows:
 - a. minors, i.e.
 - 1° minors not subject to entry requirements, although not exclusively;
 - 2° minors subject to entry requirements, among others due to their in-depth nature;
 - 3° minors at another higher education institution;
 - b. a work placement
4. The minors for which the student may enrol without requiring individual assessment by the Exam Board 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 the University 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.
6. If the student performs special tasks as part of the elective as referred to in Article 3.3(3)(b)(4), 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 where applicable attends at least 80% of the committee meetings;
 - b. the student must write a report on the activities he has 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 assistance from the Profiling Fund for his 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)(5) as an elective, he must report on his activities. The Exam Board will determine the manner of reporting.

Article 3.4 Honours programmes

The programme does not feature an honours programme

Article 3.5 Transitional measures

Describe the transitional measures applicable to students already working on their propaedeutic phase or post first-year programme, in the event of any changes to components of the education programme, including the provisional measures for students in “old style” accelerated tracks (240 credits).

See conversion table in the 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. A written exam lasts no longer than two hours. The degree programme states the duration of the exam in the module description for the educational unit and this may only differ from the maximum standard if relevant for the content and following consultation with the Faculty Dean.

Article 4.2 Testing method and time at which tests are held

1. Appendix 2 describes the testing method for every unit of study. In special cases the Exam Board may decide to depart from these methods.
2. The time at which a test and any partial tests are held will be published in the schedule no later than ten working days prior to commencement of the unit of study.

Article 4.3 Conditions for participating in tests

1. The student is obliged to comply with the test rules, and if applicable, the digital test rules. These rules have been published on the Student Portal, under https://dehaagsehogeschool.sharepoint.com/sites/BFM_IBMS-VT/SitePages/exam-board.aspx. They set out additional provisions concerning registration, attendance, the manner in which assignments should be handed in together with the specified period for doing so, rules of conduct and suchlike. If a student sits a test or partial test as part of a programme other than that for which he has enrolled, the specific rules laid down for administering tests and partial tests by the programme holding the test apply.
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.

Article 4.4 Public nature of oral tests and examinations

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 'good', 'pass' or 'fail' mark, or
 - b. a grade on a scale of 1.0 up to and including 10.0.
2. If a test or partial test is marked with a grade as referred to in paragraph 1(b), 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 such as the work placement and the final dissertation with a size of 10 credits or more, are marked with a grade on a scale of 1.0 up to and including 10.0.

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 achieved a 'good' or 'pass' mark for all partial tests marked on the basis of a 'pass' or 'fail', and
 - b. 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 states differently.
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.

Article 4.7 Award of credits

1. Credits are allocated to a unit of study in whole numbers ranging from a minimum of 3 ects and, in the propaedeutic phase, to a maximum of 6 ects. The final thesis, minor(s) and internship excluded. Credits are awarded if the student:
 - a. has achieved a 'good' or, 'pass' mark, as referred to in Article 4.5(1), for the test, or
 - b. has achieved a grade of 5.5 or higher for the test, or
 - c. has been granted exemption from the test by the Exam Board.
2. No credits are awarded for passing a partial test.
3. The final results of tests taken for units of study cannot be set off against each other.

Article 4.8 Announcement of results

1. The result of a test or partial test will be announced in OSIRIS no later than 15 working days after the date on which the test or partial test was held and at least 3 working days before the resit.
2. The Exam Board may rectify obvious errors in OSIRIS within a period of two months after the date on which the test or partial test was held. After this period, the student may derive rights from the results shown in OSIRIS.

Article 4.9 Review

1. The Exam Board is responsible for ensuring that the weighting applicable to the various components of the test or partial test is announced prior to the test or indicated on the test assignments. If no weighting is stated, all parts of the test will carry the same weighting. Based on a qualitative analysis of the test, the examiner may adjust the weighting after the test has taken place.
2. The student will be offered the opportunity to review the marked test or partial test and the weightings applied at a time to be advised by the programme, but no later than 10 working days after the result has been announced in OSIRIS and at least 3 days before the resit. The student may make an arrangement with examiner at another opportune moment if the student is able to show a valid reason for his/her inability to be present during the announced inspection.

Article 4.10 Force majeure

If a force majeure event precludes the student from taking a test or partial test, the Exam Board may decide that the student may take the test or partial test at another time. The student may submit a request to that end to the Exam Board in writing, stating reasons. A circumstance qualifies as force majeure when it is not possible to fulfil an obligation for a reason that cannot be attributed to the person in question. The request must be submitted to the Exam Board no later than five working days after the relevant test or partial test was held.

Article 4.11 Resits

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 twice at the most per academic year, insofar as the test or partial test is held on more than two occasions per academic year. The student may resit exams 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 exams passed with satisfactory marks in subsequent years.
3. The highest result achieved applies to resits of tests and partial tests.
4. The Exam Board may in special cases decide to depart from the provisions of paragraphs 1 and 2 and to allow an additional resit. The student may submit a request to that end to the Exam Board in writing, stating reasons. 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.

Article 4.12 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.
2. Exemption may be granted on the basis of the following:
 - a. the tests results achieved for another NVAO-accredited degree programme
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 five 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 of its decision in writing within 15 days of receipt of the request. If the student has been given the opportunity to complete the request as referred to in paragraph 4, the Exam Board will inform the student of its decision within 15 days of receipt of the additional information.

Article 4.13 Validity period of test results

1. If a student has passed either a propaedeutic examination or a final examination, the examination results are valid indefinitely.
2.
 - a. Test results, partial test results and exemptions are valid for at least five years and can lose their validity after this period if knowledge, skills or insight have become demonstrably outdated.
 - b. Every year, the degree programme publishes test results that are subject to becoming outdated the following academic year. Following a balanced assessment, the Exam Board then determines whether an individual result can reasonably be considered no longer valid.
3. Contrary to section a of paragraph 2, the following transitional arrangement applies to test results and exemptions previously obtained. Section b of paragraph 2 applies:
 - a. the (partial)test results and exemptions obtained between 1 September 2007 and 31 August 2011 are valid for at least ten years until the student has passed the examination for the relevant programme phase, unless a different validity period was laid down in the Programme and Examination Regulations in force at that time;
 - b. the (partial) results and exemptions obtained before 1 September 2007 are valid indefinitely, unless a limited validity period was laid down in the Regulations in force at that time;
 - c. the (partial) test results obtained from 1 September 2011 are valid for at least five years, calculated from the date on which the test was taken.
4. 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 or partial test, after having consulted with the department manager 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 in its role as referred to in Article 1.3(2) 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. Examinations and Diplomas

Article 5.1 Examinations

1. An examination is attached to both the propaedeutic phase and post first-year programme of a Bachelor's and Associate degree programme.
2. The Exam Board determines the results of an examination. The date on which the Exam Board determines the examination results is declared as the examination date.
3. An examination has been taken if the student has passed the tests for the units of study corresponding to the phase concerned.
4. Contrary to paragraph 2, before determining the results of an examination 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 Graduation

The programme's graduation manual sets out the rules relating to graduation, assessment in the graduation phase and determination of the results of the final examination. The graduation manual can be found on the Final Integrated Project blackboard course.

Article 5.3 Award of degrees

1. If the Exam Board has determined that the student has passed the final examination, the Executive Board will award the student a Bachelor of Business Administration degree.
2. The student may express the degree awarded as part of his name as referred to in WHW, article 7.19(a).

Article 5.4 Diploma

1. The Exam Board will award the student a diploma in evidence of the fact that he has passed the propaedeutic examination or final examination.
2. If it is found that the student does not meet the procedural requirements for the award of a diploma, as set out in the Enrolment and Disenrollment Regulations on Bachelor's Degree Programmes, the diploma will not be awarded until such time as the student meets these requirements.
3. A student who meets the conditions for taking an examination may request the Exam Board to delay the award of a diploma. The student must submit a request to that end via OSIRIS Case no later than five working days prior to the Exam Board meeting, stating reasons. The Exam Board will inform the student in writing of its decision after the meeting.
4. The text on the diploma is written in Dutch and English.
5. The diploma includes a list of grades. The following information is shown on the diploma:
 - a. the complete names and date of birth of the student;
 - b. the date of the meeting on which the Exam Board determined the examination results;
 - c. the name of the University and the programme name as recorded in the Central Register of Higher Education Study Programmes (CROHO);¹
 - d. a list of the units of study successfully completed by the student and the accompanying results;
 - e. the date on which the programme was last accredited or the date on which the programme was successfully audited as a new programme;
 - f. for the final examination: the degree awarded to the student;

¹ The Central Register of Higher Education Study Programmes (CROHO) is managed by DUO and can be consulted via <http://www.duo.nl/zakelijk/ho/croho/croho.asp>.

- g. for the final examination: the qualification associated with passing the final examination, if applicable.
6. A diploma supplement in the European standard format as referred to in WHW, article 7.11(4), is added to the diploma if the student has passed the final examination. The diploma supplement is drawn up in the English language. If the student has successfully completed an honours programme, an annotation thereof will be placed on the diploma supplement and the student receives a separate certificate.
7. If the student terminates his studies prematurely and the Exam Board is unable to award him a diploma, the student will receive a statement showing which tests he has passed, if desired. The student must submit a request to that end to the Exam Board via OSIRIS Case.

Article 5.5 Distinctions

1. The Exam Board will determine whether a student has passed the propaedeutic examination or the final examination 'with distinction' [*cum laude*] or 'with highest distinction' [*summa cum laude*]. 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 propaedeutic phase or the post first-year programme must be at least:
 - 1° 8 for the distinction 'with distinction';
 - 2° 9 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 propaedeutic phase or the post first-year programme:
 - 1° 7 or 'pass' for the distinction 'with distinction';
 - 2° 8 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 phase or post first-year programme, and
 - d. the Exam Board has never found the student guilty of fraud.
3. The number of credits applicable to the relevant unit of study applies as the weighting factor in calculating the average as referred to in paragraph 2(a). The results achieved for units of study marked on the basis of the 'pass' or 'fail' scale are not included in determining the average mark, nor are the units of study for which the student has received exemption.

Article 5.6 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 the University.
2. Nominations for students who have carried out activities within the faculty or programme should be addressed to the relevant department manager. Nominations for students who have carried out University-wide activities should be addressed to the Executive Board.
3. The department manager 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.

Chapter 6. Student Career Advice/Academic Student Counselling

Article 6.1 Intake

At the start of the programme, the student will be invited to follow the intake procedure, which involves an intake interview, a self-assessment and where applicable a language test. The results are evaluated to determine the match between the student, the programme and the future professional field. The student will receive an advice on the basis of the intake procedure.

Article 6.2 Student career advice/academic student counselling

1. Student career advice/academic student counselling is offered to all students during the course of the programme and consists of activities aimed at providing the student with an understanding of what motivates him, his talents and outlook, as to enable him to make choices for the purpose of influencing the content of his education programme.
2. Until the student has successfully completed the propaedeutic phase, he will be invited to at least two meetings with his study career adviser per academic year to discuss study progress on the basis of the results achieved. Always within 10 working days, a report is made of these meetings, which is established by the study career advisor as well as by the student.
3. The activities relating to student career advice/academic student counselling are set out 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 advice will be issued to the student in writing or sent to the student's University email address and/or the email address known to the school at that time by the Exam Board on behalf of and under the responsibility of the department manager.
2. Study advice may be issued as long as the student has not passed the propaedeutic examination.
3. The student may receive positive, preliminary or binding negative study advice. Binding negative study advice is issued if, with due regard for the student's personal circumstances, the student is considered to be unsuitable for the programme because his study results fail to meet the requirements set out in this chapter.
4. If a student terminates his enrolment in the propaedeutic phase of a programme during the academic year, 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 reasons 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.
5. If the student deregisters before 1 February of the current academic year, study advice will not be issued to the student.
6. If a student commenced his studies on a regular student intake date in February, 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.

Article 7.2 Study progress standards

1. If the student has passed the propaedeutic examination at the end of the first year of enrolment, he will be issued positive study advice.
2. A student has complied with the study progress standard for the first year of enrolment if he has achieved at least 50 credits in the propaedeutic phase.
3. If the student has been granted exemption from one or more units of study in the propaedeutic phase, contrary to the 50 credits stated in paragraph 1, the student must earn at least five sixths (5/6) of the credits to be earned in the propaedeutic phase after deducting the exemptions, rounded upward, where necessary.
4. If, at the end of the first year of enrolment, the student fails to meet the study progress standards described in section 2, or if relevant section 3 of this article, he will be issued binding negative study advice.
5. 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 7.5.

Article 7.3 Positive study advice

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

Article 7.4 Binding negative study advice

1. A student who has received binding negative study advice may no longer enrol in the same Bachelor's programme or the same Associate degree programme at The Hague University of Applied Sciences.
2. Binding negative study advice may only be issued if the following conditions 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 a specific nature (e.g. work placement or selective project) for which a resit would not reasonably fit within the education programme;
 - d. prior warning has been given to the student at a time such that the student has had the opportunity to improve his study results;
 - e. 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;
 - f. the student has been given the opportunity to be heard by the Exam Board before issuing the binding negative study advice.
3. If binding negative study advice is issued to the student during an academic year, his/her registration 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 the university of applied sciences. 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 initial block 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.
 4. Binding negative advice regarding the continuation of a Bachelor's or Associate degree programme may also apply to Bachelor's or Associate degree programmes that feature the same propaedeutic examination as the Bachelor's or Associate degree programmes concerned. In that case the study advice issued will state to which Bachelor's or Associate degree programmes it extends.

Article 7.5 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. A certain period of time will be stipulated for the deferral of study advice, after which period study advice will subsequently be issued. Also the study progress standard that the student must comply with after this period will be stipulated. The Exam Board may also decide to attach further conditions to the deferral of study advice. The decision regarding deferral, including the period of deferral, the study progress standard that must be met, and any further conditions, will be issued by the Exam Board via OSIRIS Case.
2. If the student wishes the Exam Board to take his personal circumstances into consideration, he must inform the student counsellor and his study career adviser of these circumstances as soon as they arise, or as soon as possible thereafter. The student must also submit to the Exam Board an adequately substantiated request to defer study advice on account of personal circumstances no later than two weeks before advice is to be given. 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 adviser to prevent or minimise a possible delay in completing his studies.
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:
 - 1° the long-term care of a blood relative or a member of the student's household on account of their illness;
 - 2° long-term psychological and/or social problems in the student's household;
 - 3° 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 hours a week;
 - f. membership of the General Council, an academy 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 Students' 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 Students' Charter of the relevant academic year.

Article 7.6 Re-enrolment following binding negative study advice

1. a.. A binding negative study advice is cancelled after three years will have passed after the advice was issued.
 - b. For students who started in, 2015/16, 2016/17 and 2017/18 academic years, the provisions of the PER for their academic year apply; after one year has passed from the end of the academic year in which negative binding study advice was received, students may submit a request to the Dean to be readmitted to the relevant degree programme.
 - c. Students who have been issued a negative binding study advice prior to the academic year 2015-2016, it holds that they may reapply for the relevant degree programme 2019-2020.
2. The department manager may 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 department manager will judge whether this is the case.
3. If the student obtains approval to re-enrol, he will pursue the education programme applicable at the time of re-enrolment. After the first year of enrolment, calculated from the date of the student's re-enrolment, study advice will again be issued in accordance with the study progress standard applicable to the first year of enrolment on the basis of the results achieved by the student in that year. Results obtained earlier, provided that they are not determined to be outdated and are still included in the curriculum, maintain their validity.

Article 7.7 Planning and deadlines

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.
2. 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 OSRIS 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 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 taken a decision.

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 rules or instructions concerning tests;
 - 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 rules (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 or one's own previously published work, 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

1. If irregularities are suspected before, during or after a test, the following procedure applies:
 - a. The invigilator or examiner will make note on the work submitted or to be submitted by the student and will confiscate any evidence.
 - b. The student will be given the opportunity to finish the test or examination.
 - 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 inform the Exam Board of the suspicion of fraud and will hand over the report.
 - e. The Exam Board will inform the student of the suspicion of fraud within five 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 fraud has 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 department manager.
 - j. In case of an irregularity or irregularities, a mark is made 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, such as Ephorus. 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 Ephorus. The permitted file formats are doc, docx and pdf.

4. If plagiarism is found or suspected in a test, the Exam Board may decide to investigate previous tests submitted by the same student to determine whether plagiarism applies. The student is required to cooperate in any such investigation.

Article 8.3 Sanctions

1. Depending on the seriousness of the irregularities, including repeated irregularities, the Exam Board may impose the following sanctions:
 - a. declare the relevant test (or part thereof) invalid;
 - b. exclude the student from taking part in the relevant test for a maximum period of one year;
 - c. exclude the student from additional tests to be specified by the Exam Board, for a maximum period of one year;
 - d. 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 loketrechtsbescherming@hhs.nl within six weeks of the decision.

Chapter 9. Special Facilities

Article 9.1 Facilities 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 facilities, unless it would disproportionately burden the University to provide them. Adapted facilities are intended to remove or limit obstacles and to foster the independence and full participation of students as far as possible. The adapted facilities 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 facilities 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 orthopedagogue. 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 facilities within 15 working days of receipt of the student counsellor's recommendation;
 - c. a decision granting adapted facilities will be implemented within 15 working days after the decision has been taken;
 - d. if the request relates to a complex facility, 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 Facilities 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 facilities. 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 Facilities 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 a dictionary during the first year of enrolment at the University. 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 via OSIRIS Case.
2. The Exam Board may extend the facilities at the student's request.

Article 9.4 Facilities applicable to other situations

In special cases facilities may be made available to students who do not satisfy the conditions referred to in Articles 9.1-9.3. In these instances, the department manager will decide on whether or not to implement the facilities.

Chapter 10. Final Provision

Article 10. Departure from the Programme and Examination Regulations

1. The Exam Board will decide on cases not covered by the Programme and Examination Regulations or where application of the Regulations would result in extreme unfairness, unless the department manager has the authority to do so in respect of the subject concerned.
2. A student may submit a request to depart from the Programme and Examination Regulations to the Exam Board. If the subject falls outside the scope of the Exam Board's competence, it will pass on the request to the department manager.
3. In case the articles of these Regulations do not provide reasonable decision-making periods, the Exam Board decides within 15 working days.

Appendix 1. Academic Calendar 2019 – 2020

The Academic calendar is laid down September 11th 2018 by the Board of THUAS.

Period	From	Until incl.
Introduction (year 1)	21-08-2019	23-08-2019
Semester 1	26-08-2019	07-02-2020
- autumn recess	21-10-2019	25-10-2019
- Christmas Holiday	23-12-2019	03-01-2020
Semester 2	10-02-2020	03-07-2020
- spring recess	24-02-2020	28-02-2020
- Easter	10-04-2020	13-04-2020
- King's Day	27-04-2020	
- Liberation Day	05-05-2020	
- Ascension Day	21-05-2020	22-05-2020
- White Monday	01-06-2020	
- summer recess	13-07-2020	21-08-2020

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 degree programme. This refers to the time periods when the buildings are closed (see starting part 8 below).
- Recess: no scheduled educational activities, but projects and exams/resits may be scheduled. This refers to fall, spring and summer break.

Applicable starting points for annual planning and recess periods

- 1) An academic year comprises of 42 study weeks.
- 2) The university of applied sciences divides the academic year into two 20-week semesters (not including recesses and holiday periods), each of which comprises two 10-week periods, with a two-week extension after the second semester.
- 3) The academic year starts in the working week in which 1 September falls. If 1 September falls in a weekend, the academic year starts on the following Monday. In order to ensure International exchange students can complete their modules before the Christmas holidays, class for IB start in week 35.
- 4) In the week prior to the first semester ('Week 0'), which is part of the summer break, the introductory sessions for first-year students may be scheduled and degree programmes may schedule resits. Since this week falls during a recess period, no regular educational activities are scheduled apart from the introductions and resits.
- 5) The dates recommended by the Ministry of Education, Culture and Science for the Haaglanden region are used for the fall, spring and Christmas breaks.
- 6) A break is not scheduled in May, unless decided otherwise within the annual planning framework in coordination with the Faculty Dean and Faculty Council.
- 7) THINKFST falls on the Thursday of the 9th week of the first semester.
- 8) The buildings are closed on holidays, on the Friday after Ascension Day and during Christmas break.
- 9) These starting points result in one extra week every five to six years. This week is added to the end of the summer recess and used for resits, introduction activities, etc.

Programme and Examination Regulations

BFM – version 1.0 Final

The Hague University of Applied Sciences 2019-2020

Appendix 2 Education programme

The applicable codetermination articles are mentioned near art. 3.1.
For the Education Program see the full OLP in Excel file

Year	Semester		Competencies	Credits	Workform (*attendance requirement or participation requirement)	Test format	Partial key weighting factor		Test moment	Contact hours	Self-study hours
	1	2									
Unit of study <i>(*qualitative criterion BSA and **entry requirement applicable)</i>											
										Programme total	

Explanation

The total amount of Contact hours (in clock hours) per unit of study is mentioned and includes test hours. The total amount of Contact hours of the EP, is mentioned in the EP, and is compliant with the following:

1. Fulltime; the propaedeutic phase contains at least 480 contact hours, the main phase yearly contains 320 contact hours in total.
2. Part-time: contains at least 40% of the Contact hours of the fulltime amount of Contact hours. Dual: in case of a predominantly in-school curriculum the amount of Contact hours equals the fulltime programme. In case of a predominantly outside-school programme the amount of Contact hours equals the part-time programme.
3. The educational programme of the main phase shows a gradual decrease in the amount of Contact hours.
4. In the last column 'self-study hours' has been added. This is also mentioned in the module description

Appendix 3. Test Regulations

Article 1. General provisions

- 1.1 These test regulations contain the rules for proper operational procedures during the tests of all bachelor's programmes at The Hague University of Applied Sciences. The regulations form an Annex to 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 irregularity in the sense of chapter 8 of the Programme and Examination Regulations.
- 1.4 The person concerned may lodge an appeal with the Legal Protection Desk against any decision that was taken on the basis of these regulations. The period for appeal shall commence on the day after the announcement of the decision (via Osiris case) and continues to run during holiday periods.
- 1.5 If the Exam Board has decided to grant adapted facilities 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, the decision regarding this student may lead to deviations from the rules as set out in these Test Regulations, to the extent in which the deviations follow from the decision of the Exam Board.

Article 2. Provisions for written and other tests

- 2.1 The student must be registered for the test in accordance with the rules laid down in Article 4 of these regulations.
- 2.2 The student must be present in the test room and must have taken his designated seat by the scheduled starting time. Any student who arrives after the starting time will be denied access. The Hague University of Applied Sciences does not assume responsibility for cases of force majeure that prevent students from being present on time.
- 2.3 The student must provide proof of his identity. The following documents may be used for this purpose, provided that the validity of the document has not expired:
 - a. a passport or identity card, provided that this passport or identity card was issued by one of the EU Member States, Norway, Iceland, Liechtenstein, or Switzerland, or
 - b. a Dutch driving license or an EU driving license, or
 - c. a Dutch residence permit, or
 - d. a Dutch W-document (issued to asylum-seekers) or a Privileged Person's Identity Card (Geprivilegieerdendocument; issued to persons who have diplomatic status).
- 2.4 The student must sign the attendance list.
- 2.5 During the test, the student may only make use of the test assignments, the test paper, and the scrap paper (if applicable) that have been given out, as well as of any other allowed aids, as stated on the front page of the test assignments. Any aids other than those allowed must be out of the students' sight and reach.
- 2.6 The student must leave his coat, bag, mobile phone, watch, and any other disallowed aids at a designated place and must switch off his mobile phone. The student is not allowed to wear a watch, and/or a smartwatch, during the test.
- 2.7 As of the moment that the test assignments are distributed, the student is not allowed to exchange paper or aids, and is not allowed to communicate with others in any way, with the exception of the provision in article 2.9.
- 2.8 The student is only allowed to look into the test assignments after the invigilator has given instructions to do so.
- 2.9 If anything should be unclear, the student may ask the invigilator to come over by raising his hand.

- 2.10 Toilet breaks are not permitted during a test lasting two hours or less. If the test lasts longer than two hours, one toilet break is allowed after 15 minutes from the start and not after 30 minutes before the end of the test. This must take place under supervision of an invigilator. The student must leave his work in such a way that other students do not have the opportunity to view his work.
- 2.11 The work that is handed in must be written with a pen. On the first page of the work, the student must indicate the total number of pages of the work. Each page of the work must contain a page number, the student's name and his student number.
- 2.12 The student may not leave the test room during the first 15 minutes and the last 15 minutes of the test.
- 2.13 After leaving the test room, the student must immediately move out of earshot of the test room.
- 2.14 The rules set out in this article will correspondingly apply to digital tests. Also, additional test rules may be laid down that arise from the specific nature of a digital test. These rules are stated on the cover page and/or instruction sheet of the test.
- 2.15 The programme will ensure that the test rules for other tests, such as oral tests, presentations, paper assessments and practicals are made known in a timely manner. These rules will be laid down in the module description of the unit of study concerned.
- 2.16 The programme has a duty of care to schedule the tests properly; tests of one and the same programme that take place on the same days and at venues located a significant distance from one another must be scheduled at least two hours apart in order to allow the student sufficient travel time.

Article 3. Supervision and irregularities

- 3.1 Invigilators supervise the proper operational procedures during tests. During a test, at least one invigilator must be present in the test room at all times.
- 3.2 The student must follow directions of invigilators and other staff members.
- 3.3 The student is not allowed to enter into a discussion with invigilators during a test.
- 3.4 If the student behaves in a way that the invigilator deems disturbing to other students, and if the student does not stop this behaviour after having been warned by the invigilator, the invigilator may decide to remove the student from the test room.
- 3.5 In case of irregularities, the procedure as described in article 8.2 of the Programme and Examination Regulations will be followed.

Article 4. Registration procedure for tests

1. The student registers for participation in all (partial) tests him/herself via Osiris during the test registration period opened for this purpose. Exception: a student in the first year of enrolment in the propaedeutic stage of the programme in question is registered by the programme for (partial) tests not yet passed. The programme is responsible for properly notifying the student of the registration period.
2. The student enrolls him/herself for minors and other electives, and therefore automatically for the first sitting of the tests forming part of that unit of study.
3. The student is responsible for his/her own correct and prompt registration for all (partial) tests (therefore, not just written tests) in Osiris. The student shall be required to always check in good time whether he/she is registered, and if not, to take action in order to complete registration via Osiris.
4. A student who does not wish to take the test for which he/she is registered must de-register in good time in order to make space for fellow students and/or in view of the limited number of opportunities for taking tests.

5. Following the formal test registration period, the programme shall organise a late registration window. A student who did not register for a (partial) test during the formal registration period for whatever reason may report in person to the Faculty Office desk during a limited window for late registration to be determined by the programme and published on the portal. Students may still take the (partial) test on the basis of intake during the late registration period, and only in so far as possible on organisational grounds (i.e. available places). If the student has also failed to register during the late registration period, he/she shall be excluded from taking the (partial) test. Each test period has a test registration period and a late registration window. The limited duration of a late registration window is set at 120 minutes.