

Program and Examination Regulations 2023-2024

International Public Policy and Leadership

2023-2024

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Program and Examination Regulations 2023-2024

International Public Policy and Leadership

Author

Jikke Verheij

Faculty

Public Management, Law and Safety

Program

International Public Policy and Leadership

Version

1.0

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

The PER of the program confirmed by the dean of the Faculty Public Management, Law and Safety on [13th of July 2023 and adopted by the Faculty Council on July 12th 2023 and the program committee on May 26th 2023.

Preamble

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

Whenever the PER uses the term 'in writing', this may also be interpreted as 'by email'.

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

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

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

Decision-making; the PER of the program is drawn up by the faculty for each program, rights of Faculty Council and Program Committee

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

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

Assessment of the education within the program

The program annually assesses the education by evaluations DiCe, town hall meetings with students, regular meetings with class representatives, semester- and module evaluations with teachers. (art. 7.13 section 2 subsection a1 WHW). The Program Committee has the right to endorse decisions concerning the evaluation process.

PER/EPP of your program

The PER of the International Public Policy and Leadership (IPPL) program and the Education Program Plan have been confirmed by the dean of the faculty Public Management, Law and Safety, to which the program belongs. The PER and the Education Program Plan apply for the duration of an academic year. A PER from the previous academic year is no longer valid in the new academic year; unless the PER determines otherwise. Transitional measures are provided in the event of changes for current students compared to the previous academic year. These transitional measures will be described separately in each PER.

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Definitions

Academic year	The period commencing on 1 September and ending on 31 August of the following year, unless the program doesn't start on 1 September. If this is the case the different date should be mentioned in the academic calendar (appendix 1) and the academic year is the period of 12 months starting from this date.
Advisory right	The right of consultation that participation council has on some components of the PER.
Appeal/objection	Legal procedure at the Examination Appeals Board or the Disputes Advisory Committee, aimed at reconsideration by a different body.
Associate degree program (Ad program)	An independent degree program without a propaedeutic phase and with a study load of 120 credits that leads to the award of an Associate degree (WHW, article 7.3a(2a)).
Attendance requirement	The requirement that a student has to be present physically or online which has been laid down in the course guide.
Bachelor's degree program	An independent degree program with a propaedeutic phase and a study load of 180 or 240 credits that leads to awarding a Bachelor's degree (WHW, article 7.3a(2b)).
Brightspace (former Blackboard)	Brightspace is one of the communication tools for lecturers and students to provide educational notifications and messages.
Competency	An integrated set of skills, knowledge, understanding and attitudes required to create professional products in a professional context that meet the prevailing quality standards.
Contact hour	An hour of education in which a lecturer or a qualified tutor is either physically present or has direct contact with the student via other channels. Contact hours include (digital) lectures, workshops, project tutoring, internship tutoring, tests and individual study coaching in so far as these have been scheduled for all students of THUAS. Time for individual study, (unaccompanied) internship time, graduation research and thesis writing are not part of the contact hours. The number of contact hours per unit of study is listed, in this number the hours for tests are included.
Credit	The unit used to express study load. In accordance with the European Credit Transfer System (ECTS), one credit is equivalent to 28 hours of study (WHW, article 7.4(1)).
Course	See unit of study.
Couse guide	A description of the contents of the unit of study which at least contains the elements laid down in Art.7.13(2) of the WHW, that are not recorded in this PER.
Cumulative test	An test form in which the assessed content from the previous assessment(s) is added or increased. The test will partially test new content as well as previously tested content. The test consists of several components and these components form one single test.
Dean	Taking into account all legal provisions, the Cao-hbo and the institution wide frameworks laid down by the Executive Board, the dean has within their organisational unit all tasks and authorisation concerning e.g. the internal organisation, the personnel policy (including recruiting and appointing personnel and Occupational Health and Safety and absence policy), the financial policy, the education and research policy and the student policy.
Diploma	The documentary evidence issued when an examination candidate has successfully completed either the propaedeutic examination or the final examination of the program or the AD program, as referred to in WHW, article 7.11(2).
Disability	A visible or invisible intellectual or physical disability.
Dual program	A program in which one or more periods of study (the study component) are alternated with program-related professional practice (the practical component) (WHW, article 7.7(2)). Professional practice takes place on the basis of an

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

Fraud	The act or omission of the student that causes the person taking the test to be unable to assess the student's knowledge or ability in a correct and fair manner.
Full-time program	A full-time program is a program that is formed without taking into consideration performing other activities than program-related activities. Activities in the form of work placement are part of the education program and can earn credits.
General Council (GC)	The Staff and Student Council in the sense of Article 10.17 of the WHW. Its rights to endorse and to be consulted are laid down in the Codetermination Regulations The Hague University of Applied Sciences.
Government funded program	Program in which the university may be eligible for government funding for the enrolled student.
Holiday period	In the holiday period no activities are required or mandatory for the program. This refers to the time periods when the buildings are closed (see appendix 1).
Honours program	A program additional to the study load of the regular program, subject to predefined selection criteria.
Learning outcome	Describes what a student is supposed to know, understand and apply after completing a learning period. This may be a learning period or learning track within the educational program or a learning track at work or in their free time (informal learning). It can also be used as a synonym for unit of study.
Main phase	The part of a program that follows the propaedeutic phase.
Major	The component of the program which enables a student to acquire the required competencies as set out in the relevant profile.
Master's degree	The initial degree program as referred to in Sections 7.3 (a)2(c) of the WHW.
Minor	A related unit of study worth 15 to 30 credits to be used in the minor segment.
Minor segment	Part of the program the student is free to fill in for the purpose of broadening their general knowledge or to enable them to deepen their substantive knowledge of the major program competencies. The minor segment is worth 30 to 45 credits for full-time programs and 15 to 30 credits for part-time, dual- and three-year-programs.
Module	See unit of study.
Objections	Legal procedure at the Exam Board or another body that has taken a decision with legal consequences, aimed at reconsideration by the same body. Brightspace is the electronic learning environment.
Osiris	The digital academic progress system in which all of the study data from all students is recorded.
Osiris Case	Osiris application in which the student can submit requests, objections and complaints to the Exam Board and to the Legal Protection Office and can apply for financial support from the Profiling Fund.
Participation requirement	A requirement for the student to actively participate in a practical exercise or preparation for a practical exercise which is prescribed in the EPP and the course guide.
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 program	A program, the structure of which takes account of the possibility that the student will also be involved in activities other than program-related activities. Under certain circumstances these activities can be designated as units of study of which the acquired competencies will then be tested. Requirements can be imposed if this work experience is registered as one or more units of study in the PER/ EPP (WHW, article 7.27).
Practical component	The component of a dual program involving professional practice as part of the program.
Practical exercise	A practical exercise (WHW, article 7.13(2d)) that focuses on the acquisition of specific skills. This includes at least the dissertation, creating a report or a draft version, undertaking a work placement, taking part in fieldwork or excursions and conducting tests or experiments.
Proctoring, online	Online proctoring is a way of location-independent digital test-taking, where surveillance takes place online, using special software

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

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

Chapter 1. General provisions

Article 1.1 Scope

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

Article 1.2 Information provision

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

Article 1.3 The Exam Board

1. Each program or group of programs within a faculty has an Exam Board. For the program International Public Policy and Leadership, this is the Exam Board Public Management, Law and Safety.
2. Requests to the Exam Board must be submitted digitally via Osiris Case. Osiris Case can be found on a separate tab in Osiris. A short manual can be found on the Osiris page of the Student Portal. For other cases, the Exam Board can be reached via brv-examencommissie@hhs.nl.
3. The duties and powers of the Exam Board are laid down in the Regulations for the Exam Boards of the university of applied sciences. The rules on the performance of these duties and powers are laid down in the Internal Rules of the Exam Board.
4. A student can turn to the Exam Board for reasons including a request for:
 - a. exemption from one or more tests;
 - b. exemption from the obligation to take part in practical exercises in view of admission to taking the test in question, whether or not subject to alternative requirements being imposed;
 - c. exemption from the entry requirement for taking a test;
 - d. admission to an honors program;
 - d. admission to a minor or giving substance to the minor program in a different way;
 - e. extension of the validity period of a successfully taken test or partial test;
 - f. postponement of the awarding of a certificate;

- g. provisions and adaptations due to functional limitation, chronic illness or personal circumstances (see article 7.5.3);
 - h. academic facilities for the purpose of practicing elite sport or delivering outstanding performances in the field of culture or another field;
 - i. derogation from the Program and Examination Regulations if the application thereof would lead to significant unfairness, also see chapter 10 of these regulations.
5. The Exam Board may correct an incorrectly entered result in Osiris. The Exam Board will notify the student of this.
 6. In cases where the Program and Examination Regulations do not provide for a reasonable period of time within which the Exam Board has to take a decision at the request of a student, a period of 15 working days applies, upon receipt of a complete request.

Article 1.4 Legal protection

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

Chapter 2. Program

Article 2.1 Objective of the program

The goal of the four-year bachelor program in International Public Policy and Leadership is to prepare students to deal effectively with the challenges of public management in the international arena. The program is centered around five professional tasks: advising, advocacy, evaluating, organising & managing, project based working. In these professional tasks knowledge and skills are combined to give the student a solid foundation for entering the professional arena.

Article 2.2 Program profile

This program is based on the national program profile Opleidingsprofiel Bestuurskunde / Overheidsmanagement available at www.vereniginghogescholen.nl/opleidingsprofielen.nl.

This profile includes the following competencies:

1. The graduate knows their way around the public sector.
2. The graduate is able to scrutinise politically strategic choices for the purpose of solving social challenges.
3. The graduate can develop, implement, and evaluate policy.
4. The graduate can engage with organisations and take part in collaborative working methods.
5. The graduate has a moral compass in a public environment.
6. The graduate can carry out practical research.
7. The graduate has social communication skills.
8. The graduate is self-motivated.

Article 2.3 Structure of the program

The program International Public Policy and Leadership is provided in a full-time variant.

Article 2.4 Language of instruction

1. The language of instruction of the program is English, due to the international profile of the program and the fact that it deals with global issues and international cooperation. In addition to that the program is taught by staff with a diverse, international background and the student body consists of both Dutch and international students.
2. It is possible that a unit of study may be offered in a language other than the program's language of instruction. If a different language is used, this will be mentioned in the course guide of the unit of study in question (also see the Foreign Languages Code of Conduct, [Student Charter part 1](#)).

Article 2.5 Admission to the program

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

Article 2.6 Study load

The study load of the bachelor's program is 240 credits, 60 credits of which are in the propaedeutic phase and 180 for the main phase.

Article 2.7 Graduation directions and specialisations

The program features the following specialisations in year 3:

- Challenges to European Governance;
- Practitioner in Peacebuilding, Justice and Human Rights;
- Globalisation, Governance, and Development

Article 2.8 Three-year university of applied sciences tracks

The program does not have a three-year university of applied sciences track.

Article 2.9 Additional costs

1. Only tuition fees may be charged for enrolling as a student in the program.
2. In order to be able to follow the program, it is necessary to purchase certain instructional (support) materials. The cost thereof, to be borne by the student, are expected to amount to approximately € 750,- per academic year. This concerns the following instructional (support) materials:
 - a. textbooks;
 - b. one (or several) device(s) to be able to follow the program's (online) education and take online tests, as well as an appropriate internet connection for that purpose;
 - c. other associated study materials.
3. Excursions and working visits may form part of the educational program. This may involve costs for the student. It concerns the following excursions and working visits:
 - a. excursion to Brussels (part of Year 1): € 150,-;
 - b. excursion in Year 2 € 500 (optional);
 - c. excursion in minor Kingdom Affairs € 2000 (optional).
4. If the student is unable to pay these costs, referred to in paragraph 3 from this article, the student will be offered an equivalent alternative, aimed at achieving the same learning objectives. The related application procedure is described in the course guide of the unit of study in question.

Chapter 3. Education

Article 3.1 Structure of the education program

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

Article 3.2 Work placements, activities and professional practice

1. The full-time program involves a work placement of 20 weeks representing 30 credits.
2. To be eligible to start an internship in Year 4, students must have gained their propaedeutic certificate and a minimum of 105 ECTs from the main phase (i.e. years 2 and 3). Furthermore, students lacking any credits from Years 2 or 3 must submit a plausible 'study plan' outlining when and how they are planning to gain missing credits.
3. Further provisions, information and conditions are described in the work placement Course Manual, which can be found in the Brightspace course 'year 4 internship'.
4. In Year 3, students may do internships as part of 'minor and electives' (Article 3.3).

Article 3.3 Minor segment

1. The minor segment is worth 30 credits for full-time Bachelor's programs. The purpose of the minor segment is to broaden and deepen the professional competencies applicable to the major program.
2. The periods reserved for the minor segment are stated in Appendix 2. The minors and electives organised by the program in International Public Policy and Leadership are listed in Appendix 2.
3. The minor segment may be filled in within or outside of the program as follows:
 - a. minors within our own or from another program/ faculty/ (accredited) institution for higher education (in the Netherlands and abroad),
 - b. a work placement (in The Netherlands and abroad),
 - c. electives within our own or from another accredited program/ faculty/ institution for higher education,
 - d. major units of study given by another program, whether or not at THUAS,
 - e. special tasks.
4. The minors and electives for which the Exam Board has given its approval beforehand are stated in the list published on the Student Portal.
5. The student must submit a request to the Exam Board at least 15 days prior to the commencement of the relevant minor or elective in the following cases:
 - a. if the student wishes to follow a minor or elective at THUAS or externally which is not included in the list referred to in paragraph 4;
 - b. if the student wishes to request exemption from components in the minor segment based on past results achieved in another program.

The minor may not overlap with the major and must be at least at a university of applied sciences level.

6. If the student performs special tasks as part of the elective as referred to in Article 3.3(3)(e), 3 credits will be awarded if the assessment is satisfactory, to the extent the following conditions have been met:
 - a. the student plays an active role on the relevant committee, and attends at least 80% of the committee meetings;
 - b. the student must write a report on the activities they have performed as part of their special role, including timekeeping records, and will send it to either the Exam Board or an examiner designated by the Exam Board before the end of the relevant academic year;
 - c. the student does not receive any financial compensation or financial assistance from the Profiling Fund for their committee membership.
7. If the student uses a work placement abroad in line with THUAS minor-policy as referred to in Article 3.3(3)(b) as an elective, they must report in detail on their activities. The Exam Board will determine the manner of reporting.

Article 3.4 Honours program

The program does not feature an honours program.

Article 3.5 Graduation

1. The course guide for the graduation phase includes arrangements with regard to graduation, the assessment in the graduation phase. and determination of the results. The graduation manual can be found in Brightspace.
2. A student needs to have been awarded their propaedeutic diploma and have obtained 150 credits in the main phase in order to start the graduation track. Students are required to upload their official progress report, from Osiris, to OnStage for approval to start the graduation track. Approval or refusal will be provided by the graduation track coordinator.
3. In cases where students have not obtained 150 credits from the main phase, requests to commence the graduation track will only be approved in the following circumstances:
 - a. Where a student has obtained a minimum of 144 credits within the main phase of the program prior to starting the graduation phase they will be required to submit a feasible study plan to the graduation track coordinator in which they outline when and how they plan to obtain the outstanding credits within the semester that the graduation track commences.
 - b. If a student has obtained 120 credits with the only outstanding credits, as recorded in Osiris, are those relating to the Year 4 Internship (30 ECTS) and the student has satisfactorily completed all associated assignments required up until the date of the graduation track commencing, the graduation track coordinator will approve requests for commencement; or
 - c. A student has obtained a minimum of 114 credits with the conditions outlined in 3.5(b) also applying then students should follow the procedure as outlined in 3.5.(a).
4. In situations where student does not obtain these outstanding credits within the same semester, the student will not be able to submit their final products, as defined in the graduation manual, for the graduation track.

Article 3.6 Transitional measures

According to what is stated in article 4.13, obtained (partial) results remain valid, also in case a student has ended their enrolment for the propaedeutic phase of a program during the academic year before February 1st and enrolls again for a subsequent academic year.

- Starting in the academic year 2022-2023, the program offers a new curriculum in Year 1. In 2022-2023 (partial) tests from the 'old' curriculum are offered two more times. Students who have failed to pass (partial) tests from the old curriculum, from 2023-2024 onwards have to participate in (partial) tests as specified in the PER of that year and the conversion table that is part of the EPP.

- Starting in the academic year 2023-2024, the program offers a new curriculum in Year 2. In 2023-2024 (partial) tests from the 'old' curriculum are offered two more times. Students who have failed to pass (partial) tests from the old curriculum, from 2024-2025 onwards have to participate in (partial) tests as specified in the PER of that year and the conversion table that is part of the EPP.

- Starting in the academic year 2022-2023, the program offers a new curriculum in Years 3 and 4. In 2022-2023 (partial) tests from the 'old' curriculum are offered two more times. Students who have failed to pass (partial) tests from the old curriculum, from 2023-2024 onwards have to participate in (partial) tests as specified in the PER of that year and the conversion table that is part of the EPP.

Chapter 4. Tests

Article 4.1 Tests and partial tests

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

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

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

Article 4.3 Conditions for participating in tests

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

Article 4.4 Public nature of oral tests and exams

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

Article 4.5 Assessment

1. A test or partial test may be marked as follows:
 - a. a grade on a scale of 1.0 up to and including 10.0, or
 - b. the qualification 'good', 'pass' or 'fail', or
 - c. the qualification 'satisfactory'/'not satisfactory'.
2. If a test or partial test is marked with a grade as referred to in paragraph 1(a), the grade will be expressed with one decimal. The average figure for grades resulting from a weighted or an arithmetic average of several partial tests is calculated on the basis of the results of the partial tests which are

expressed with one decimal. If the average figure includes more than one decimal, the average figure is cut off after the first decimal (example: 6.49 is rounded to 6.4).

3. Units of study which represent 10 or more credits are assessed with a grade on a scale from 1.0 to 10.0.
4. The grading system for the various components of a test or a partial test will be announced prior to the examination or on the actual test form. If the grading system is not mentioned, the same grading system will apply to all components of the test.
In case of a (part of a) cumulative test, the standardisation is calculated retrospectively and this standardisation method must be announced in advance.
5. Based on the qualitative analysis of the test, the examiner may adjust the grading retroactively. The examiner has to report the adjustment of the grading to the Exam Board.

Article 4.6 Provisions applicable to partial tests

1. If a test consists of several partial tests, the result of the test will only be determined if:
 - a. the student has at least achieved a grade of 4.5 for every partial test marked with a grade in Year 1 and Year 2, unless the course guide of the relevant unit of study and the Education Program Plan state differently. In Year 3 and Year 4 the minimum grade for each partial test is a 5,5 ;
 - b. the student has achieved a 'good' or 'pass' mark for all partial tests marked on the basis of a 'good'/'pass'/'fail';
 - c. the student has achieved 'satisfactory' for all partial tests marked on the basis of a 'satisfactory'/'not satisfactory'.
2. If the conditions referred to in paragraph 1 have been met, the test result will be determined as the weighted average of the results of the partial tests marked with a grade. The weighting factors applicable to partial tests are described in Appendix 2.
3. The above (1 and 2) does not apply to cumulative tests, which include several components that form one single test, but does apply to the results of cumulative tests.

Article 4.7 Award of credits

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

Article 4.8 Announcement of results

1. The results of a test, partial test or a component of a cumulative test must be announced in Osiris no later than 15 working days after the date on which it was administered, but at least 3 working days prior to the scheduled resit. In case of force majeure, the program manager may determine to extend the term with up to 5 working days, but no later than 3 days prior to the scheduled resit date. Students will be informed of this by the program. The student can report overdue announcement of the result to the program manager.
2. The examiner and the Exam Board may correct incorrectly entered result in Osiris. Examiners may only do so within 2 months after the date on which the test or partial test was administered. After this time frame, the student may derive rights from the results as posted in Osiris, unless the student could reasonably have known that the entered result is an incorrectly entered result.

3. Results that have been announced via other media, for example OnStage and Brightspace, are not definitive and no rights can be derived from this.

Article 4.9 Review

1. The student is given the opportunity to review the marked test, partial test, cumulative test and the grading applied on an occasion to be announced by the program. This review occasion will be no later than 25 working days after the (partial) test has been conducted and at least 3 working days before the scheduled re-sit date. Review of the test can also take place remotely, in a digital classroom setting. In cases where review in a digital classroom setting is not possible, the answers of the test will be made available.
2. If the student can demonstrate that they cannot be present at the announced review occasion for a well-founded reason, the student may schedule an appointment with the examiner to review the test.
3. For tests for which no collective review occasion is scheduled, for example an internship report or assignment, an individual appointment may be scheduled with the examiner for inspection. The periods stated in paragraph 3 of this article will then apply.
4. The right of review is a one-time only right.
5. During the review, students are not allowed to make notes on or of the test, or make any changes to the submitted work. It is also not permitted to take photographs or any other type of copy. The program manager may derogate from this in consultation with the Exam Board. Violation of this provision may be considered an irregularity within the meaning of Article 8.1 of these regulations.

Article 4.10 Force majeure

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

Article 4.11 Re-sit

1. One resit will be offered in the same academic year for every test or partial test. The course guide 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 program due to the specific nature of a unit of study, this will be stipulated in the course guide.
2. The student may participate in the same test or partial test no more than twice per academic year, insofar as the test or partial test is held on more than two occasions per academic year. The student may re-sit tests passed with satisfactory marks in the academic year in which these were attained or in the following academic year. The student is not permitted to re-sit tests passed with satisfactory marks in subsequent years. Tests cannot be retaken after the exam has been issued.
3. For cumulative tests, the resit consists of one (partial) test.
4. The highest result achieved applies to re-sits of tests and partial tests.
5. In special cases, the Exam Board may decide to derogate from the provisions in paragraphs 1, 2 and 3 and allow an additional re-sit. This may be the case, for example, when academic progress is compromised by force majeure. To this end, the student can submit a written and reasoned request to the Exam Board.

Article 4.12 Granting exemption

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

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

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

Article 4.13 Validity of test results

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

Article 4.14 Declaring tests or partial tests invalid

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

Chapter 5. Exams and diplomas

Article 5.1 Exams

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

Article 5.2 Award of degrees

1. The Executive Board grants the degree 'Bachelor of Arts' if the Exam Board has established that the student has passed the final exam of the bachelor's degree program.
2. The student may add the awarded degree as part to their name as referred to in Section 7.19a of the WHW.

Article 5.3 Diploma

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

Article 5.4 Distinction

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

Article 5.5 Certificates in recognition of special contributions

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

Chapter 6. Counselling

Article 6.1 Counselling and coaching

1. The student is entitled to counselling and coaching throughout their studies, aimed at the student's success and their development into a world citizen.
2. The counselling of the student relates to the content of the study and covers all activities and facilities provided by lecturers (teams) to support the student in their studies.

Paragraphs 3 to 6 do not apply to a master's program

3. Coaching of the student consists of the dialogue between the student coach, study (career) supervisor, mentor or supervisor. Coaching helps the student to reflect on their personal and professional development process.
4. The student starts with an introductory program and has an individual intake interview with their student coach shortly after the start of the study. In addition, the student has at least two conversations with the student coach in the first year. In the first year, explicit attention is paid to (the development of) study skills.
5. In the second academic year, the student has at least one conversation with the student coach per semester.
6. In the third and fourth (and possibly following) year of study, the student has at least one conversation with the student coach per academic year.
7. The activities within the framework of counselling and coaching are described in the relevant course guides.

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

Article 7.2 Study progress standards and study advice

1. A student will be given a positive study advice if:
 - a. at the end of their first year of enrolment, they successfully pass the propaedeutic exam. The study load associated with this exam is 60 credits; or
 - b. at the end of the first year of enrolment, they have obtained at least 48 credits. If a student has been exempted for one or more units of study in the propaedeutic phase, the norm of 48 credits still applies.
2. A negative binding study advice will be issued to a student who does not meet the standard of study progress referred to in article 1(a) or (b). Because their study results do not comply with the requirements set out in this chapter, the student, taking their personal circumstances into account, is considered unsuitable for the program, also see article 7.4.
3. If at the Exam Board's discretion the student's personal circumstances give reason to do so, study advice may be deferred, the procedure for which is set out in article 7.6.

Article 7.3 Positive study advice

A student who has received positive study advice may continue their program.

Article 7.4 Negative binding study advice

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

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

Article 7.5 Re-enrolment following binding negative study advice

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

Article 7.6 Personal circumstances and deferral of study advice

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

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

Article 7.7 Relevant dates for study advice

1. Study advice will be issued no later than 31 July of the relevant year of enrolment, unless the opportunity to earn credits is still offered in the period from 31 July up to and including 31 August. Study advice will in that case be issued at the latest on 31 August of the relevant year of enrolment.
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 their personal circumstances into consideration when issuing study advice, they must ensure that the Exam Board receives a request to that effect via Osiris Case on 1 July at the latest before the study advice is issued.

Article 7.8 Appeal provisions

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

Chapter 8. Irregularities

Article 8.1 Scope

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

Article 8.2 Procedure concerning the discovery of irregularities

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

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

Article 8.3 Sanctions

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

Chapter 9. Special provisions

Article 9.1 Provisions for students with a disability

1. A student with a disability arising from a handicap or chronic illness is entitled to effective, i.e. suitable and essential adapted provisions, unless it would disproportionately burden THUAS to provide them. Adapted provisions are intended to remove or limit obstacles and to foster the independence and full participation of students as far as possible. The adapted provisions may relate to the following:
 - a. access to buildings;
 - b. the education program, including work placements;
 - c. study timetables;
 - d. the teaching methods, including supervision;
 - e. the education materials, and
 - f. tests.
2. Students with a disability who wish to assert their right to adapted provisions 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 provisions within 15 working days of receipt of the student counsellor's recommendation;
 - c. a decision granting adapted provisions will be implemented within 15 working days after the decision has been taken;
 - d. if the request relates to a complex provision, each of these periods may be extended by a further 15 working days. The relevant officer will inform the student of the extended period before the expiry of the original period.

Article 9.2 Provisions for elite performance students

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

Article 9.3 Provisions for students who previously studied abroad

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

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

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

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

Chapter 10. Final provisions

Article 10.1 Derogating from the Program and Examination Regulations

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

Article 10.2 Adoption and entering into force

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

Article 10.3 Publication

These Program and Examination Regulations are available on The Hague University of Applied Sciences' [intranet](#) and internet.

Academic Calendar 2023-2024 | Appendix 1

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

Definitions

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

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

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

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

Education Program Plan (EPP) | Appendix 2

IPPL Year 1																						
Credits	Unit of Study (*conditional requirement for BSA)		Semester	Teaching methods (*mandatory attend.)	Test method	Method of Testing	Partial weighting factor	Minimum grade	Assessment Date: 1st opp/2nd opp (semester week)	Grade /Pass/ Fail	Module Coordinator	Competences								Contact hours	Independent study hours	Exam duration
	Osiris Code	Module Name										1	2	3	4	5	6	7	8			
4	IPPL-FT1IPPL-23	Introduction to International Public Policy and Leadership*	X								Atangana Bekono/Longman	X	X	X	X	X	X	X	X	64	48	
	Test 01	Knowledge Exam A			Lecture*	Written exam	Digital Remindo	30%	4,5	1/5	Grade		X	X	X	X	X	X	X			120
	Test 02	Knowledge Exam B			Lecture*	Written exam	Digital Remindo	30%	4,5	2/6	Grade	X	X	X	X	X	X	X	X			120
	Test 03	Simulation			Workshop*	Assignment	Written	40%	4,5	4/8	Grade											
4	IPPL-FT1SCS-23	Study and Career Skills (Year 1)	X	X							Spronk	X				X	X			56	56	
	Test 01	Portfolio			Lecture	Portfolio	Written	30%	Pass	16/20 (semester 2)	Pass/Fail											
	Test 02	Presentation			Workshop	Presentation	Oral	30%	Pass	5/6 (semester 2)	Pass/Fail											
	Test 03	Assessment			Workshop	Assessment	Oral	40%	Pass	17/20 (semester 2)	Pass/Fail											
5	IPPL-FT1EVAL1-23	Evaluating: Interpreting Information	X								Longman/Vrijburg	X	X		X	X	X	X	X	40	100	
	Test 01	Portfolio			Lecture*	Portfolio	Written	70%	4,5	9/13	Grade											
	Test 02	Individual Assignment			Working group*	Assignment	Written	30%	4,5	9/13	Grade											
5	IPPL-FT1ADVI1-23	Advising on Policy: Understanding Global Challenges	X								Audenaerde	X	X	X	X	X	X	X	X	40	100	
	Test 01	Individual Assignment			Lecture*	Assignment	Written	50%	4,5	7/12	Grade											
	Test 02	Group Assignment			Working Group*	Assignment	Written	50%	4,5	12/16	Grade											
5	PPL-FT1ADVO1-23	Advocacy: Global Challenges and their Stakeholders	X								Atangana Bekono/Spronk	X	X		X	X				40	100	
	Test 01	Written Exam			Lecture*	Written exam	Digital Remindo	30%	4,5	14/20	Grade											120
	Test 02	Stakeholder Analysis			Working Group*	Assignment	Written	50%	4,5	16/19	Grade											
	Test 03	Presentation			Working Group*	Presentation	Oral	20%	4,5	18/19	Grade											
5	IPPL-FT1PBW1-23	Project based Working: Understanding Projects	X								Bremner	X	X		X	X	X	X	X	40	100	
	Test 01	Portfolio			Workshop*	Portfolio	Written	60%	4,5	15/19	Grade											
	Test 02	Presentation			Working Group*	Presentation	Oral	40%	4,5	17/19	Grade											

IPPL Year 1																						
Credits	Unit of Study (*conditional requirement for BSA)		Semester	Teaching methods (*mandatory attend.)	Test method	Method of Testing	Partial weighting factor	Minimum grade	Assessment Date: 1st opp/2nd opp (semester week)	Grade /Pass/ Fail	Module Coordinator	Competences								Contact hours	Independent study hours	Exam duration
	Osiris Code	Module Name										1	2	3	4	5	6	7	8			
5	IPPL-FT10M1-23	Organising & Managing: Overview of Organizations	X								de Boer	X		X	X	X	X	X	40	100		
	Test 01	Exam		Lecture*	Written exam	Written	40%	4,5	18/20	Grade												
	Test 02	Group Assignment		Working group*	Assignment	Written	60%	4,5	17/20	Grade												
5	IPPL-FT10M2-23	Organising & Managing: Allocation & Policy in practice	X								Bremner	X	X	X	X	X	X	X	40	100		
	Test 01	Portfolio		Lecture*	Portfolio	Written	70%	4,5	5/9	Grade												
	Test 02	Presentation		Working Group*	Presentation	Oral	30%	4,5	7/9	Grade												
6	IPPL-FT1EVAL2-23	Evaluating: Using Data	X								Longman/Vrijburg	X	X	X	X	X	X	X	48	120		
	Test 01	Portfolio		Working Group*	Portfolio	Written	70%	4,5	9/13	Grade												
	Test 02	Individual Assignment		Workshop*	Assignment	Written	30%	4,5	9/13	Grade												
5	IPPL-FT1PBW2-23	Project based Working: Resources & Assignments	X								Bremner	X	X	X	X		X	X	40	100		
	Test 01	Individual Assignment		Working Group*	Assignment	Written	70%	4,5	15/19	Grade												
	Test 02	Presentation		Working Group*	Presentation	Oral	30%	4,5	16/19	Grade												
5	PPL-FT1ADVO2-23	Advocacy: The EU and National, Regional and Local Interest	X								Atangana Bekono	X	X	X	X	X	X	X	40	100		
	Test 01	Individual Assignment A		Working Group*	Assignment	Written	25%	4,5	14/20	Grade												
	Test 02	Individual Assignment B		Working Group*	Assignment	Written	25%	4,5	16/20	Grade												
	Test 03	Simulation		Working Group*	Oral Exam	Oral	50%	4,5	19/20	Grade												
6	IPPL-FT1ADVI2-23	Advising on Policy: Political Economy and Policy-Making	X								Longman	X	X	X	X	X	X	X	48	120		
	Test 01	Written Exam		Lecture*	Written exam	Written	40%	4,5	15/20	Grade		X	X	X							120	
	Test 02	Group Policy Advice		Working Group*	Assignment	Written	40%	4,5	17/20	Grade		X	X	X	X	X	X					
	Test 03	Individual Ethical Reflection		Working Group*	Assignment	Written	20%	4,5	18/20	Grade					X		X					

IPPL Year 2																									
Credits	Unit of Study		Semester	Teaching methods (*mandatory attend.)	Test method	Method of Testing	Partial weighting factor	Minimum grade	Assessment Date: 1st opp/2nd opp (semester week)	Grade/ Pass/ Fail	Module Coordinator	Competences								Contact hours	Independent study hours	Exam duration			
	Osiris Code	Module Name										1	2	3	4	5	6	7	8						
4	IPPL-FT2SCS-23	Study and Career Skills (Year 2)	X	X							Spronk											56	56		
	Test 01	Portfolio 1			Lectures/Workshops/Consults	Portfolio	Written	20%	4,5	14/19 (Semester 1)	Pass/Fail														
	Test 02	Portfolio 2			Lectures/Workshops/Consults	Portfolio	Written	20%	4,5	14/19 (Semester 2)	Pass/Fail														
	Test 03	Presentation			Lectures/Workshops/Consults	Presentation	Oral	20%	4,5	9/13 (Semester 1)	Pass/Fail														
	Test 04	Oral Assessment 1			Lectures/Workshops/Consults	Oral exam	Oral	20%	4,5	3/5 (Semester 2)	Pass/Fail														
	Test 05	Oral Assessment 2			Lectures/Workshops/Consults	Oral exam	Oral	20%	4,5	17/20 (Semester 2)	Pass/Fail														
6	IPPL-FT2ADVI3-23	Advising: Examining Policy Implementation Challenges	X								Matsushita	X	X	X	X	X	X	X	X	X	X	48	120		
	Test 01	Group Assignment 1			Lectures/Seminars	Assignment	Written	30%	4,5	8/13	Grade														
	Test 02	Group Assignment 2			Lectures/Seminars	Assignment	Written	30%	4,5	8/13	Grade														
	Test 03	Group Assignment 3			Lectures/Seminars	Assignment	Written	25%	4,5	8/13	Grade														
	Test 04	Individual Assignment			Lectures/Seminars	Assignment	Written	15%	4,5	8/13	Grade														
5	IPPL-FT2ADVO3-23	Advocacy: Planning and Persuasion	X								Smits-Kilgus	X			X	X	X	X	X	X		40	100		
	Test 01	Assignment 1			Seminars	Assignment	Written	30%	4,5	16/20	Grade														
	Test 02	Assignment 2			Seminars	Assignment	Written	20%	4,5	16/20	Grade														
	Test 03	Assignment 3			Seminars	Assignment	Written	10%	4,5	16/20	Grade														
	Test 04	Oral Assignment			Seminars	Oral exam	Oral	40%	4,5	14/19	Grade														
6	IPPL-FT2EVAL3-23	Evaluating: Performance Measurement/Cost-Benefit Analysis	X								Crijns		X		X								48	120	
	Test 01	Written Exam			Lectures	Written exam	Digital Remindo	50%	4,5	17/20	Grade													120	
	Test 02	Individual Assignment			Seminars	Assignment	Written	50%	4,5	15/19	Grade														
6	IPPL-FT2OM3-23	Organising & Managing: Financial Management	X								Crijns			X									48	120	
	Test 01	Exam A			Lectures	Written exam	Written	50%	4,5	7/10	Grade													120	
	Test 02	Exam B			Seminars	Written exam	Written	50%	4,5	12/16	Grade													120	

IPPL Year 2																						
Credits	Unit of Study		Semester	Teaching methods (*mandatory attend.)	Test method	Method of Testing	Partial weighting factor	Minimum grade	Assessment Date: 1st opp/2nd opp (semester week)	Grade/ Pass/ Fail	Module Coordinator	Competences								Contact hours	Independent study hours	Exam duration
	Osiris Code	Module Name										1	2	3	4	5	6	7	8			
5	IPPL-FT2PBW3-23	Project Based Working: Project Management and Conference Project Proposal	X								Pearce			X	X	X	X	40	100			
	Test 01	Oral Presentation 1		Lectures	Presentation	Oral	10%	4,5	18/19	Grade												
	Test 02	Group Assignment 1		Seminars	Assignment	Written	40%	4,5	16/20	Grade												
	Test 03	Group Assignment 2		Seminars	Assignment	Written	40%	4,5	16/20	Grade												
	Test 04	Oral Presentation 2		Seminars	Presentation	Oral	10%	4,5	19/20	Grade												
6	IPPL-FT2ADVI4-23	Advising: Urban Governance Lab: Delivering Policy	X								Villalba Ferreria	X	X	X	X	X	X	48	120			
	Test 01	Group Assignment		Lectures	Group Assignment	Written	60%	4,5	15/18	Grade												
	Test 02	Group Presentation		Seminars	Group Presentation	Oral	40%	4,5	17/20	Grade												
5	IPPL-FT2ADVO4-23	Advocacy: Negotiation, Mediation, and Conflict Resolution	X								Bremner	X		X	X	X	40	100				
	Test 01	Group Assignment		Seminars	Assignment	Written	50%	4,5	5/9	Grade												
	Test 02	Individual Assignment		Lectures/Seminars	Assignment	Written	25%	4,5	7/10	Grade												
	Test 03	Role-Play Assessment		Lectures/Seminars	Assessment	Oral	25%	4,5	8/10	Grade												
5	IPPL-FT2EVAL4-23	Evaluating: Data-analysis	X								Crijns				X		40	100				
	Test 01	Written Exam		Lectures	Written exam	Written	50%	4,5	16/19	Grade										120		
	Test 02	Individual Assignment		Seminars	Assignment	Digital Application	50%	4,5	16/20	Grade												
6	IPPL-FT2OM4-23	Organising & Managing: In Control of Organisational Change	X								de Boer			X			48	120				
	Test 01	Written Exam		Lectures	Written exam	Digital Remindo	30%	4,5	17/20	Grade										120		
	Test 02	Portfolio		Seminars	Portfolio	Written	70%	4,5	15/19	Grade												
6	IPPL-FT2PBW4-23	Project-Based Working: Conference Project Plan	X								Pearce		X	X	X	X	48	120				
	Test 01	Presenation		Lectures/Seminars	Presentation	Oral	10%	4,5	5/6	Grade												
	Test 02	Individual Assignment 1		Lectures/Seminars	Assignment	Written	30%	4,5	10/15	Grade												
	Test 03	Group Assignment		Lectures/Seminars	Assignment	Written	30%	4,5	14/18	Grade												
	Test 04	Individual Assignment 2		Lectures/Seminars	Assignment	Written	30%	4,5	8/20	Grade												

IPPL Year 3																										
Credits	Unit of Study		Semester		Teaching methods (*mandatory attend.)	Test method	Method of Testing	Partial weighting factor	Minimum grade	Assessment Date: 1st opp/2nd opp (semester week)	Grade/ Pass/Fail	Module Coordinator	Competences								Contact hours	Independent study hours	Exam duration			
	Osiris Code	Module Name											1	2	3	4	5	6	7	8						
15	IPM-FT3INT10-20	Internship (10-weeks)	X	X																						
		10 week Internship Portfolio			Feedback	Portfolio	Written	100%	5,5	10/20	Grade	Grade														
30	IPPL-FT3GGGS30-23	Globalisation, Governance, and Development	X									Longman	X	X	X	X	X	X	X	X	X	X	X	150	690	
	Test 01	Evaluating Policy, Projects, and Programmes Portfolio			Workshop*	Portfolio	Written	30%	5,5	10/14	Grade															
	Test 02	Open Book Exam			Lecture*	Written exam	Digital Remindo	20%	5,5	7/13	Grade														120	
	Test 03	Portfolio			Working Group*	Assignment	Written	20%	5,5	15/21	Grade															
	Test 04	Written Exam			Lecture*	Written Exam	Digital Remindo	15%	5,5	16/21	Grade															120
	Test 05	GGD Group Project			Working Group*	Assignment	Written	15%	5,5	20/22	Grade															
30	IPM-FT3CES30-22	Challenges to European Governance		X								Atangana Bekono	X	X	X	X	X	X	X	X	X	X	150	690		
	Test 01	Exam A			Lecture	Written exam	Digital Remindo	15%	5,5	5/20	Grade															120
	Test 02	Exam B			Lecture	Written exam	Digital Remindo	15%	5,5	10/20	Grade															120
	Test 03	Research Paper			Workshop	Assignment	Written	25%	5,5	12/20	Grade															
	Test 04	Stakeholder Analysis			Workshop	Assignment	Written	20%	5,5	13/20	Grade															
	Test 05	Report			Workshop	Portfolio	Written	25%	5,5	18/20	Grade															
30	IPM-FT3PJHR30-23	Practitioner in Peacebuilding, Justice and Human Rights		X								Matsushita	X	X	X	X	X	X	X	X	X	X	150	690		
	Test 01	Written open book exam			Lecture	Written exam	Digital Remindo	10%	5,5	4/10	Grade															120
	Test 02	Poster Artwork & Exhibition			Working Group	Individual assignment	Written	10%	5,5	6/15	Grade															
	Test 03	Advocacy & Awareness Campaign			Workshop	Individual assignment	Written	10%	5,5	9/12	Grade															
	Test 04	Portfolio 1			Working Group	Portfolio	Written	20%	5,5	10/15	Grade															
	Test 05	Portfolio 2			Working Group	Portfolio	Written	35%	5,5	18/20	Grade															
	Test 06	Community-led Social Event			Working Group	Individual assignment	Written	15%	5,5	15/17	Grade															

Credits	Unit of Study (Minor)		Block(s)			Teaching method (*mandatory)	Test Method	Partial weighting factor (for each test)	Minimum grade	Assessment Date: 1st opp/2nd opp	Grade/ Pass/F ail	Competences								contact-hours	Independent study hours	Test duration (min)						
	Osiris Code	Module Name	1	2	3							4	1	2	3	4	5	6	7				8					
15	IPM-HMVT22-MPNW	Making Peace not War: Sustainable Peace and Conflict Resolution																										
	TEST01	Research Paper	x			WC*	Portfolio	60%	5,5	10/14	Grade	X	X	X														
	TEST02	Written Exam	x			WC*	Written Exam	20%	5,5	5+9/14	Grade																	
	TEST03	Group Assignment: Democracy	x			WC*	Assignment	20%	5,5	10/14	Grade																	
30	IPM-HMVT23-EGGP	Challenges to European Governance		x	x	HC / WC / WS						x	x	x	x	x	x	x	x	x	x		300	480				
	TOETS01	Exam		X		HC/WC*	Written Exam	15%	5,5	5/20	Grade																	120
	TOETS02	Exam		X		HC/WC*	Written Exam	15%	5,5	10/20	Grade																	
	TOETS03	Research Paper		X	X	WC/ WS*	Assignment	25%	5,5	12/20	Grade																	
	TOETS04	Stakeholder Analysis			x	WC/ WS*	Assignment	20	5,5	13/20	Grade																	
	TOETS05	Portfolio			x	WC/ WS*	Portfolio	25%	5,5	18/20	Grade																	
15	IPM-HMVT20-GGD	Globalisation, Governance & Development	x			Workshops* and excursions*						X	X	X	X	X	X	X	X	X	X		100	300				
	TEST01	Portfolio				written	Portfolio	40%	5,5	15/21	Grade																	
	TEST02	Written exam				remindo	Written exam	30%	5,5	16/21	Grade																	120
	TEST03	GGD project				written	Assignment	30%	5,5	20/22	Grade																	
30	IPM-HMVT23-PJHR2	Practitioner in Peacebuilding, Justice and Human Rights		x	x	HC / WC / CONS						x	x	x	x	x	x	x	x	x	x							
2 ECTS	Test 01	Written open book exam		x		HC/WC/consult*	Written Exam	10	5,5	4/10	Grade	X	X			X	X						16	44	120			
4 ECTS	Test 02	Poster Artwork & Exhibition		x		HC/WC/consult* individual assignment	Assessment	10	5,5	6/15	Grade		X		X	X	X	X	X	X			16	32				
4 ECTS	Test 03	Advocacy & Awareness Campaign		x		HC/WC/consult*	Assignment	10	5,5	9/12	Grade		X		X	X	X	X	X	X			8	32				
5 ECTS	Test 04	Portfolio 1		x		HC/WC/consult* portfolio	Portfolio	20	5,5	10/15	Grade		X	X	X	X	X						32	48				
10 ECTS	Test 05	Portfolio 2			x	HC/WC/consult* portfolio	Portfolio	35	5,5	18/20	Grade		X	X	X	X	X						64	128				
5 ECTS	Test 06	Community-led Social Event			x	HC/WC/consult*	Assignment	15	5,5	15/17	Grade	X			X	X	X	X	X	X			80	340*				
15	IPM-HMVT23-PJHR	Foundation in Peacebuilding, Justice and Human Rights		x	x	Teaching method (* mandatory attendance)	Test Method					x	x	x	x	x	x	x	x	x	x							
2 ECTS	Test 01	Written open book exam		x		HC/WC/consult*	Written Exam	20	5,5	4/10	Grade	X	X			X	X						16	44	120			
4 ECTS	Test 02	Poster Artwork & Exhibition		x		HC/WC/consult* individual assignment	Assessment	20	5,5	6/15	Grade		X		X	X	X	X	X	X			8	32				
4 ECTS	Test 03	Advocacy & Awareness Campaign		x		HC/WC/consult*	Assignment	20	5,5	9/12	Grade		X		X	X	X	X	X	X			32	48				
5 ECTS	Test 04	Portfolio		x		HC/WC/consult*	Portfolio	40	5,5	10/15	Grade		X	X	X	X	X						64	128				
30	IPM-FT3CES30	Challenges to European Governance			X	HC / WC / WS						x	x	x	x	x	x	x	x	x	x		300	480				
	Test 01	Exam A				HC/WC*	Written Exam	15%	5,5	5/20	Grade																	120
	Test 02	Exam B				HC/WC*	Written Exam	15%	5,5	10/20	Grade																	
	Test 03	Research Paper				WC/ WS*	Assignment	25%	5,5	12/20	Grade																	
	Test 04	Stakeholder Analysis				WC/ WS*	Assignment	20%	5,5	13/20	Grade																	
						WC/ WS*	Portfolio	25%	5,5	18/20	Grade																	

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IPPL Year 4																				
Credits	Unit of Study		Semester	Teaching methods (*mandatory attend.)	Test method	Method of Testing	Partial weighting factor	Minim um grade	Assessment Date: 1st opp/2nd opp (semester)	Grade/ Pass/Fail	Module Coordinator	Competences						Contact hours	Independent study hours	Exam duration
	Osiris Code	Module Name										1	2	3	4	5	6			
30	IPM-FT34INT-22	Internship	X								Matsushita			X	X	X	18	822		
	Test 01	20 week Internship Portfolio			Feedback	Portfolio	Written	100%	5,5	18/20	Grade									
30	IPM-FT4PPGT-23	Professional Product Graduation Track	X	X	Consultations						Villalba Ferreira	X	X	X	X	X	X	90	750	
	Test 01	Professional product 1			Workshop	Professional Product	Written	20%	5,5	12/16	Grade									
	Test 02	Professional product 2			Workshop	Professional Product	Written	20%	5,5	12/16	Grade									
	Test 03	Professional product 3			Workshop	Professional Product	Written	20%	5,5	12/16	Grade									
	Test 04	Professional product 4			Workshop	Professional Product	Written	20%	5,5	16/18	Grade									
	Test 05	Professional product 5			Workshop	Professional Product	Written	20%	5,5	16/18	Grade									
	Test 06	Presentation			Workshop	Presentation	Oral		Pass	16/18	Pass/Fail									
30	IPM-FT4TPAA-23	Thesis, Policy Advice and Assessment	X	X							Longman	X	X	X	X	X	X	90	750	
	Test 01	Research proposal			Workshop	Individual assignment	Written	10%	5,5	7/11	Grade									
	Test 02	Literature Review			Workshop	Individual assignment	Written	10%	5,5	4/10	Grade									
	Test 03	Performance Management Report			Workshop	Individual assignment	Written	10%	5,5	5/11	Grade									
	Test 04	Thesis			Feedback	Research report	Written	50%	5,5	17/20	Grade									
	Test 05	Advice Paper			Feedback	Professional Product	Written	10%	5,5	17/20	Grade									
	Test 06	Oral Assessment			Feedback	Oral Exam	Oral	10%	5,5	18/20	Grade								30	

Bezertoetsen Year 1																			
Credits	Unit of Study		Semester	Test method	Method of Testing	Partial weighting factor	Minimum grade	Assessment Date: 1st opp/2nd opp (semester week)	Grade/ Pass/Fail	Module Coordinator	Competences								Exam duration
	Osiris Code	Course Name									1	2	3	4	5	6	7	8	
5	IPM-VT1-ADVSLIP-22	Advising on Policy: Law, Institutions & Public Value	X							Audenaerde	X	X	X	X	X	X	X	X	
	Test 01	Written Exam		Written Exam	Digital Remindo	40%	4,5	5/11	Grade										120
	Test 02	Individual Assignment		Assignment	Written	60%	4,5	8/14	Grade										
6	IPM-VT1-ADVISEP-22	Advising on Policy: Economics and Policy		X						Longman	X	X	X	X	X	X	X	X	
	Test 01	Written Exam		Written Exam	Digital Remindo	40%	4,5	5/11	Grade										120
	Test 02	Group Policy Advice		Assignment	Written	60%	4,5	17/20	Grade										
6	IPM-FT1ADVOPP-22	Advocacy: Positions, power, & influence	x							Huizinga	x	x		x	x	x	x		
	Test 01	Written In-Class Exam		Written Exam	Written	0,6	4,5	5/11	Grade										120
	Test 02	Assignment		Assignment	Written	40%	4,5	13/19	Grade										
6	IPM-FT1ADVOGI-22	Advocacy: IR, Global issues & solutions		x						Huizinga	x	x	x	x	x	x	x	x	
	Test 01	Written Exam		Written Exam	Digital Remindo	60%	4,5	5/11	Grade										120
	Test 02	Written Assignment		Assignment	Written	40%	4,5	13/19	Grade										
4	IPM-VT1-EVALULR-22	Evaluating: Learning how to do research	X							Audenaerde							X		
	Test 01	Written Exam		Written exam	Digital Remindo	50%	4,5	5/11	Grade										120
	Test 02	Group Assignment		Assignment	Written	50%	4,5	8/14	Grade										
6	IPM-VT1-EVALUSDPM-22	Evaluating: Application of Statistics and Data in Public Management		X						Audenaerde							X	X	
	Test 01	Individual Assignment		Assignment	Written	100%	5,5	15/20	Grade										

Bezemtoetsen Year 2																				
Credits	Unit of Study		Semester	Test method	Method of Testing	Partial weighting factor	Minimum grade	Assessment Date: 1st opp/2nd opp (semester week)	Grade/ Pass/Fail	Module Coordinator	Competences								Exam duration	
	Osiris Code	Course Name									1	2	3	4	5	6	7	8		
3	IPM-FT2CPA-20	Comparative Public Administration	X							Audenaerde, Lara	X									
	Test 01	Portfolio		Portfolio	Written	100%	5,5	10/16	Grade											
3	IPM-FT2CNMR-20	Conflict Negotiation, Mediation and Resolution	X							Audenaerde		X	X					X	X	
	Test 01	Portfolio		Portfolio	Written	50%	5,5	10/16	Grade											
	Test 02	Individual Assignment		Assignment	Written	50%	5,5	10/16	Grade											
2	IPM-FT2CPP-20	Conference Project Proposal	X							Pearce	X	X		X		X				
	Test 01	Presentation		Presentation	Oral	20%	5,5	10/16	Grade											
	Test 02	Group Assignment		Assignment	Written	80%	5,5	10/16	Grade											
3	IPM-FT2DATA-21	Dealing With Data	X							Crijns						X				
	Test 01	Written Exam		Written Exam	Digital Remindo	50%	5,5	4/12	Grade											120
	Test 02	Research Assignment		Assignment	Written	50%	5,5	4/12	Grade											
3	IPM-FT2ETH-20	Ethics	X							Huizinga		X			X		X			
	Test 01	Individual Assignment		Assignment	Written	100%	5,5	10/16	Grade											
3	IPM-FT2EP1-20	Economics and Policy 1	X							Brinkman	X	X	X							
	Test 01	Written Exam		Written Exam	Digital Remindo	100%	5,5	4/12	Grade											120
3	IPM-FT2EP2-20	Economics and Policy 2	X							Huizinga	X	X	X		X					
	Test 01	Group Assignment		Oral Exam	Oral	100%	5,5	10/16	Grade											
3	IPM-FT3FM2-20	Financial Management 2	X							Crijns				X						
	Test 01	Written Exam		Written Exam	Digital Remindo	100%	5,5	3/11	Grade											
3	IPM-FT2GS2-20	Global Sociology 2	X							Lara	X	X				X	X			
	Test 01	Individual Assignment		Assignment	Written	60%	5,5	10/16	Grade											
	Test 02	Presentation		Presentation	Oral	30%	5,5	10/16	Grade											
	Test 03	Participation		Participation	Oral	10%	5,5													
3	IPM-FT2ICC-20	Intercultural Communication	X							Lara							X	X		
	Test 01	Portfolio		Portfolio	Written	50%	5,5	10/16	Grade											
	Test 02	Individual Assignment		Assignment	Written	50%	5,5	10/16	Grade											

Bezemtoetsen Year 2																			
Credits	Unit of Study		Semester	Test method	Method of Testing	Partial weighting factor	Minimum grade	Assessment Date: 1st opp/2nd opp (semester week)	Grade/ Pass/Fail	Module Coordinator	Competences								Exam duration
	Osiris Code	Course Name									1	2	3	4	5	6	7	8	
2	IPM-FT2PM-20	Project Management	X							Brenner			X			X			
	Test 01	Group Assignment		Assignment	Written	80%	5,5	10/16	Grade										
	Test 02	Presentation		Presentation	Oral	20%	5,5	10/16	Grade										
5	IPM-FT2CPPP-20	Conference Project Plan, Pitch, Event and Evaluation	X							Bremner			X			X	X		
	Test 01	Presentation		Presentation	Oral	10%	5,5	10/16	Grade										
	Test 02	Individual Assignment 1		Assignment	Written	30%	5,5	10/16	Grade										
	Test 03	Group Assignment		Assignment	Written	30%	5,5		Grade										
	Test 04	Individual Assignment 2		Assignment	Written	30%	5,5	10/16	Grade										
3	IPM-FT3EGOV-20	E-Governance	X							Villalba Ferreira	X	X	X	X					
	Test 01	Individual assignment		Assignment	Written	100%	5,5	10/16	Grade								120		
6	IPM-FT2APE2-20	Advanced Professional English	X							Spronk, Varjavandi						X			
	Test 01	Individual Assignment 1		Assignment	Written	25%	5,5	10/16	Grade										
	Test 02	Individual Assignment 2		Assignment	Written	25%	5,5	10/16	Grade										
	Test 03	Individual Assignment 3		Assignment	Written	50%	5,5	10/16	Grade										
3	IPM-FT3FM3-20	Financial Management 3	X							Crijns				X					
	Test 01	Written Exam		Written Exam	Digital Remindo	100%	5,5	10/16	Grade								120		
3	IPM-FT2GA-20	Governmental Accounting	X							Crijns, Pearce		X	X	X					
	Test 01	Written Exam		Written Exam	Digital Remindo	100%	5,5	10/16	Grade								120		
3	IPM-FT2OM2-20	Organisation and Management 2	X							Villalba Ferreira				X					
	Test 01	Written Exam		Written Exam	Digital Remindo	100%	5,5	10/16	Grade								120		
3	IPM-FT2HRM-20	Human Resources Management	X							Lara, Audenaerde			X	X		X	X		
	Test 01	Portfolio		Portfolio	Written	60%	5,5	10/16	Grade										
	Test 02	Presentation		Presentation	Oral	40%	5,5	10/16	Grade										
3	IPM-FT2IER-20	International Economic Relations	X							Brinkman		X	X						
	Test 01	Written Exam		Written Exam	Digital Remindo	100%	5,5	10/16	Grade								120		

Bezettoetsen Year 3																			
Credits	Unit of Study		Semester	Test method	Method of Testing	Partial weighting factor	Minimum grade	Assessment Date: 1st opp/2nd opp (semester week)	Grade/ Pass/Fail	Module Coordinator	Competences								Exam duration
	Osiris Code	Course Name									1	2	3	4	5	6	7	8	
15	IPM-HMDU21-IPP	Influencing Public Policy	X							Huizinga	X	X	X		X	X	X		
	Test 01	Communication Group Assignment			Assignment	Written	40%	5,5	10/16	Grade									
	Test 02	Lobby: Individual Assignment			Assignment	Written	30%	5,5	10/16	Grade									
	Test 03	Ethics: Individual Assignment			Assignment	Written	30%	5,5	10/16	Grade									
30	IPM-FT3NPM30-22	Non-Profit management: How to start and run your non-profit	X							Lara	X	X		X		X	X		
	Test 01	Individual portfolio of professional interviews and presentations			Assignment	Written	10%	5,5	10/20	Grade									
	Test 02	Group non-profit start up portfolio			Assignment	Written	20%	5,5	10/20	Grade									
	Test 03	Group non-profit start up presentation/pitch			Assignment	Written	10%	5,5	10/20	Grade									
	Test 04	Individual non-profit case study or advice			Assignment	Written	20%	5,5	10/20	Grade									
	Test 05	Individual presentation of case study or non-profit advice			Presentation	Oral	10%	5,5	10/20	Grade									
	Test 06	Knowledge Exam			Written Exam	Digital Remindo	30%	5,5	10/20	Grade								120	

Test Regulations | Appendix 3

Article 1. General provisions

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

Article 2. Conditions for written tests

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

- bathroom once after 15 minutes have passed since the start of the examination, and no later than 30 minutes before the end of the examination. This should be under the supervision of an invigilator. Students should leave their work behind in such a way that other students are unable to see this work.
- 2.12 The work that is handed in must be written in pen. The first page of the work handed in should indicate the number of pages which make up the work. Each page should be numbered and should state the student's name and student number.
 - 2.13 The student may not leave the examination room during the first 15 minutes and the last 15 minutes of the examination.
 - 2.14 After leaving the examination room, the student must immediately move out of earshot of the examination room.
 - 2.15 Examinations for the same program that take place on the same day and at significantly different geographic locations must be scheduled at least two clock hours apart to ensure enough time for students to reach both locations.

Article 3. Conditions for digital tests at THUAS testing locations

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

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

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

and/ or instruction sheet of the test and will also be provided to the student well before the start of the examination.

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

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

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

shown on the digital cover sheet and/ or instruction sheet of the test and will also be provided to the student well before the start of the examination.

Article 6. Conditions for other test formats and test methods

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

Article 7. Supervision and irregularities

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

Article 8. Enrolment procedure for tests

- 8.1 The student is registered by the faculty office in Osiris for participation in the courses of the year to which the student belongs. Registration for participation in courses automatically means that the student is registered for the (partial) tests that are part of the relevant courses. The student must always check in time whether they are registered and, if not, take immediate action to realise registration via Osiris.
- 8.2 Students who fail a test are registered for the re-sit by the faculty office. A student who has passed a test, but wants to retake that test with a view to a higher mark, must register in Osiris for the re-sit. The opportunity to register for the re-sit is opened simultaneously with the registration of students who did not pass the first opportunity, and is open until one week before the re-sit.
- 8.3 The student registers himself for minors and other electives and therefore automatically for the tests associated with that unit of study. If a student does not pass the test on the first opportunity, they will be registered for they re-sit by the faculty office.
- 8.4 Registration for a (partial) test is counted as participation in the test. If a student does not wish to participate in a test that they are registered for, the student needs to deregister via Osiris. This is possible up to one working day before the (partial) test.

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

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