

Programme and Examination Regulations

Public Management CROHO 34464



2020-2021

let's change
YOU. US. THE WORLD.

DE HAAGSE
HOGESCHOOL

Programme and Examination Regulations

Public Management CROHO 34464

Author

Mr. L.H.H. Niemann

Faculty

Public Management, Law and Safety

Version

1.0

Model-PER laid down by the Executive Board and adopted by the General Council on March 3rd, 2020 conform art. 7.4 sub c and d of the Codetermination Regulations of The Hague University of Applied Sciences 2017.

Laid down by the Dean of the Public Management, Law and Safety on July 14th 2020 and adopted by the Faculty Council on July 17th and the programme committee conform art. 16.3 sub a and b resp. art 21.1 and art. 22 of the Codetermination Regulations of The Hague University of Applied Sciences 2017.

Preamble

These are the Programme and Examination Regulations (PER) for the International Public Management degree programme. The PER contains all the rules and regulations that apply to the degree programme, with a special emphasis on testing and examination. The PER is part of the Student Charter of the degree programme, based on the Higher Education and Research Act (WHW).

Education Programme or Programme Framework

Together with the Education Programme (EP), the PER forms the degree programme component of the Student Charter and is therefore also known as the Student Charter part 2. 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). A number of degree programmes at The Hague University of Applied Sciences are using a Programme Framework for the 2020-2021 academic year, instead of an Education Programme. The International Public Management degree programme has an Education Programme (EP). The legal requirements of the PER are incorporated into the format of the Programme Framework and the Education Programme (EP).

Except for regulations regarding education and study support/ coaching, the PER also applies to external students. For the purpose of readability, the PER refers to all students as 'he'. This also includes "she". Whenever the PER uses the term 'in writing', this may also be interpreted as 'by email'.

Decision-making; the PER is drawn up by the faculty for each degree programme:

This PER of the International Public Management degree programme and the Education Programme (EP) have been laid down by the director Mrs. L.M. Bremer of the faculty Public Management, Law and Safety, to which the degree programme belongs. The PER and the Education Programme apply for the duration of an academic year; the Programme Framework is a multi-year document. 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.

Each degree programme or group of degree programmes has a Programme Committee, which, alongside the Faculty Council, operates as a staff and student participation council. These bodies have an advisory capacity and the right to endorse certain decisions of the PER. The faculty director can only define the PER for the degree programme after the Faculty Council and the Programme Committee(s) have exercised their rights. The basis for this is determined in the Staff and Student Participation Council regulations of The Hague University of Applied Sciences, last revised on 15 February 2017. If there is any deviation from the PER model upon consultation with the Executive Board, this will be explicitly stated and explained in the drafts presented to the Programme Committee and the Faculty Council.

The Degree Programme annually assesses the education (art. 7.13 section 2 subsection a1 WHW). The Programme Committee has an advisory role in the evaluation process. If relevant, it is stated which participation rights apply to each article of the PER.

Decision-making: model PER of THUAS

Every year, the Executive Board lays down the model PER (including the format for the EP and for the Programme Framework 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 Staff and Student Council Regulations). The Faculty Dean lays down the PER for each individual degree programme in keeping with the THUAS-wide provisions in the model PER. If the Faculty Dean wishes to deviate from the model PER, he will present this to the Executive Board on an annual basis, even if this deviation has existed for several years.

These Regulations are available in digital format on the Student Portal. A hard copy can be viewed at Front Office PLS/BRV (Slinger 3rd floor SL 3.90).

Programme and Examination Regulations

Mr. L.H.H. Niemann

The Hague University of Applied Sciences 2020-2021

Table of Content

| | |
|--|-----------|
| Preamble | 3 |
| Table of Content | 4 |
| Definitions | 6 |
| Chapter 1. General Provisions | 12 |
| Article 1.1 Scope | 12 |
| Article 1.2 Information provision | 12 |
| Article 1.3 Exam Board..... | 12 |
| Article 1.4 Legal protection..... | 13 |
| Chapter 2. Programme | 14 |
| Article 2.1 Aim of programme..... | 14 |
| Article 2.2 Programme profile..... | 14 |
| Article 2.3 Study programme structure..... | 14 |
| Article 2.4 Language of instruction | 14 |
| Article 2.5 Admission to the programme | 14 |
| Article 2.6 Study load..... | 14 |
| Article 2.7 Specialisations..... | 14 |
| Article 2.8 Accelerated and shortened tracks..... | 15 |
| Article 2.9 Additional costs | 15 |
| Chapter 3. Education Programme | 16 |
| Article 3.1 Structure of the education programme..... | 16 |
| Article 3.2 Work placements, activities and professional practice..... | 16 |
| Article 3.3 Minors and electives..... | 16 |
| Article 3.4 Honours programme | 17 |
| Article 3.5 Transitional measures | 17 |
| Chapter 4. Tests | 18 |
| Article 4.1 Tests and partial tests | 18 |
| Article 4.2 Testing method and time at which tests are held..... | 18 |
| Article 4.3 Conditions for participating in tests | 18 |
| Article 4.4 Public nature of oral tests and examinations | 18 |
| Article 4.5 Assessment | 18 |
| Article 4.6 Provisions applicable to partial tests | 19 |
| Article 4.7 Award of credits..... | 19 |
| Article 4.8 Announcement of results..... | 19 |
| Article 4.9 Review..... | 19 |
| Article 4.10 Force majeure | 20 |
| Article 4.11 Resits..... | 20 |
| Article 4.12 Exemption..... | 20 |
| Article 4.13 Validity period of test results | 21 |
| Article 4.14 Declaring tests or partial tests invalid..... | 21 |
| Chapter 5. Examinations and Diplomas | 22 |
| Article 5.1 Examinations | 22 |
| Article 5.2 Graduation..... | 22 |
| Article 5.3 Award of degrees | 22 |
| Article 5.4 Diploma | 22 |
| Article 5.5 Distinctions | 23 |
| Article 5.6 Certificates in recognition of special contributions | 23 |

Programme and Examination Regulations

Mr. L.H.H. Niemann

The Hague University of Applied Sciences 2020-2021

| | |
|---|-------------------------------------|
| Chapter 6. Student Career Advice/ Academic Student Counselling | 24 |
| Article 6.1 Intake | 24 |
| Article 6.2 Student career advice/ academic student counselling | 24 |
| Chapter 7. Study Advice..... | 25 |
| Article 7.1 Study advice in the propaedeutic phase | 25 |
| Article 7.2 Study progress standards | 25 |
| Article 7.3 Positive study advice | 26 |
| Article 7.4 Binding negative study advice..... | 26 |
| Article 7.5 Personal circumstances and deferral of study advice..... | 26 |
| Article 7.6 Re-enrolment following binding negative study advice | 27 |
| Article 7.7 Planning and deadlines | 27 |
| Article 7.8 Appeal provisions | 27 |
| Chapter 8. Irregularities..... | 29 |
| Article 8.1 Scope | 29 |
| Article 8.2 Procedure concerning the discovery of irregularities | 29 |
| Article 8.3 Sanctions..... | 30 |
| Chapter 9. Special Facilities | 31 |
| Article 9.1 Facilities for students with a disability | 31 |
| Article 9.2 Facilities for elite performance students..... | 31 |
| Article 9.3 Facilities for students who previously studied abroad..... | 32 |
| Article 9.4 Facilities applicable to other situations..... | 32 |
| Chapter 10. Final Provision..... | 33 |
| Article 10. Departure from the Programme and Examination Regulations | 33 |
| Appendix 1. Academic Calendar 2020 – 2021 | 34 |
| Appendix 2 Education programme | 35 |
| Appendix 3. Test Regulations 2020-2021 | 39 |
| Article 1. General provisions..... | Error! Bookmark not defined. |
| Article 2. Provisions for written and other tests | Error! Bookmark not defined. |
| Article 3. Supervision and irregularities | Error! Bookmark not defined. |
| Article 4. Registration procedure for tests | Error! Bookmark not defined. |

Definitions

| | |
|---|---|
| Academic year | The period commencing on 1 September and ending on 31 August of the following year. |
| Accelerated programme | A programme in which the regular number of credits are offered and assessed in a shorter time frame, for instance, 240 study credits in three years. |
| Appeal | Legal procedure at the Examination Appeals Board or the Disputes Committee, aimed at reconsideration by a different body. |
| Associate degree programme (Ad programme) | An independent degree programme without a propaedeutic phase and with a study load of 120 credits that leads to the award of an Associate degree (WHW, article 7.3a(2a)). |
| Bachelor's degree programme | An independent degree programme with a propaedeutic phase and a study load of 180 or 240 credits that leads to awarding a Bachelor's degree (WHW, article 7.3a(2b)). |
| Blackboard | Blackboard is one of the communication tools for lecturers and students to provide educational notifications and messages. |
| Coach | Idem as study career adviser. |
| Competency | An integrated set of skills, knowledge, understanding and attitudes required to create professional products in a professional context that meet the prevailing quality standards. |
| Contact hour | An hour of education in which a lecturer or a qualified tutor is either physically present or has direct contact with the student via other channels. Contact hours include lectures, workshops, project tutoring, internship tutoring, tests and exams and individual study coaching in so far as these have been scheduled for all students by 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 and exams are included. |
| Counsellor | Students can contact the counsellor to discuss personal circumstances and to validate the impact of these on a possible study delay. |
| Credit | The unit used to express study load. In accordance with the European Credit Transfer System (ECTS), one credit is equivalent to 28 hours of study (WHW, article 7.4(1)). |
| CROHO | Central Register for Higher Education Degree Programmes. |
| Course | See unit of study. |
| Course Manual | A description of the contents of the unit of study, which, where applicable, incorporates information about aspects such as the language of instruction, tests and compulsory participation in practical exercises. The Course Manuals are provided in Blackboard. |
| Cumulative test | An activating 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 may consist of several components and these components form one single test. |
| Department manager | The officer in charge of a faculty. |
| Diploma | The documentary evidence issued when an examination candidate has successfully completed either the propaedeutic examination or the final examination of the programme or the AD programme, as referred to in WHW, article 7.11(1). |

| | |
|---------------------------|---|
| Disability | A visible or invisible functional disability as a result of a handicap or chronic illness. This may concern various physical disabilities, chronic illnesses, psychological illnesses or dyslexia. |
| Dual programme | A programme in which one or more periods of study (the study component) are alternated with programme-related professional practice (the practical component) (WHW, article 7.7(2)). Professional practice takes place on the basis of an agreement concluded by the programme, the student and the employer (WHW, article 7.7(5)). |
| EC | European Credit; An EC is the unit of the study load in the ECTS, European Credit Transfer System (ECTS). One EC is equivalent to one credit and represents 28 study load hours. |
| Education programme | The whole of the units of study (including work placements and units of study to be chosen by the student in the minor segment) and the corresponding tests forming part of the propaedeutic year and the post first-year programme, or of the Associate degree programme. The EP is known in Dutch as "OLP". |
| Elective | A unit of study that can be used in the minor segment. This might be an optional module, membership of a programme committee, or major programme courses offered by another programme at THUAS or externally. |
| Elite athlete | A student who participates in national and international competitions at the highest level and has been granted this status by The Netherlands Olympic Committee* Netherlands Sports Confederations (NOC*NSF), or a student practising his sport at the highest national level. The student must spend a weekly average of at least 15 hours on the sports activity. |
| Elite performance | High-level performance, which places the student among the top performers on national or international level in his discipline, at the Executive Board's discretion. |
| Exam Board | The body responsible for objectively and expertly establishing whether a student meets the conditions set out in the Programme and Examination Regulations concerning the knowledge, understanding and skills required for the award of a degree (WHW, article 7.12(2)). This body is also responsible for securing the quality of the organization and procedures regarding exams and examinations. |
| Examination | An examination has been taken if the tests for all units of study forming part of a programme or the propaedeutic phase of a programme have been successfully completed, to the extent the Exam Board has not determined that its own assessment of the examinee's knowledge, understanding and skills also forms part of the examination (WHW, article 7.10(2)). A distinction is made between the propaedeutic examination, which concludes the propaedeutic phase, and the final examination, which concludes the programme. |
| Examination Appeals Board | The Examination Appeals Board of The Hague University of Applied Sciences, as referred to in WHW, article 7.60 (see also the Examination Appeals Board Regulations in Part 1 of the Students' Charter). |
| Examiner | A lecturer or representative appointed by the Exam Board with responsibility for conducting tests and establishing the results thereof (WHW, article 7.12c(1)). |
| Executive Board | The governing body of The Hague University of Applied Sciences as referred to in WHW, articles 10.2 and 1.1(j). |
| External student | A person enrolled as an external student at The Hague University of Applied Sciences and under WHW, article 7.36, only has the |

Programme and Examination Regulations

Mr. L.H.H. Niemann

The Hague University of Applied Sciences 2020-2021

| | |
|---------------------------|--|
| | right to sit the tests for the units of study corresponding to the programme as well as the examinations corresponding to the programme and, in principle, has the right to access THUAS's facilities and collections (such as the library). |
| Faculty | A programme or group of programmes under the leadership of a department manager. |
| Faculty Council | A council for employees and students on faculty level as referred to in article 10.25 of the WHW. The rights to endorse and to consult are laid down in the Codetermination Regulations 2017. |
| Force majeure | Force majeure applies in the event it is impossible to perform an obligation for causes not attributable to the defaulting person concerned. |
| Fraud | A student's acts or omissions that make it wholly or partially impossible to assess that student's knowledge, understanding and skills properly. |
| Full-time programme | A programme of which practical training (such as work placements) forms an integral part. |
| General Council (GC) | The Staff and Student Council in the sense of Article 10.17 of the WHW. Its rights to endorse and to be consulted are laid down in the Codetermination Regulations 2017. |
| Honours programme | A programme within a programme, additional to the study load of the regular Bachelor's programme, subject to predefined selection criteria. |
| Irregularity | An act or omission committed by a student in contravention of the test rules, or in contravention of the fraud regulations as stipulated in the Programme and Exam Regulations as stated in chapter 8 of the PER. |
| Learning outcomes/goals | Describes what a student is supposed to know, understand and apply after completing a learning period. This may be a learning period or learning track within the educational programme or a learning track at work or in their free time (informal learning). |
| Major | The component of the programme which also enables a student to acquire the required competencies as set out in the relevant profile. |
| Minor | A related unit of study worth 15 credits to be used in the minor segment. |
| Minor segment | Part of the programme the student is free to fill in for the purpose of broadening his general knowledge or to enable him to deepen his substantive knowledge of the major programme competencies. The minor segment is worth 30 to 45 credits for full-time programmes and 15 to 30 credits for part-time, dual- and three-year-programmes. |
| Module | 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. |
| OSIRIS | The digital academic progress system in which all of the study data from all students is recorded. |
| OSIRIS C | 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 course manual. This also relates to mandatory attendance as indicated in the EP/OLP (Appendix 2) |

Programme and Examination Regulations

Mr. L.H.H. Niemann

The Hague University of Applied Sciences 2020-2021

| | |
|---|--|
| Partial test | A partial test is an examination of the knowledge, understanding and skills of the student that is being assessed with a result, and forms part of a test as such (related to 'test'). |
| Part-time programme | A programme, the structure of which takes account of the possibility that the student will also be involved in activities other than programme-related activities. These activities may be designated as units of study (WHW, article 7.27). |
| Plagiarism | A form of fraud where the work of others or one's own earlier published work is used by a student in his own work without correctly stating the source. |
| Post first-year programme | The part of a programme that follows the propaedeutic phase. |
| Practical component | The component of a dual programme involving professional practice as part of the programme. |
| Practical exercise | A practical exercise (WHW, article 7.13(2d)) that focuses on the acquisition of specific skills. This includes in all cases the dissertation, creating a report or a draft version, undertaking a work placement, taking part in fieldwork or excursions and conducting tests or experiments. |
| Profiling Fund | Name of the fund established by the institution to facilitate the financial support of a student enrolled at the institution who has fallen behind or is expected to fall behind in his studies as a result of a special circumstance. |
| Programme | A programme constitutes a coherent whole of units of study, the aim of which is to acquire competencies or achieve goals relating to knowledge, understanding, attitudes and skills, which the person should possess upon completion of the programme (WHW, article 7.3(2)). Programmes may be offered as full-time, part-time or dual programmes. Where reference is made in these Regulations to a programme, this is taken to mean a Bachelor's programme, including the AD programme, if a programme is offered in this variant. |
| Programme and Examination Regulations (PER) | The Regulations [<i>Onderwijs- en Examenregeling, OER</i>] containing clear and accurate information about the programme, the applicable procedures and rights and obligations with respect to the programme and the examinations (WHW, article 7.13(1) and (2)). |
| Programme Committee | An advisory committee established for each programme or group of programmes with responsibility for providing advice on promoting and safeguarding the quality of the programme incl. codetermination (WHW, article 10.3c new and WHW, article 10.17, sections 3-8). The Programme Committee is a participation body. |
| Programme Framework | Key document that has been established for several years, which describes the essence of the degree programme; the professions for which students are trained, what the learning outcomes are and what the vision is on testing and education. |
| Propaedeutic phase | The first period of the programme, with a study load of 60 ECTS, prior to the post first-year programme, in which students gain an understanding of the content of the programme and the future profession. Selection and referral are possible at the end of this phase (WHW, article 7.8(5)). |
| Qualified attendant | A person who is judged and assigned by the programme for the performance of a specific part of the education programme. |
| Shortened programme | A Bachelor's programme, the structure of which has been adapted to a shorter duration due to individual exemptions based on the student's prior education. |

Programme and Examination Regulations

Mr. L.H.H. Niemann

The Hague University of Applied Sciences 2020-2021

| | |
|----------------------|---|
| Student | A person who is enrolled at The Hague University of Applied Sciences in a programme, and whose rights include, among others, the right to pursue education at THUAS. |
| Student counsellor | Academic career counsellor. Students can contact the student counsellor to discuss personal circumstances and validate the impact of these on a possible study delay. |
| Students' Charter | The Students' Charter consists of two parts: the institution-specific section (Part 1) and the (partially) programme-specific section (Part 2). Part 1 sets out the rights and obligations of students and those of THUAS, and contains an overview of the regulations that protect students' rights. Part 2 contains the Programme and Examination Regulations, a general description of the programme structure and student facilities, including academic student counselling (WHW, article 7.59). |
| Study advice | Advice provided to a student on the continuation of studies within or outside the programme, which is issued at the end of the first year of enrolment for the propaedeutic phase or until the student has passed the propaedeutic examination (WHW, article 7.8(b)). Positive, preliminary or binding negative study advice may be given. |
| Study career adviser | The study career adviser supports the process in which the student controls the content of his education programme by carrying out activities aimed at enabling him to gain an understanding of what motivates him, his talents and outlook. The study career adviser is sometimes referred to as a coach. |
| Study component | The component of the dual programme that involves pursuing the studies provided by the programme. |
| Study guide | Information guide for students for one or more degree programmes which in all cases contains the PER, EP/OLP and practical information about the programme. |
| Subject | See unit of study. |
| Test | A test is an examination of the knowledge, understanding and skills of the student as well as the assessment of the results of this examination. A test may consist of several partial tests. The term 'test' has the same meaning as the term <i>tentamen</i> as used in WHW, article 7.10. |
| Test rules | Further provisions concerning tests and partial tests, relating among other things to registration, attendance, submission method and submission period of assignments, conduct, permissible aids and prohibited acts. |
| Three-year HBO-track | A track within a bachelor's programme with a study load of 180 credits, and a nominal duration of three years, accessible only to those who hold a VWO diploma or a diploma deemed equivalent by THUAS (WHW, article 7.9a). |
| Unit of study | A comprehensive component of the programme that is concluded with a test (WHW, article 7.3(2)). A unit of study may also be referred to as 'course', 'subject', or 'module'. |
| University | The Hague University of Applied Sciences (THUAS). |
| Validation | Previously obtained learning outcomes (including outcomes obtained elsewhere) can be validated through an examination that is independent from the degree programme. Learning outcomes may also be validated through an individual exemption, which can be requested through the Exam Board. |
| Variant | The division of a degree programme into full-time, part-time or dual programme. |

Programme and Examination Regulations

Mr. L.H.H. Niemann

The Hague University of Applied Sciences 2020-2021

| | |
|-------------|---|
| WHW | The abbreviation for the Dutch Higher Education and Research Act (<i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i>). Visit: www.wetten.nl (in Dutch). |
| Working day | All days of the year with the exception of Saturdays, Sundays, public holidays and leave days that have been officially designated as such for the staff of The Hague University of Applied Sciences. |
| WSF 2000 | Student Financing Act 2000 (<i>Wet op de Studiefinanciering 2000</i>). |

Chapter 1. General Provisions

Article 1.1 Scope

1. These Regulations apply to the full-time programme of International Public Management for the 2020-2021 academic year.
2. The student cannot derive any rights from the Programme and Examination Regulations that were valid in previous academic years, unless stated expressly that they form part of a transitional arrangement as referred to in Article 3.5.

Article 1.2 Information provision

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

Article 1.3 Exam Board

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

Article 1.4 Legal protection

1. A student can file an appeal with the Legal Protection Office against a decision made by an examiner or the Exam Board through OSIRIS Case. You'll find Case on a separate tab in OSIRIS; a quick start manual is available on the [OSIRIS-page](#) on our intranet. Requests to (members of) the Exam Board that are sent by e-mail will be read but will usually **not** be handled. The following is considered equivalent to a decision: a refusal to decide within the period determined by law or under these regulations, or, in the absence of such a period within 6 business weeks.
2. The procedure and requirements applicable to a notice of appeal are described in part 1 of the student charter.
3. The Examination Appeals Board (EAB) handles appeals from students who disagree with a decision made by the Exam Board.
4. An appeal must be submitted no later than six weeks after the decision has been made. Appeals submitted later than this will not be handled (except for cases of force majeure). If the six-week deadline is about to expire, the student can submit a preliminary appeal - in anticipation of a substantiated appeal.
5. After receiving the appeal, the Exam Board is asked to determine whether the matter can be resolved amicably within three weeks. If this is not possible, the Exam Board will submit a written defence.
6. This is followed by a meeting in which both parties are given the opportunity to explain their appeal and defence, and the EAB will have the opportunity to ask questions.
7. In principle, the EAB announces a decision within 14 days after this meeting and the justified decision is announced afterwards.
8. If a student disagrees with the outcome of a procedure, including a decision by the EAB, the student can appeal to the Appeals Tribunal for Higher Education (CBHO) within six weeks.
9. The Appeals Tribunal for Higher Education is an independent court of law. A student who disagrees with a decision made by their degree programme can file an appeal with the Appeals Tribunal. The Appeals Tribunal will present its decision in a ruling. This ruling cannot be appealed.

Chapter 2. Programme

Article 2.1 Aim of programme

The goal of the four-year bachelor programme in International Public Management is to prepare students to deal effectively with the challenges of public management in the international arena. It provides training in politics, sociology, economics and law in order to give the student a broad background of knowledge from which to draw when confronting international challenges. It combines these knowledge-based courses with a wide range of skills courses over the four-year trajectory to give the student a solid foundation for entering the professional arena.

Article 2.2 Programme profile

This programme is based on the national programme profile described on <http://www.vereniginghogescholen.nl/opleidingsprofielen>. A refined version (with 8 competencies) will be introduced by IPM with a new curriculum in 2021/2022. For the academic year 2020/2021, IPM continues to use the previous national profile with the following 7 competencies:

1. The graduate knows his or her way around the public sector.
2. The graduate is able to scrutinize 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 organizations and take part in collaborative working methods.
5. The graduate can carry out practical research.
6. The graduate has social communication skills.
7. The graduate is self-motivated.

Article 2.3 Study programme structure

The International Public Management programme is offered as a full-time programme.

Article 2.4 Language of instruction

The language of instruction of the programme is English, on account of the fact that IPM is about global policy issues and international cooperation and taught to groups of Dutch as well as international students. If a unit of study is offered in another language, this will be clearly stated in the course manual of the relevant unit of study, in accordance with the Foreign Languages Code of Conduct contained in Part 1 of the Students' Charter.

Article 2.5 Admission to the programme

Programme admission is governed by THUAS's [Enrolment and Disenrollment Regulations on Bachelor's Degree Programmes](https://www.thu.nl/en/education/bachelors/programmes/bachelors/international-public-management/before-the-programme). Information on admission requirements and conditions can be found on <https://www.thehagueuniversity.com/programmes/bachelors/international-public-management/before-the-programme>

Article 2.6 Study load

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

Article 2.7 Specialisations

This programme does not feature any specialisations.

Article 2.8 Accelerated and shortened tracks

1. This programme does **not** feature a three-year HBO-track.
2. Any student wishing to be admitted to a three-year HBO-track must indicate this when applying in Studielink. The Admission Committee decides on the student's eligibility for this track pursuant to the stipulations in article 7.9a of the WHW.
3. The student who wishes to take a shorter route may submit a personally motivated request to the Exam Board (see article 4.12).

Article 2.9 Additional costs

1. Student enrolment is not conditional upon any financial contribution other than the payment of tuition fees.
2. The purchase of certain educational materials or tools is deemed necessary for the programme. The costs are estimated to be €700 per academic year. The educational materials or tools required are as follows:
 - a. study books;
 - b. other associated study materials
3. Costs may also be attached to excursions and working visits as part of the education programme. If the student is unable to pay these costs, an equivalent option providing the achievement of the same academic goals, will be offered; the relevant application procedure is given in the course manual of the relevant programme component. The excursions and working visits are as follows:
4. Excursion to Brussels (as part of year 1): no more than € 100
5. Excursion to Geneva (as part of an extra-curricular activity): no more than € 260.

Chapter 3. Education Programme

Article 3.1 Structure of the education programme

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

Article 3.2 Work placements, activities and professional practice

1. The full-time programme involves in Year 4 a work placement (called internship) of 20 weeks representing 30 credits. 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). Further, 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. Further provisions, information and conditions are described in the work placement handbook/Course Manual, which can be found in the Blackboard course 'year 4 internship'.
2. In Year 3, students may do internships as part of 'minor and electives'(cf Article 3.3).

Article 3.3 Minors and electives

1. The minor segment is worth 30 credits for full-time Bachelor's programmes. The purpose of the minor segment is to broaden and deepen the professional competencies applicable to the major programme. You may not apply for an exemption for your minor within your major programme and your minor can not be the same subject as your major.
2. The periods reserved for the minor segment are stated in Appendix 2. The minors and electives organised by the programme International Public Management are listed in Appendix 2.
3. The minor segment may be filled in within or outside of the programme as follows:
 - a. minors within our own or from another degree programme/ faculty/ (accredited) institution for higher education (in the Netherlands and abroad),
 - b. a work placement (in The Netherlands or abroad) for 10 weeks (worth 15 ECTs) or 20 weeks (30 ECTs)
 - c. major courses given by another programme, whether or not at THUAS,
4. The minors in which the student may enrol without requiring individual assessment by the Exam Board are stated in the list published on the Student Portal.
5. The student must submit a request to the Exam Board at least 15 days prior to the commencement of the relevant minor or elective in the following cases:
 - a. if the student wishes to follow a minor or elective at THUAS or externally which is not included in the list referred to in paragraph 3;
 - b. if the student wishes to request exemption from components in the minor segment based on past results achieved in another programme.

Article 3.4 Honours programme

The programme does not feature an honours programme. However, International Public Management offers a so-called Achievement Programme, through which students can participate in projects, lectorates, etc. For the details, please refer to the programme manual on Blackboard. For their work as part of the achievement programme (which also covers activities on behalf of IPM such as marketing and communication), the student may be awarded extra-curricular credits that do not count towards the main programme yet are featured on the student's OSIRIS transcript. Provided that the work is assessed as satisfactory, up to 3 ECTs are awarded using the standard calculation formula of 28 of work per ECTs.

Article 3.5 Transitional measures

If components of the educational programme are changed (e.g., the assessment method), those students who are already at an advanced stage of the propaedeutic phase or the post first-year programme and who are affected by such changes are entitled to an "old style" exam the year after the change to a course has been implemented. Students wanting to make use of this option must indicate their wish to the relevant lecturers before the course starts. However, students may also choose to do the "new style" exam. Two years after a course has been changed, students are obliged to take the new style exam.

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 or in the case of cumulative testing, will be conducted in several components.
3. A written exam lasts no longer than two hours per session. This is not including a possible extension of the duration of the exam. The degree programme states the duration of the exam in the course manual for the educational unit and this may only differ from the maximum standard if relevant for the content and following consultation with the Faculty Dean.

Article 4.2 Testing method and time at which tests are held

1. Appendix 2 describes the testing method for every unit of study. In special cases the Exam Board may decide to depart from these methods.
2. The week in which the exam and any partial exams of a unit of study will be administered must be published in a timetable at the start of that particular unit of study.
3. In case of cumulative exams, the first exam will be administered on several occasions and the resit will be administered on one single occasion.

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 rules. This also includes additional provisions concerning registration, attendance, the manner in which assignments should be handed in together with the specified period for doing so, rules of conduct and such like. If a student sits a test or partial test as part of a programme other than that for which s/he is enrolled, the specific rules laid down for administering tests and partial tests by the programme holding the test apply.
2. If it is compulsory for a student to take part in practical exercises or/ and there is a participation requirement, such as practical training or tutorials, before being allowed to take a test or partial test, this is stated in Appendix 2 and in the course manual of the unit of study concerned. The course manual also includes the procedure the student must follow if he wishes to submit a request for exemption from compulsory practical exercises to the Exam Board, whereby the latter may decide to impose alternative requirements.
3. If the student is required to pass one or more tests to allow him to sit a test or partial test, this condition is set out in Appendix 2 as well as in the course manual of the unit of study corresponding to the test or partial test.

Article 4.4 Public nature of oral tests and examinations

Oral tests and examinations are not open to the public unless provided otherwise in the course manual 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. a 'good', 'pass' or 'fail' mark, or
 - c. 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.

Article 4.6 Provisions applicable to partial tests

1. If a test consists of several partial tests, the result of the test will only be determined if:
 - a. the student has achieved a 'good', 'pass' or 'fail' mark for all partial tests marked on the basis of a 'good or 'pass', and
 - b. the student has at least achieved a grade of **5.5** for every partial test marked with a grade, unless the course manual of the relevant unit of study and the Education Programme state differently;
 - 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 does not apply to cumulative exams, which include several components that form one single exam.

Article 4.7 Award of credits

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

Article 4.8 Announcement of results

1. The results of an examination, partial examination or a component of a cumulative examination must be announced in OSIRIS no later than fifteen working days after the date on which it was administered, but at least three working days prior to the scheduled resit. In case of force majeure, the degree programme manager may determine to extend the term with up to 5 business days, but no later than 3 days prior to the scheduled resit date. Students will be informed of this by the degree programme. The student can report overdue announcement of the result to the programme manager.
2. The examiner and the Exam Board may correct apparent mistakes in OSIRIS. Examiners may only do so within two months after the date on which the exam or partial exam 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 apparent error.
3. Results that have been announced via other media, for example OnStage or Blackboard, are not definitive and no rights can be derived from this.

Article 4.9 Review

1. The grading system for the various components of an exam, partial exam or component of a cumulative exam, will be announced prior to the examination or on the actual examination form. If the grading system is not mentioned, the same grading system will apply to all components of the exam. Based on the qualitative analysis of the exam, the examiner may adjust the grading retroactively. The examiner has to report the adjustment of the grading to the Exam Board.

2. The student will be offered the opportunity to review the marked test or partial test and the applied grading system at a time to be announced by the programme. This examination review must occur within 25 working days after the administration of the (partial) examination and at least 3 days before the resit. The student may make an appointment with examiner at another opportune moment if the student is able to show a valid reason for his inability to be present during the announced review. The student only has the one-time right to review the examination. For examinations where no collective review opportunity has been scheduled, for example in case of an internship report or assignment, the student may schedule an individual meeting with the examiner to review the exam. The same time limits apply here.
3. During the examination review, students are not allowed to take notes of or write on the examination, or make any changes to the submitted work, nor is it allowed to take pictures or make copies in another way.

Article 4.10 Force majeure

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

Article 4.11 Resits

1. One resit will be offered in the same academic year for every test or partial test. The course manual of the relevant unit of study states when resits will be held for every test or partial test. In case a resit for a test or partial test cannot take place in the same academic year because a resit would not reasonably fit within the education programme due to the specific nature of a unit of study, this will be stipulated in the course manual.
2. The student may participate in the same test or partial test twice at the most per academic year, insofar as the test or partial test is held on more than two occasions per academic year. The student may resit exams passed with satisfactory marks in the academic year in which these were attained or in the following academic year. The student is not permitted to resit exams passed with satisfactory marks in subsequent years. Examinations from the propaedeutic phase cannot be retaken after the propaedeutic examination has been issued.
3. For cumulative exams, the resit consists of one examination.
4. The highest result achieved applies to resits of tests and partial tests.
5. The Exam Board may in special cases decide to depart from the provisions of paragraphs 1, 2 and 3 and to allow an additional resit. For instance in case the progress in the study is endangered by force majeure. The student may submit a request to that end to the Exam Board in writing, stating reasons. This request must be submitted to the Exam Board no later than 15 working days after the result of that particular test or partial test has been announced.

Article 4.12 Exemption

1. The Exam Board may grant a student exemption from a test if it is of the opinion that the student already meets the requirements in terms of content and level of the relevant unit of study. The Exam Board determines the period of validity for the exemption. No exemption can be granted from a partial test or a component of a cumulative test. The Faculty PLS does not grant exemptions based on work experience.
2. Exemption may be granted on the basis of the tests results achieved for another NVAO-accredited degree programme.
3. A student wishing to apply for exemption may submit a request to the Exam Board via OSIRIS Case stating reasons. The request must be accompanied by the supporting documents showing that the student already meets the requirements for the relevant unit of study. The request must be submitted to the Exam Board no later than five working days after the unit of study has commenced.

4. If the request is incomplete, the Exam Board may decide to allow the student to complete the request within a period to be determined by the Exam Board.
5. The Exam Board will inform the student of its decision in writing within 15 days of receipt of the request. If the student has been given the opportunity to complete the request as referred to in paragraph 4, the Exam Board will inform the student of its decision within 15 days of receipt of the additional information.

Article 4.13 Validity period of test results

1. If a student has passed either a propaedeutic examination or a final examination, the examination results are valid indefinitely.
2.
 - a. Test results, partial test results and exemptions are valid for at least five years and can lose their validity after this period if knowledge, skills or insight have become demonstrably outdated.
 - b. Every year, the degree programme publishes test results that are subject to becoming outdated the following academic year. Following a balanced assessment, the Exam Board then determines whether an individual result can reasonably be considered no longer valid.
3. Contrary to section a of paragraph 2, the following transitional arrangement applies to test results and exemptions previously obtained. Section b of paragraph 2 applies:
 - a. the (partial) test results and exemptions obtained between 1 September 2007 and 31 August 2011 are valid for at least ten years until the student has passed the examination for the relevant programme phase, unless a different validity period was laid down in the Programme and Examination Regulations in force at that time;
 - b. the (partial) results and exemptions obtained before 1 September 2007 are valid indefinitely, unless a limited validity period was laid down in the Regulations in force at that time;
 - c. the (partial) test results obtained from 1 September 2011 are valid for at least five years, calculated from the date on which the test was taken.
4. At the student's written request, the Exam Board may in special cases, as stated in article 7.5, but not exclusively, decide to extend the validity period of a test or partial test result or exemption therefrom, or to administer an additional or alternative test. Requests to extend the validity based on approved personal circumstances are awarded at a minimum for the number of months for which compensation has been awarded from the Profiling Fund. The request must be submitted to the Exam Board no later than 15 working days prior to the expiry of the validity period applicable to that particular test or partial test.

Article 4.14 Declaring tests or partial tests invalid

1. If irregularities have been detected in a test or partial test, after having consulted with the department manager the Exam Board may decide to declare that test or partial test invalid also for students who were not found to have committed irregularities, if the Exam Board in its role as referred to in Article 1.3(2) is of the opinion that the assured quality of the tests and examinations has been compromised.
2. If no irregularities have been detected in a test or partial test, the exam board can, having done careful investigation and after consultation with the Dean of the Faculty, from its statutory duty to ensure the quality of the tests and examinations (article 7.12b, paragraph 1.a WHW), decide that a test is invalid, if it is of the opinion that the assured quality of the tests cannot be guaranteed.

Chapter 5. Examinations and Diplomas

Article 5.1 Examinations

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

Article 5.2 Graduation

1. The programme's graduation manual sets out the rules relating to graduation, assessment in the graduation phase and determination of the results of the final examination. The manual can be found on Blackboard course.
2. To start the graduation phase, a student must have obtained their propaedeutic certificate and all credits from the main phase (150 ECTS) apart from the ones to be earned in the final semester (30 ECTS). The only exceptions are the following:
 - a. The portfolio for the Year-4 internship is yet not fully assessed but the student has completed the internship and can plausibly explain that the relevant ECTS will be registered in OSIRIS shortly
 - b. the student misses credits for one or maximally two courses (in combination, thus maximally 8 ECTS) from Year 2 or Year 3, provided that the missing courses are being taught simultaneously with the graduation phase.
3. If a student wants to refer to either of the above exceptions, s/he needs to supplement their request for admission to the graduation phase with a realistic study plan showing how s/he plans to obtain the missing credits.

Article 5.3 Award of degrees

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

Article 5.4 Diploma

1. The Exam Board will award the student a diploma in evidence of the fact that he has passed the propaedeutic examination or final examination.
2. If it is found that the student does not meet the procedural requirements for the award of a diploma, as set out in the Enrolment and Disenrolment Regulations on Bachelor's and Associate Degree Programmes, the diploma will not be awarded until such time as the student meets these requirements.
3. A student who meets the conditions for taking an examination may request the Exam Board to delay the award of a diploma. The student must submit a written request to that end via OSIRIS Case no later than five working days prior to the Exam Board meeting, stating reasons. The Exam Board will inform the student in writing of its decision after the meeting.
4. The text on the diploma is written in Dutch and English.
5. The diploma includes a list of grades. The following information is shown on the diploma:
 - a. the complete names and date of birth of the student;
 - b. the date of the meeting on which the Exam Board determined the examination results;

- c. the name of THUAS and the programme name as recorded in the Central Register of Higher Education Study Programmes (CROHO);¹
 - d. a list of the units of study successfully completed by the student and the accompanying results;
 - e. the date on which the programme was last accredited or the date on which the programme was successfully audited as a new programme;
 - f. for the final examination: the degree awarded to the student;
 - g. for the final examination: the qualification associated with passing the final examination, if applicable.
6. A diploma supplement in the European standard format as referred to in WHW, article 7.11(4), is added to the diploma if the student has passed the final examination. The diploma supplement is drawn up in the English language. If the student has successfully completed an honours programme, an annotation thereof will be placed on the diploma supplement and the student receives a separate certificate.
 7. If the student terminates his studies prematurely and the Exam Board is unable to award him a diploma, the student will receive a statement showing which tests he has passed, if desired. The student must submit a request to that end to the Exam Board via OSIRIS Case.

Article 5.5 Distinctions

1. The Exam Board will determine whether a student has passed the propaedeutic examination or the final examination 'with distinction' [*cum laude*] or 'with highest distinction' [*summa cum laude*]. If the student meets the conditions for either of the above distinctions, the distinction will be recorded on the diploma.
2. The following conditions apply to these distinctions:
 - a. the weighted average of the results achieved by the student for all units of study corresponding to the propaedeutic phase or the post first-year programme must be at least:
 - 1° 8 for the distinction 'with distinction';
 - 2° 9 for the distinction 'with highest distinction', and
 - b. the student has been awarded at least the following marks for all units of study corresponding to the propaedeutic phase or the post first-year programme:
 - 1° 7 or 'pass' for the distinction 'with distinction';
 - 2° 8 or 'pass' for the distinction 'with highest distinction', and
 - c. the student has been granted exemption from less than half of the education programme in the propaedeutic phase or post first-year programme, and
 - d. the Exam Board has never found the student guilty of fraud.
3. The number of credits applicable to the relevant unit of study applies as the weighting factor in calculating the average as referred to in paragraph 2(a). The results achieved for units of study marked on the basis of the 'pass' or 'fail' scale are not included in determining the average mark, nor are the units of study for which the student has received exemption.

Article 5.6 Certificates in recognition of special contributions

1. In addition to their diploma, students who are actively engaged in organisations aimed at improving the study and social environment may also receive a certificate showing their extra activities, provided that the student has not received any credits or financial compensation for these activities. A student must be nominated for a certificate by a minimum of two employees of THUAS.
2. Nominations for students who have carried out activities within the faculty or programme should be addressed to the relevant department manager. Nominations for students who have carried out University-wide activities should be addressed to the Executive Board.
3. The department manager or the Executive Board respectively will decide whether to award the certificate to the student and, if their decision is positive, will present it to the student.

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

Chapter 6. Student Career Advice/ Academic Student Counselling

Article 6.1 Intake

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

Article 6.2 Student career advice/ academic student counselling

1. Student career advice/academic student counselling is offered to all students during the course of the programme, and consists of activities aimed at providing the student with an understanding of what motivates him, his talents and outlook, as to enable him to make choices for the purpose of influencing the content of his education programme.
2. Until the student has successfully completed the propaedeutic phase, he will be invited to at least two meetings with his study career adviser per academic year to discuss study progress on the basis of the results achieved. Always within 10 working days, a report is made of these meetings, which is established by the study career advisor as well as by the student.
3. The activities relating to student career advice/academic student counselling are set out in the relevant course manuals.

Chapter 7. Study Advice

Article 7.1 Study advice in the propaedeutic phase

1. At the end of the first year of enrolment in the propaedeutic phase of a programme, the student will receive advice on the continuation of his studies within or outside the programme in which he is enrolled. The advice will be issued to the student in writing or sent to the student's University email address and/or the email address known to the school at that time by the Exam Board on behalf of and under the responsibility of the department manager.
2. Study advice may be issued as long as the student has not passed the propaedeutic examination.
3. The student may receive positive, preliminary or binding negative study advice. Binding negative study advice is issued if, with due regard for the student's personal circumstances, the student is considered to be unsuitable for the programme because his study results fail to meet the requirements set out in this chapter.
4. If a student terminates his enrolment in the propaedeutic phase of a programme during the academic year, after the 1st of February, s/he will still receive study advice no later than the end of the relevant year of enrolment. If the student has interrupted his studies for personal reasons and has requested the Exam Board on a timely basis to take account of these reasons, the Exam Board may decide to postpone the issuance of study advice until the end of the next academic year in which the student enrolls in the same programme.
5. If the student deregisters before 1 February of the current academic year, and doesn't reregister in the same academic year study advice will not be issued to the student. If he registers for the same programme in a later academic year, his registration will be seen as 'first registration'.
6. If a student commenced his studies on a regular student intake date in February, the phrase 'in the first year of enrolment' in this chapter means: the period from the intake date until the end of February in the following calendar year. The 'second year of enrolment' means: the period from the month of February in the calendar year following the intake date until the end of February in the second calendar year following the intake date.

Article 7.2 Study progress standards

1. If the student has passed the propaedeutic examination at the end of the first year of enrolment, s/he will be issued positive study advice.
2. A student has complied with the study progress standard for the first year of enrolment if s/he has achieved at least 50 credits in the propaedeutic phase and has passed all courses that are 'earmarked' with a qualitative criterion in the EP. The student has met the qualitative criterion if s/he has successfully completed the following units of study: Introduction to Public Administration.
3. If a student has been exempted for one or more units of study in the propaedeutic phase, or if a student has obtained units of study in an earlier enrolment, the norm of 50 credits still applies. If by the end of his first year of enrolment the student has not complied with section 2 of this article, he will be issued with a binding negative study advice.
4. If, at the end of the first year of enrolment, the student fails to meet the study progress standards described in section 2, or if relevant section 3 of this article, he will be issued binding negative study advice.
5. If at the Exam Board's discretion the student's personal circumstances give reason to do so, study advice may be deferred, the procedure for which is set out in Article 7.5.

Article 7.3 Positive study advice

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

Article 7.4 Binding negative study advice

1. A student who has received binding negative study advice may no longer enrol in the same Bachelor's programme or the degree programme at The Hague University of Applied Sciences. A negative study advice concerns the whole CROHO-programme within The Hague University of Applied Sciences. This means that a negative advice for the English-medium programme also applies for the Dutch-medium programme (Duaal and Parttime).
2. Binding negative study advice may only be issued if the following conditions have been met:
 - a. the student has been offered student career advice/academic student counselling;
 - b. information on the student's study progress has been recorded in OSIRIS, the student tracking system;
 - c. the programme has scheduled at least one resit in the same academic year for each unit of study, with the exception of units of study of a specific nature (e.g. work placement or selective project) for which a resit would not reasonably fit within the education programme;
 - d. prior warning has been given to the student at a time such that the student has had the opportunity to improve his study results;
 - e. the student's personal circumstances have been taken into account insofar as the student has submitted a timely request to that effect to the Exam Board;
 - f. the student has been given the opportunity to be heard by the Exam Board before issuing the binding negative study advice.
3. If binding negative study advice is issued to the student during an academic year, his/her registration will be terminated by the Executive Board as of the second full month following the month in which the negative binding study advice was issued in writing or was sent to the student's university of applied sciences email address or to the student's current email address as known at that time by THUAS of applied sciences. A binding negative study advice may also extend to a bachelor's degree programme or an Associate degree programme that shares the propaedeutic phase of a bachelor's degree programme or the initial block of an Associate degree programme. In that case, the study advice will state the bachelor's degree programme or Associate degree programme to which the study advice pertains.
4. Binding negative advice regarding the continuation of a Bachelor's degree programme may also apply to Bachelor's or Associate degree programmes that feature the same propaedeutic examination as the Bachelor's or Associate degree programmes concerned. In that case the study advice issued will state to which Bachelor's or Associate degree programmes it extends.

Article 7.5 Personal circumstances and deferral of study advice

1. The Exam Board may decide, after having taken notice of a motivated advice from the student counsellor, to defer issuing study advice if the student's personal circumstances give reason to do so. A certain period of time will be stipulated for the deferral of study advice, after which period study advice will subsequently be issued. Also the study progress standard that the student must comply with after this period will be stipulated. The Exam Board may also decide to attach further conditions to the deferral of study advice. The decision regarding deferral, including the period of deferral, the study progress standard that must be met, and any further conditions, will be issued by the Exam Board via OSIRIS Case.
2. If the student wishes the Exam Board to take his personal circumstances into consideration, he must inform the student counsellor and his study career adviser of these circumstances as soon as they arise, or as soon as possible thereafter. The student must also submit to the Exam Board an adequately substantiated request to defer study advice on account of personal circumstances no later than two weeks before advice is to be given. The student alone is responsible for reporting such circumstances, submitting a request to the Exam Board and for drawing up a study plan in consultation with his study career adviser to prevent or minimise a possible delay in completing his studies.

3. At the Exam Board's discretion, only the following personal circumstances may give reason to defer study advice:
 - a. illness: any type of physical or mental ailment;
 - b. disability: a physical, sensory or mental limitation;
 - c. pregnancy and childbirth;
 - d. special family circumstances:
 - 1° the long-term care of a blood relative or a member of the student's household on account of their illness;
 - 2° long-term psychological and/or social problems in the student's household;
 - 3° other circumstances that are considered special family circumstances;
 - e. elite sports or other elite-level activities, which place the student among the top performers on national or international level in his discipline, and on which the student spends at least 15 hours a week;
 - f. membership of the General Council, an academy council or programme committee;
 - g. membership of a University committee, to the extent it is included in the 'List of Student Organisations and Participation Bodies' in Part 1 of the Students' Charter of the relevant academic year;
 - h. board membership of a study association, student association or student organisation with full legal capacity, to the extent the association or organisation is included in the 'List of Student Organisations and Participation Bodies' in Part 1 of the Students' Charter of the relevant academic year.

Article 7.6 Re-enrolment following binding negative study advice

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

Article 7.7 Planning and deadlines

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

Article 7.8 Appeal provisions

1. If a student has lodged an appeal in accordance with Article 1.4(7) against the decision to issue him binding negative study advice, implementation of that advice will be suspended until the Examination Appeals Board has made a decision on the appeal, or until the student has withdrawn the appeal.

2. If desired, the student may therefore re-enrol or continue to be enrolled for the duration of the appeal period with the Examination Appeals Board to avoid any unnecessary study delay if his appeal is upheld. Any study results obtained during this period will not be included in the assessment of the appeal by the Examination Appeals Boards.
3. If the Examination Appeals Board has ruled that the appeal is unfounded or inadmissible, or if the student withdraws the appeal, the Executive Board will terminate the student's enrolment. Termination will take effect from the month following the month in which the student has withdrawn the appeal or in which the Legal Protection Desk has informed the student that the Examination Appeals Board has taken a decision.

Chapter 8. Irregularities

Article 8.1 Scope

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

Article 8.2 Procedure concerning the discovery of irregularities

1. If irregularities are suspected before, during or after a test, the following procedure applies:
 - a. The student will be given the opportunity to finish the test or examination.
 - b. The observer or examiner will confiscate any potential evidence.
 - c. The invigilator or examiner will prepare a report which at least includes his observations and the grounds on which fraud is suspected.
 - d. The observer 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 five working days of receiving the information.
 - f. The Exam Board will give the student an opportunity to be heard within 15 days of receiving the report, and will do so by means of a written invitation.
 - g. The Exam Board will establish whether 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 department manager.
 - j. In case of an irregularity or irregularities, a mark is made in OSIRIS.
2. In the event of suspected fraud, plagiarism or other irregularities, the completed work will not be reviewed. The examiner will not assess the work submitted. If the Exam Board establishes that fraud, plagiarism or other irregularities have not been committed, the work will then be reviewed and assessed.
3. For the detection of plagiarism in texts, use may be made (among other things) of electronic detection programmes, such as Ephorus. By submitting text, students grant permission for their text to be included in the database of the relevant detection programme. The student should submit work in a format that can be read by Ephorus. The permitted file formats are .doc, .docx, .pdf, .xls, .xlsx.

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

Article 8.3 Sanctions

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

Chapter 9. Special Facilities

Article 9.1 Facilities for students with a disability

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

Article 9.2 Facilities for elite performance students

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

Article 9.3 Facilities for students who previously studied abroad

1. A student who has been granted admission on the basis of a secondary education diploma earned outside the Netherlands, may submit a request to be allowed 30% more time to take tests or partial tests in the Dutch language and/or to be allowed the use of a dictionary during the first 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 via OSIRIS Case.
2. The Exam Board may extend the facilities at the student's request.

Article 9.4 Facilities applicable to other situations

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

Chapter 10. Final Provision

Article 10. Departure from the Programme and Examination Regulations

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

Appendix 1. Academic Calendar 2020 – 2021

The Academic calendar is laid down October 8th 2019 by the Board of THUAS.

| Event | From | To |
|--|------------|------------|
| Extra resits, if granted by the Exam Board | 24-8-2020 | 28-8-2020 |
| Semester 1 | | |
| Autumn Recess | 19-10-2020 | 23-10-2020 |
| Christmas Recess | 21-12-2020 | 01-01-2021 |
| Semester 2 | | |
| Spring Recess | 22-02-2021 | 26-02-2021 |
| Easter | 02-04-2021 | 05-04-2021 |
| King's Day | 27-04-2021 | |
| Liberation Day | 05-05-2021 | |
| Ascension day | 13-05-2021 | 14-05-2021 |
| Whit Monday | 24-05-2021 | |
| Summer Reces | | |
| Summer Reces | 19-07-2021 | 27-08-2021 |

Definitions

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

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

Applicable starting points for annual planning and recess periods

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

Programme and Examination Regulations

Mr. L.H.H. Niemann

The Hague University of Applied Sciences 2020-2021

Appendix 2 Education programme

| Credits | Year 1 | | Semester | Teaching methods (* mandatory attend. | Assessment format | Partial weighting factor | Minimum grade | Test moment | Grade / P(ass) / F(ail) | Module coordinator | Competences | | | | | | | Contact hours | Independent study hours | Exam duration | | | | | | |
|---------|---|--|----------|---------------------------------------|-----------------------|--------------------------|---------------|---------------|-------------------------|------------------------------------|-------------|---|---|---|---|---|---|---------------|-------------------------|---------------|----|----|-------------|-------------|-------------|-------------|
| | Unit of Study (* earmarked as qualitative criterion for binding study advice) | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1 | 2 | | | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | | | | |
| 2 | IPM-FT1PE1-20 | Professional English 1 | x | Lect., Works.* | | | | | | Bethlehem, Varjavandi | | | | | | | | x | | 30 | 26 | | | | | |
| | Toets01 | Professional English assignment 1 | | | PORTFOLIO | 50% | 5,5 | w k 5/w k 10 | Grade | | | | | | | | | | | | | | | | | |
| | Toets02 | Professional English assignment 2 | | | ORAL EXAM | 50% | 5,5 | w k 15/w k 20 | Grade | | | | | | | | | | | | | | | | | |
| 2 | IPM-FT1PRSK1-20 | Study and Career Skills 1 | x | Lect., Works.* | | | | | | Huizinga, Pearce, Lara, Audenaerde | x | | | | | | | | x | x | 32 | 24 | | | | |
| | Toets01 | SCS portfolio 1 | | | PORTFOLIO | not appl. | P | w k 14/w k 20 | P/F | | | | | | | | | | | | | | | | | |
| 4 | IPM-FT1IPA-20 | Introduction to Public Administration | x | Lect., Works.* | | | | | | Audenaerde, Villalba | x | x | x | x | | | | | | | 30 | 82 | | | | |
| | Toets01 | Intro to Public Administration exam | | | WRITTEN EXAM | 50% | 4,5 | w k 5/w k 10 | Grade | | | | | | | | | | | | | | 120 minutes | | | |
| | Toets02 | Intro to Public Administration assignm. | | | PORTFOLIO | 50% | 4,5 | w k 12/w k 17 | Grade | | | | | | | | | | | | | | | | | |
| 4 | IPM-FT1CP-20 | Comparative Politics | x | Lect., Works.* | | | | | | van Ijendoorn, Audenaerde | x | x | | | | | | | | | 30 | 82 | | | | |
| | Toets01 | Comparative Politics exam | | | WRITTEN EXAM | 100% | 5,5 | w k 7/w k 19 | Grade | | | | | | | | | | | | | | 120 minutes | | | |
| 3 | IPM-FT1RS-20 | Research Skills | x | Lect., Works.* | | | | | | Niemann, Petri | | | | | | | | | | | 25 | 59 | | | | |
| | Toets01 | Research Skills oral exam | | | ORAL EXAM | 50% | 5,5 | w k 6/w k 19 | Grade | | | | | | | | | | | | | | 120 minutes | | | |
| | Toets01 | Research Skills portfolio | | | PORTFOLIO | 50% | 5,5 | w k 10/w k 19 | Grade | | | | | | | | | | | | | | 120 minutes | | | |
| 3 | IPM-FT1PR11-20 | Project 1.1 | x | Lect., Works.* | | | | | | Lara, Villalba | x | x | | | | | | | | | x | x | 30 | 54 | | |
| | Toets01 | Project 1.1 Essay | | | PORTFOLIO | 60% | 5,5 | w k 9/w k 19 | Grade | | | | | | | | | | | | | | | 120 minutes | | |
| | Toets02 | Project 1.1 Presentation | | | ASSESSMENT | 30% | 5,5 | w k 9/w k 19 | Grade | | | | | | | | | | | | | | | 120 minutes | | |
| | Toets03 | Project 1.1 Participation | | | Participation | 10% | 4,5 | w k 9 | Grade | | | | | | | | | | | | | | | 120 minutes | | |
| 4 | IPM-FT1MHI-20 | Modern history and international institutions | x | Lect., Works.* | | | | | | Huizinga, Niemann | x | x | x | | | | | | | | | | 40 | 70 | | |
| | Toets01 | Modern History & Int. Institutions exam | | | WRITTEN EXAM | 100% | 5,5 | w k 17/w k 20 | Grade | | | | | | | | | | | | | | | 120 minutes | | |
| 3 | IPM-FT1ITL-20 | Introduction to Law | x | Lecture, Workshop | | | | | | van der Velde, Akin | x | | | | | | | | | | | | 20 | 64 | | |
| | Toets01 | Introduction to Law exam | | | WRITTEN EXAM | 100% | 5,5 | w k 18/w k 20 | Grade | | | | | | | | | | | | | | | 120 minutes | | |
| 3 | IPM-FT1INTEC-20 | Introduction to Economics | x | Workshop | | | | | | Pearce, Crijs | x | x | | | | | | | | | | | 24 | 60 | | |
| | Toets01 | Introduction to Economics exam | | | WRITTEN EXAM | 100% | 5,5 | w k 17/w k 20 | Grade | | | | | | | | | | | | | | | 120 minutes | | |
| 3 | IPM-FT1GS1-20 | Global Sociology 1 | x | Lect., Works. | | | | | | Lara, Varjavandi | x | x | | | | | | | | | | | x | 30 | 54 | |
| | Toets01 | Global Sociology 1 exam | | | WRITTEN EXAM | 90% | 5,5 | w k 18/w k 20 | Grade | | | | | | | | | | | | | | | 120 minutes | | |
| | Toets02 | Global Sociology 1 participation | | | Participation | 10% | 4,5 | w k 18 | Grade | | | | | | | | | | | | | | | 120 minutes | | |
| 2 | IPM-FT1PE2-20 | Professional English 2 | x | Lect., Works.* | | | | | | Bethlehem, ? | | | | | | | | | | | | | x | 30 | 26 | |
| | Toets01 | Professional English assignment 3 | | | Individual assignment | 50% | 5,5 | w k 5/w k 10 | Grade | | | | | | | | | | | | | | | | | |
| | Toets02 | Professional English assignment 4 | | | Individual assignment | 50% | 5,5 | w k 15/w k 20 | Grade | | | | | | | | | | | | | | | | | |
| 2 | IPM-FT1PRSK2-20 | Study and Career Skills 2 | x | Lect., Works.* | | | | | | Huizinga, Pearce, Lara, Audenaerde | x | | | | | | | | | | | | x | x | 32 | 24 |
| | Toets01 | SCS portfolio 2 | | | PORTFOLIO | not appl. | P | w k 15/w k 19 | P/F | | | | | | | | | | | | | | | | | |
| 3 | IPM-FT1PR12-20 | Project 1.2 | x | Lect., Works.* | | | | | | Lara, Villalba | x | x | | | | | | | | | | | x | 30 | 54 | |
| | Toets01 | Project 1.2 presentation | | | ASSESSMENT | 30% | 5,5 | w k 8/w k 19 | Grade | | | | | | | | | | | | | | | | | |
| | Toets02 | Project 1.2 assignment | | | Individual assignment | 60% | 5,5 | w k 10/w k 20 | Grade | | | | | | | | | | | | | | | | | |
| | Toets03 | Project 1.2 participation | | | Participation | 10% | 4,5 | w k 10 | Grade | | | | | | | | | | | | | | | | | |
| 4 | IPM-FT1PPM1-20 | Public Policy Making 1: Analysing policy processes | x | Lect., Works.* | | | | | | Lara, Huizinga | x | x | x | | | | | | | | | | x | x | 30 | 75 |
| | Toets01 | Public Policy Making 1 portfolio | | | PORTFOLIO | 100% | 5,5 | w k 9/w k 20 | Grade | | | | | | | | | | | | | | | | | |
| 3 | IPM-FT1IL-20 | International Law | x | Lecture | | | | | | van der Velde, Akin | x | x | x | | | | | | | | | | | x | 30 | 54 |
| | Toets01 | International Law exam | | | WRITTEN EXAM | 100% | 5,5 | w k 6/w k 19 | Grade | | | | | | | | | | | | | | | | 120 minutes | |
| 3 | IPM-FT1CWCS-20 | Civil War and Conflict Studies | x | Lect., Works.* | | | | | | Audenaerde, Akin | | x | x | | | | | | | | | | | | 30 | 54 |
| | Toets01 | Civil War and Conflict Studies exam | | | WRITTEN EXAM | 100% | 5,5 | w k 10/w k 20 | Grade | | | | | | | | | | | | | | | | | 120 minutes |
| 3 | IPM-FT1FM1-20 | Financial Management 1 | x | Workshops | | | | | | Crijs, Pearce | | | | | | | | | | | | | | | 24 | 60 |
| | Toets01 | Financial Management 1 exam | | | WRITTEN EXAM | 100% | 5,5 | w k 18/w k 20 | Grade | | | | | | | | | | | | | | | | | 120 minutes |
| 3 | IPM-FT1PPM2-20 | Public Policy Making 2: Designing policy | x | Workshop | | | | | | Niemann, Villalba | | x | x | x | | | | | | | | | | x | 20 | 64 |
| | Toets01 | Public Policy Making 2 group assignment | | | Group assignment | 100% | 5,5 | w k 17/w k 20 | Grade | | | | | | | | | | | | | | | | | |
| 3 | IPM-FT1OM1-20 | Organization and Management 1 | x | Lect., Works.* | | | | | | Lara, Pearce | | x | | x | | | | | | | | | | | 30 | 54 |
| | Toets01 | Organisation and Management 1 participation | | | Participation | not appl. | P | w k 15/w k 20 | P/F | | | | | | | | | | | | | | | | | 120 minutes |
| | Toets02 | Organisation and Management 1 exam | | | WRITTEN EXAM | 100% | 5,5 | w k 15/w k 20 | Grade | | | | | | | | | | | | | | | | | 120 minutes |
| 3 | IPM-FT1HRLCR-20 | Human Rights Law and Conflict Resolution | x | Lect., Works.* | | | | | | van der Velde, Akin | | x | x | x | | | | | | | | | | | 30 | 54 |
| | Toets01 | Human Rights Law & Conflict Res. Exam | | | WRITTEN EXAM | 50% | 5,5 | w k 16/w k 20 | Grade | | | | | | | | | | | | | | | | | 120 minutes |
| | Toets02 | Human Rights Law & CR group assignment | | | Group assignment | 50% | 5,5 | w k 18/w k 20 | Grade | | | | | | | | | | | | | | | | | |

Programme and Examination Regulations

Mr. L.H.H. Niemann

The Hague University of Applied Sciences 2020-2021

| Credits | Year 2 | | Semester | Teaching methods (* mandatory attend. | Assessment format | Partial weighting factor | Minimum grade | Test moment | Grade / P(ass) / F(ail) | Module coordinator | Competences | | | | | | | Contact hours | Independent study hours | Exam duration |
|---------|----------------|--|----------|---------------------------------------|-----------------------|--------------------------|---------------|----------------|-------------------------|---------------------------|-------------|---|---|---|---|---|---|---------------|-------------------------|---------------|
| | Unit of Study | | | | | | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | | | |
| | | | | | | | | | Resit moment* | | | | | | | | | | | |
| 6 | IPM-FT2APE1-20 | Advanced Professional 1 English 1 | x | Lect., Works.* | | | | | | Spronk, Varjavandi | | | | | | x | | 30 | 138 | |
| | Toets01 | Advanced Prof. English 1 assignm. 1 | | | Individual assignment | 50% | 5,5 | w k 5/w k 10 | Grade | | | | | | | | | | | |
| | Toets02 | Advanced Prof. English 1 assignm. 2 | | | Individual assignment | 50% | 5,5 | w k 15/w k 20 | Grade | | | | | | | | | | | |
| 3 | IPM-FT2DATA-20 | Dealing with Data | x | Works.* | | | | | | Crijns, Rijsdijk | | | | | | x | | 20 | 68 | |
| | Toets01 | Dealing with Data research exam | | | WRITTEN EXAM | 50% | 5,5 | w k 10/w k 20 | Grade | | | | | | | | | | | 120 minutes |
| | Toets01 | Dealing with Data research assignment | | | Individual assignment | 50% | 5,5 | w k 10/w k 20 | Grade | | | | | | | | | | | |
| 3 | IPM-FT2EP1-20 | Economics and Policy 1 | x | Lect, Works. | | | | | | Pearce, Haans | x | x | x | | | | | 21 | 63 | |
| | Toets01 | Economics and Policy 1 exam | | | WRITTEN EXAM | 100% | 5,5 | w k 5/w k 19 | Grade | | | | | | | | | | | 120 minutes |
| 3 | IPM-FT2PEB-20 | Peace and Economy Building | x | Lect, Works.* | | | | | | van der Velde, Akin | | x | x | | | x | | 34 | 50 | |
| | Toets01 | Peace and Economy Building exam | | | WRITTEN EXAM | 100% | 5,5 | w k 13/w k 19 | Grade | | | | | | | | | | | 120 minutes |
| 3 | IPM-FT2GS2-20 | Global Sociology 2 | x | Lect, Works.* | | | | | | Lara, Varjavandi | x | x | | | | x | x | 20 | 64 | |
| | Toets01 | Global Sociology 2 essay | | | Individual assignment | 60% | 5,5 | w k 8/w k 19 | Grade | | | | | | | | | | | 120 minutes |
| | Toets02 | Global Sociology 2 presentation | | | PRESENTATION | 30% | 5,5 | w k 9/w k 19 | Grade | | | | | | | | | | | |
| | Toets03 | Global Sociology 2 participation | | | Participation | 10% | 4,5 | w k 19 | Grade | | | | | | | | | | | |
| 3 | IPM-FT2EP2-20 | Economics and Policy 2 | x | Lect, Works.* | | | | | | Pearce, Haans | x | x | x | | | | | 21 | 63 | |
| | Toets01 | Economics and Policy 2 group assignment | | | Group presentation | 0% | P | w k 10/w k 20 | P/F | | | | | | | | | | | |
| | Toets02 | Economics and Policy 2 exam | | | WRITTEN EXAM | 100% | 5,5 | w k 10/w k 20 | Grade | | | | | | | | | | | 120 minutes |
| 3 | IPM-FT2ICC-20 | Intercultural Communication | x | Lect, Works.* | | | | | | Lara, Bethlehem | | | | | | x | x | 20 | 70 | |
| | Toets01 | Intercultural Communication portfolio | | | PORTFOLIO | 50% | 5,5 | w k 18/w k 20 | Grade | | | | | | | | | | | |
| | Toets02 | Intercultural Communication assessment | | | ASSESSMENT | 50% | 5,5 | w k 17/w k 20 | Grade | | | | | | | | | | | |
| 3 | IPM-FT2CNMR-20 | Conflict Negotiation, Mediation and Resolution | x | Lect, Works.* | | | | | | Audenaerde, van der Velde | | x | x | | | x | x | 34 | 50 | |
| | Toets01 | Conflict NMR portfolio | | | PORTFOLIO | 50% | 5,5 | w k 18/w k 20 | Grade | | | | | | | | | | | |
| | Toets02 | Conflict NMR assessment | | | ASSESSMENT | 50% | 5,5 | w k 15/w k 20 | Grade | | | | | | | | | | | |
| 2 | IPM-FT2CPP-20 | Conference Project Proposal | x | Workshop/consultation | | | | | | van Ijendoorn, Pearce | x | x | | x | x | | | 14 | 42 | |
| | Toets01 | CPP group presentation | | | PRESENTATION | 20% | 5,5 | w k 14/ w k 20 | | | | | | | | | | | | |
| | Toets02 | CPP research report group assignment | | | Group assignment | 80% | 5,5 | w k 15/w k 20 | Grade | | | | | | | | | | | |
| 2 | IPM-FT2PM-20 | Project Management | x | Lect, Works.* | | | | | | van Ijendoorn, Pearce | | | | x | | x | | 17 | 39 | |
| | Toets01 | Project Management group assignment | | | Group assignment | 20% | 5,5 | w k 18/w k 20 | Grade | | | | | | | | | | | |
| | Toets02 | Project Management group presentation | | | PRESENTATION | 80% | 5,5 | w k 18/w k 20 | Grade | | | | | | | | | | | |
| 5 | IPM-FT2CPPP-20 | Conference Project Plan, Pitch, Event and Evaluation | x | Lect, Works.* | | | | | | van Ijendoorn, Pearce | | | | x | | x | x | 46 | 94 | |
| | Toets01 | CPPPPEEE presentation | | | PRESENTATION | 10% | 5,5 | w k 4/ w k 6 | Grade | | | | | | | | | | | |
| | Toets02 | CPPPPEEE assignment 1 | | | Individual assignment | 30% | 5,5 | w k 9/ w k 20 | Grade | | | | | | | | | | | |
| | Toets03 | CPPPPEEE group assignment | | | Group assignment | 30% | 5,5 | w k 15 | Grade | | | | | | | | | | | |
| | Toets04 | CPPPPEEE assignment 2 | | | Individual assignment | 30% | 5,5 | w k 17/w k 20 | Grade | | | | | | | | | | | |
| 3 | IPM-FT2GA-20 | Governmental Accounting | x | Lect. | | | | | | Crijns, Pearce | | x | x | x | | | | 16 | 68 | |
| | Toets01 | Governmental Accounting exam | | | WRITTEN EXAM | 100% | 5,5 | w k 6/w k 10 | Grade | | | | | | | | | | | 120 minutes |
| 3 | IPM-FT2ETH-20 | Ethics | x | Lect, Works. | | | | | | Huizinga, Audenaerde | | x | | | | x | x | 28 | 56 | |
| | Toets01 | Ethics assignment | | | Individual assignment | 100% | 5,5 | w k 10/w k 19 | Grade | | | | | | | | | | | |
| 6 | IPM-FT2APE2-20 | Advanced Professional 2 | x | Lect, Works.* | | | | | | Bethlehem | | | | | | x | | 30 | 138 | |
| | Toets01 | Advanced Prof. English 2 assignm. 1 | | | Individual assignment | 50% | 5,5 | w k 5/w k 10 | Grade | | | | | | | | | | | |
| | Toets02 | Advanced Prof. English 2 assignm. 2 | | | PORTFOLIO | 50% | 5,5 | w k 15/w k 20 | Grade | | | | | | | | | | | |
| 3 | IPM-FT2OM2-20 | Organization and Management 2 | x | Workshops | | | | | | Crijns, Villalba | | | | | | x | | 16 | 68 | |
| | Toets01 | Organisation and Management 2 exam | | | WRITTEN EXAM | 100% | 5,5 | w k 9/w k 19 | Grade | | | | | | | | | | | 120 minutes |
| 3 | IPM-FT2CPA-20 | Comparative Public Administration | x | Lecture | | | | | | Audenaerde, Petri | x | | | | | | | 34 | 50 | |
| | Toets01 | Comparative Public Administration exam | | | WRITTEN EXAM | 100% | 5,5 | w k 14/w k 19 | Grade | | | | | | | | | | | 120 minutes |
| 3 | IPM-FT2HRM-20 | Human Resources Management | x | Workshops* | | | | | | Lara, Audenaerde | | | x | x | x | x | x | 14 | 70 | |
| | Toets01 | Human Resources Management portfolio | | | PORTFOLIO | 100% | 5,5 | w k 18/w k 20 | Grade | | | | | | | | | | | |
| 3 | IPM-FT2IER-20 | International Economic Relations | x | Lect., Workshop | | | | | | Haans | | x | x | | | | | 18 | 66 | |
| | Toets01 | International Economic Relations exam | | | WRITTEN EXAM | 100% | 5,5 | w k 18/w k 20 | Grade | | | | | | | | | | | 120 minutes |

Mr. L. H. Niemann

| Credits | Year 3 | | Semester | Teaching methods (* mandatory attend. | Assessment format | Partial weighting factor | Minimum grade | Test moment Resit moment* | Grade / P(ass) / F(ail) | Module coordinator | Competences | | | | | | | Contact hours | Independent study hours | Exam duration |
|---------|----------------------|--|----------|---------------------------------------|-------------------|--------------------------|---------------|---------------------------|-------------------------|---------------------------|-------------|---|---|---|---|---|---|---------------|-------------------------|---------------|
| | Unit of Study | | | | | | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | | | |
| | | | | | | | | | | | | | | | | | | | | |
| 15 | IPM-FT3INTERNSH10-20 | Internship (10-weeks) | x | | Supervision | | | | | Haans | | | | x | | x | | | | |
| | Toets01 | 10-w Internship Year 3 portfolio | | | PORTFOLIO | 100% | 5,5 | w k 10/w k 20 | Grade | | | | | | | | | | | |
| 30 | IPM-FT3INTERNSH20-20 | Internship (20-weeks) | x | | Supervision | | | | | Haans | | | | x | | x | | | | |
| | Toets01 | 20-w Internship Year 3 portfolio | | | PORTFOLIO | 100% | 5,5 | w k 10/w k 20 | Grade | | | | | | | | | | | |
| 15 | /// | Minor (free space) | x | | variable | | | | | | | | | | | | | | | |
| | Toets01 | | | | PORTFOLIO | 100% | 5,5 | w k 10/w k 20 | Grade | | | | | | | | | | | |
| 3 | IPM-FT3EGOV-20 | E-Governance | | x | Lect, Works.* | | | | | Zijderveld, Petri | x | x | x | x | | | | 30 | 54 | |
| | Toets01 | E-Government exam | | | WRITTEN EXAM | 100% | 5,5 | w k 7/w k 19 | Grade | | | | | | | | | | 120 minutes | |
| 3 | IPM-FT3ARS-20 | Advanced Research Skills | | x | Lect, Works.* | | | | | van Ijendoorn, Audenaerde | | | | | | x | | 30 | 54 | |
| | Toets01 | Advanced Research Skills assignment | | | REPORT | 100% | 5,5 | w k 11/w k 18 | Grade | | | | | | | | | | | |
| 4 | IPM-FT3EPM1-20 | European Public Management 1: EU history, treaties and institutions | | x | Lecture | | | | | Huizinga, | x | x | x | | | | | 20 | 94 | |
| | Toets01 | EPM 1 exam | | | WRITTEN EXAM | 100% | 5,5 | w k 5/w k 19 | Grade | | | | | | | | | | 120 minutes | |
| 3 | IPM-FT3EPM2-20 | European Public Management 2: EU institutions, law, and policy processes | | x | Lecture | | | | | Crijns, Huizinga | x | x | | | | | | 16 | 68 | |
| | Toets01 | European Public Management 2 exam | | | WRITTEN EXAM | 100% | 5,5 | w k 10/w k 19 | Grade | | | | | | | | | | 120 minutes | |
| 3 | IPM-FT3FM2-20 | Financial Management 2 | | x | Workshops | | | | | Crijns, Pearce | | | | x | | | | 16 | 68 | |
| | Toets01 | Financial Management 2 exam | | | WRITTEN EXAM | 100% | 5,5 | w k 12/w k 20 | Grade | | | | | | | | | | 120 minutes | |
| 4 | IPM-FT3PAS-20 | Policy Advice Skills | | x | Lect, Works.* | | | | | Niemann, Petri | x | x | | | | x | | 20 | 90 | |
| | Toets01 | Policy Advice Skills assignment | | | REPORT | 100% | 5,5 | w k 15/w k 19 | Grade | | | | | | | | | | | |
| 4 | IPM-FT3EPM3-20 | European Public Management 3: EU research | | x | Workshops | | | | | Villalba, Crijns | x | x | | x | | | | 20 | 85 | |
| | Toets01 | EPM 3 group assignment | | | Group assignment | 100% | 5,5 | w k 14/w k 20 | Grade | | | | | | | | | | | |
| 3 | IPM-FT3EPM4-20 | European Public Management 4: EU internal policies | | x | Lecture | | | | | Crijns, Akin | x | x | x | | | | | 18 | 68 | |
| | Toets01 | EPM 4: EU Internal Policies | | | WRITTEN EXAM | 100% | 5,5 | w k 16/w k 20 | Grade | | | | | | | | | | 120 minutes | |
| 3 | IPM-FT3FM3-20 | Financial Management 3 | | x | Workshop | | | | | Crijns, Pearce | | | | x | | | | 18 | 68 | |
| | Toets01 | Financial Management 3 exam | | | WRITTEN EXAM | 100% | 5,5 | w k 18/w k 20 | Grade | | | | | | | | | | 120 minutes | |

Programme and Examination Regulations

Mr. L.H.H. Niemann

The Hague University of Applied Sciences 2020-2021

| Credits | Year 4 | | Semester | Teaching methods (* mandatory attend. | Assessment format | Partial weighting factor | Minimum grade | Test moment Resit moment* | Grade / P(ass) / F(all) | Module coordinator | Competences | | | | | | | Contact hours | Independent study hours | Exam duration |
|---------|------------------|--|----------|---------------------------------------|-------------------------------|--------------------------|---------------|------------------------------|-------------------------|---------------------------|-------------|---|---|---|---|---|----|---------------|-------------------------|---------------|
| | Unit of Study | | | | | | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | | | |
| | | | | | | | | | | | | | | | | | | | | |
| 30 | IPM-FT4INTERN-20 | Internship | x | | Supervision | | | | | Haans | | | | | | | 18 | 822 | | |
| | Toets01 | Internship Year 4 portfolio | | | PORTFOLIO | 100% | 5,5 | w k 18/w k 20 | Grade | | | | | | | | | | | |
| 4 | IPM-FT4STG1-20 | Study Group Thesis 1 | x | x | Lect, Works.* | | | | | van Ijendoorn, Audenaerde | | | | | | | 15 | 97 | | |
| | Toets01 | Research proposal | | | Individual assignment | 100% | P | w k 9/w k 12 | P/F | | | | | | | | | | | |
| 3 | IPM-FT4PMRPS-20 | Performance Management Research in the Public Sector | | x | Workshops | | | | | Haans, Crijns | | | | | | | 16 | 68 | | |
| | Toets01 | Performance Management assignment | | | Group assignment | 100% | 5,5 | w k 10/w k 14 | Grade | | | | | | | | | | | |
| 4 | IPM-FT4APAS-20 | Advanced Policy Advice Skills | | x | Works.* | | | | | van Ijendoorn, Villalba | | | | | | | 22 | 90 | | |
| | Toets01 | Adv. Policy Advice Skills assignment | | | Individual assignment | 100% | 5,5 | w k 15/w k 18 | Grade | | | | | | | | | | | |
| 5 | IPM-FT4SGT2-20 | Study Group Thesis 2 | x | x | Lect, works. *, Consultations | | | | | van Ijendoorn, Audenaerde | | | | | | | 15 | 125 | | |
| | Toets01 | Studygroup Thesis 2 oral assessment | | | PRESENTATIE | 100% | 5,5 | w k 16/w k 19 | Grade | | | | | | | | | | | |
| 14 | IPM-FT4TPAA-20 | Thesis, Policy Advice and Assessment | x | x | Consultations | | | | | van Ijendoorn, Audenaerde | x | x | x | x | x | x | 20 | 382 | | |
| | Toets01 | Thesis | | | THESIS | 70% | 5,5 | w k 17/w k 20 | Grade | | | | | | | | | | | |
| | Toets02 | Advice Paper | | | IND.OPDR | 20% | 5,5 | w k 17/w k 20 | Grade | | | | | | | | | | | |
| | Toets03 | Oral assessment | | | ASSESSMENT | 10% | 5,5 | w k 17/w k 20 | Grade | | | | | | | | | | | |

| ECTS | MINOR | | Semester | Teaching methods (* mandatory attendance) | Assessment format | Partial weighting factor | Minimum grade | Test moment Resit moment* | Grade/ P(ass)/ F(all) | Competenties | | | | | | | Contact hours | Independent study hours | Exam duration (min) | max number participating students | max. number of participating KOM st. | Accessible to students of | contactperson/ teacher | e-mail contactperson/ teacher |
|------|--|---|----------|---|-------------------|--------------------------|---------------|------------------------------|-----------------------|--------------|---|---|---|---|---|-----|---------------|-------------------------|---------------------|-----------------------------------|--------------------------------------|---------------------------|--|-------------------------------|
| | Educational Unit (* Qualitative requirement for BSA) | | | | | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | IPM-HMVT20-GGD | Globalization, Governance & Development | x | Workshops* and excursions* | | | | | | | | | | | | 100 | 300 | | 30 | 5 | THUAS & KOM | Roeland Audenaerde | F.C.Audenaerde@hhs.nl | |
| | TEST01 | Portfolio of assignments | x | Workshops* | PORTFOLIO | 40% | 5,5 | blok2: w week 10/w week 12 | Grade | | | | | | | | | | | | | | | |
| | TEST02 | Written exam | x | Workshops* | WRITTEN EXAM | 30% | 5,5 | blok2: w week 7/w week 12 | Grade | | | | | | | | | | | | | | | |
| | TEST03 | GGD project | x | Workshops* | PROJECT | 30% | 5,5 | blok2: w week 12/blok 3: | Grade | | | | | | | | | | | | | | | |
| 15 | IPM-HMVT20-MPNW | Making Peace not War: Sustainable Peace and Conflict Resolution | | | | | | | | | | | | | | | | | 40 | 40 | THUAS & KOM | Saskia Rademaker | S.Rademaker@hhs.nl | |
| | TEST01 | research paper / reflections / presentations / role play | x | Workshops* | PORTFOLIO | 60% | 5,5 | w week 9/ w week 14 | Grade | x | x | x | | | | | | | | | | | | |
| | TEST02 | multiple choice cumulative testing | x | Workshops* | WRITTEN EXAM | 20% | 5,5 | w week 5 & 9/ w week 14 | Grade | | | | | | | | | | | | | | | |
| | TEST03 | history comparison | x | Workshops* | GROUP ASSIGN | 20% | 5,5 | w week 10/ w week 14 | Grade | | | | | | | | | | | | | | | |

Programme and Examination Regulations

Mr. L.H.H. Niemann

The Hague University of Applied Sciences 2020-2021

Appendix 3. Test Regulations 2020-2021

Article 1. General provisions

1. These test regulations contain the rules for proper operational procedures during the tests of all bachelor's and Associate Degree programmes at The Hague University of Applied Sciences. The regulations form an Annex to the Programme and Examination Regulations.
2. In these regulations, the term 'test' also includes partial tests and resits.
3. Violation of the test regulations may be regarded as irregularity in the sense of chapter 8 of the Programme and Examination Regulations.
4. The person concerned may lodge an appeal with the Legal Protection Desk against any decision that was taken on the basis of these regulations. The period for appeal shall commence on the day after the announcement of the decision (via Osiris case) and continues to run during holiday periods.
5. If the Exam Board has decided to grant adapted facilities to a student with a disability arising from a handicap or chronic illness on the basis of article 9.1 of the Programme and Examination Regulations, the decision regarding this student may lead to deviations from the rules as set out in these Test Regulations, to the extent in which the deviations follow from the decision of the Exam Board.

Article 2. Provisions for written and other tests

1. The student must be registered for the test in accordance with the rules laid down in Article 4 of these regulations.
2. The student must be expected to be present in the examination room and have taken his designated seat 15 minutes prior to the scheduled starting time. Any student who arrives after the starting time will be denied access. The Hague University of Applied Sciences does not assume responsibility for cases of force majeure that prevent students from being present on time. The opportunities for a resit are described in Chapter 4 of the PER.
3. The student must present valid ID (no copy or picture) prior to the examination, such as
 - a. a passport or identity card, provided that this passport or identity card was issued by one of the EU Member States, Great-Britain, Norway, Iceland, Liechtenstein, or Switzerland, or
 - b. a Dutch driving licence or an EU driving licence, or
 - c. a Dutch residence permit, or
 - d. a Dutch W-document (issued to asylum-seekers) or a Privileged Person's Identity Card (Geprievilegieerdendocument; issued to persons who have diplomatic status).
4. The student must sign the attendance list.
5. During the test, the student may only make use of the test assignments, the test paper, and the scrap paper (if applicable) that have been given out, as well as of any other allowed aids, as stated on the front page of the test assignments. Digital tests can only be made on devices provided and managed by THUAS. The exam monitors may also distribute coloured, unlined scrap paper. No other (scrap) paper is allowed. Any aids other than those allowed must be out of the students' sight and reach.
6. The student must leave his coat, bag, mobile phone, watch, and any other disallowed aids at a designated place, and must switch off his mobile phone. The student is not allowed to wear a watch, and/or a smartwatch, during the test.
7. As of the moment that the test assignments are distributed, the student is not allowed to exchange paper or aids, and is not allowed to communicate with others in any way, with the exception of the provision in article 2.9.
8. The student is only allowed to look into the test assignments after the invigilator has given instructions to do so.
9. If anything should be unclear, the student may ask the invigilator to come over by raising his hand.
10. Removing or photographing examinations, answer sheets or scrap paper is not allowed.
11. Toilet breaks are not permitted during a test lasting two hours or less. If the test lasts longer than two hours, one toilet break is allowed after 15 minutes from the start and not after 30 minutes before the end of the test. This must take place under supervision of an invigilator. The student must leave his work in such a way that other students do not have the opportunity to view his work.

12. The work that is handed in must be written with a pen. On the first page of the work, the student must indicate the total number of pages of the work. Each page of the work must contain a page number, the student's name and his student number.
13. The student may not leave the test room during the first 15 minutes and the last 15 minutes of the test.
14. After leaving the test room, the student must immediately move out of earshot of the test room.
15. The rules set out in this article will correspondingly apply to digital tests. Also, additional test rules may be laid down that arise from the specific nature of a digital test. These rules are stated on the cover page and/or instruction sheet of the test.
16. The programme will ensure that the test rules for other tests, such as oral tests, presentations, paper assessments and practicals are made known in a timely manner. These rules will be laid down in the module description of the unit of study concerned.
17. The programme has a duty of care to schedule the tests properly; tests of one and the same programme that take place on the same days and at venues located a significant distance from one another must be scheduled at least two hours apart in order to allow the student sufficient travel time.

Article 3. Supervision and irregularities

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

Article 4. Registration procedure for tests

1. The student registers for participation in all (partial) tests him/herself via Osiris during the test registration period opened for this purpose. Exception: a student in the first year of enrolment in the propaedeutic stage of the programme in question is registered by the programme for (partial) tests not yet passed. The programme is responsible for properly notifying the student of the registration period.
2. The student enrolls him/herself for minors and other electives, and therefore automatically for the first sitting of the tests forming part of that unit of study.
3. The student is responsible for timely and correctly registering for (partial) examinations (this means not only for written or digital exams, but also for oral exams, presentations, paper assessments and practicums, etc.) in Osiris. The student shall be required to always check in good time whether he/she is registered, and if not, to take action in order to complete registration via Osiris.
4. A student who does not wish to take the test for which he/she is registered must de-register in good time in order to make space for fellow students and/or in view of the limited number of opportunities for taking tests.
5. Following the formal test registration period, the programme shall organise a late registration window. A student who did not register for a (partial) test during the formal registration period for whatever reason may report in person to the Faculty Office desk during a limited window for late registration to be determined by the programme and published on the portal. Students may still take the (partial) test on the basis of intake during the late registration period, and only in so far as 3 possible on organisational grounds (i.e. available places). If the student has also failed to register during the late registration period, he/she shall be excluded from taking the (partial) test. Each test period has a test registration period and a late registration window. The limited duration of a late registration window is set at 120 minutes.
6. The registration periods as described in art. 4.1 and the late registration window as described in art. 4.5 are as follows for the academic year 2020-2021:

| | Law | IVK (dt/du); BO (deeltijd) | SSMS | BO (duaal) / IPM |
|---------------------------------------|-------------------------------------|-------------------------------------|------------------------------------|------------------------------------|
| SEMESTER 1 | | | | |
| Registration for tests Q 1 | 7 sept – 21 sept 2020 | 7 sept – 21 sept 2020 | 7 sept – 21 sept 2020 | |
| Late registration Q 1 | 12 okt 2020 9.00 – 11.00 uur | 12 okt 2020 9.00 – 11.00 uur | 12 okt 2020 9.00 – 11.00 uur | |
| Registration Electives Q2 Y3 LAW | 21 sept – 5 okt 2020 | | | |
| SEMESTER 1 | | | | |
| Registration for tests Q 2 1 | 23 nov – 7 dec 2020 | 23 nov – 7 dec 2020 | 23 nov – 7 dec 2020 | |
| Late registration Q 2 | 11 januari 2021 9.00 – 11.00 uur | 11 januari 2021 9.00 – 11.00 uur | 4 januari 2021 9.00 – 11.00 uur | |
| Registration Electives Q3 Y3 LAW | 7 dec 2020 – 21 dec 2020 | | | |
| Registration tests semester 1 | | | | 7 – 21 sept 2020 |
| Late registration semester 1 | | | | 28 september 9.00 – 11.00 uur** |
| Registration for Resits semester 1 | | | | 18 jan – 5 feb 2021* |
| SEMESTER 2 | | | | |
| Registration for tests Q 3 | 15 februari – 8 maart 2021 | 15 februari – 8 maart 2021 | 15 februari – 8 maart 2021 | |
| Late registration Q 3 | 29 maart 2021 9.00 – 11.00 uur | 29 maart 2021 9.00 – 11.00 uur | 22 maart 2021 9.00 – 11.00 uur | |
| Registration Electives Q4 Y3 LAW | 8 mrt – 22 mrt 2021 | | | |
| SEMESTER 2 | | | | |
| Registration for tests Q 4 | 3 mei – 17 mei 2021 | 3 mei – 17 mei 2021 | 3 mei – 17 mei 2020 | |
| Late registration Q 4 | 7 juni 9.00 – 11.00 uur | 7 juni 9.00 – 11.00 uur | 31 mei 2021 9.00 – 11.00 uur | |
| Registration tests semester 2 | | | | 15 feb – 8 mrt 2021 |
| Late registration semester 2 | | | | 10 mrt 2021 9.00 – 11.00 uur** |
| Registration for Resits semester 2 | | | | 21 juni 2021 – 16 juli 2021 |
| Resits Q 4 | 6 juli – 17 juli 2021 | 6 juli – 17 juli 2020 | 28 juni 2021 t/m 10 juli 2021 | |