



# **HU Education and Examination Regulations (OER) 2021-2022**

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# **1. About the Education and Examination Regulations (OER)**

## **1.1 The OER and the study guide**

The Education and Examination Regulations (OER) contain information about education and examinations. The OER also contains the rights and obligations that apply to you.

The rules in this OER apply to all HU students. There is also a separate OER per degree programme, namely the study guide, with rules that apply only to students of that particular study programme. Therefore, also read the study guide if you want information about your rights and obligations in relation to courses and examinations that are specific to your programme. The course descriptions that are sometimes referred to in this text are found in the study guide.

If the study guide conflicts with the OER in any way, then the information provided in the OER applies.

Finally, in addition to the present OER, the students of the teacher training programmes are governed by the National Knowledge Test Regulations for Teacher Training Programmes (nationwide OER) available at the site "10voordeleraar" (An A for the Teacher, i.e. An organisation founded by universities of applied sciences with teacher training programmes to develop knowledge bases and knowledge tests together), established by means of the resolution adopted by the Netherlands Association of Universities of Applied Sciences. This regulation is added to the study guides of the degree programmes involved. In the event of a conflict between the OER and the National Knowledge Test for Teacher Training Colleges Regulation, the National Knowledge Test for Teacher Training Colleges Regulation will prevail.

## **1.2 For whom is this OER intended?**

This OER applies to all students who follow a bachelor's, master's, or associate degree programme at HU University of Applied Sciences. If an article only applies to either the bachelor's, master's, or associate degree programme, this is stated above the relevant article or chapter.

The term 'students' also refers to external students. These are students who do not follow the educational programme but only take part in the examinations. Chapters or articles that only pertain to educational components are therefore not applicable to these students (see Chapter 3).

## **1.3 Timeframe of this OER**

The OER 2021-2022 will be applicable from 1 September 2021 until 1 September 2022.

## **1.4 Terms used in this OER**

We try to explain the terms used in this OER in the text itself. However, if there are concepts used in the OER that you do not understand, please refer to the glossary for an explanation.

You can find the glossary in Appendix 1.

### **1.5 Pilot Flexibilisation**

A number of programmes will be participating in the national pilot project for Flexibilisation. This pilot offers part-time programmes the possibility of making things more flexible by relaxing certain limitations that relate to managing a fixed educational curriculum that is tied to a certain number of hours of study. In effect, this means that the link between study load and credits will be relaxed. This pilot is described in more detail in Appendix 3.

### **1.6 Educational curriculum**

Appendix 2 lists all the programmes offered at the HU, including possible specialisations (for either Bachelor's degree, AD or Master's degree programmes).

## **2. Student support and guidance**

### **2.1 Guiding students**

Every student has the right to student support and guidance during their studies. This process involves learning to give direction to your academic career. The aim of student support and guidance is to provide optimal support during your choice of study, during choices within your academic career and upon successfully completing your studies.

The study guide contains information on the forms of student support and guidance available within your study programme.

You are also entitled to extra support if you:

- have a disability. The rules about this are described on AskHU;
- are involved in top-level sports. The rules about this can be found in the HU Top-level sport scheme, which can also be found on AskHU.

## **3. Education**

### **3.1 Course**

Education is offered for each course. The courses on offer are listed in the Course Descriptions on the [intranet](#). This also contains the period in which the courses are offered, whether entry requirements apply and whether there is an attendance requirement.

If a course is no longer included in the curriculum, it may be that an examination on the course is still offered without any educational components. During the academic year in which the course in question has been replaced, you will be given the opportunity to take the examination at least twice, based on the old education.

As a result of the government measures taken in response to the COVID-19 pandemic, the courses may deviate from the courses that are listed in the Course Descriptions on the intranet. You will be duly notified of any such changes by your degree programme.

### **3.2 Enrolling for a course**

If you plan to participate in a course, you need to enrol for the course on time. Enrolment takes place via OSIRIS. You will find the terms for enrolment on AskHU and in the study guide.

You will only be automatically enrolled for courses of the initial education period of the first academic year. In addition, enrolling for a minor automatically leads to enrolment for the courses of that minor. In all other cases, you will need to enrol for courses yourself.

You can only enrol for the bachelor's graduation component after you have completed the first-year phase. Entry requirements for other courses and possible additional requirements for the graduation component are stated in Course Descriptions.

### **3.3 Optional subjects component and minors**

*This article does not apply to associate degrees or master's degree programmes*

The main phase of the full-time bachelor consists of a main-phase programme and an optional subjects component. The optional subjects component is meant to deepen or broaden your knowledge, insight and skills. The part-time and dual bachelor's programmes may also have an optional subjects component. For more on this topic, see the study guide.

The optional subjects component is worth 30 credits and can be filled with a minor or with a selection of various courses. However, you must receive the prior approval of the Examination Board before choosing a minor or a selection of courses for your optional subjects component. The Examination Board can refuse approval if your chosen programme is not at least of higher professional education level, is not accredited or overlaps with the courses of your main degree programme.

A minor or optional course may be part of another HU programme or even from another

university of applied sciences or university. The rules of the degree programme related to this minor or optional course apply, therefore, if necessary, consult the study guide of that degree programme. If you wish to submit a request as referred to in Article 7.1 about minors or optional courses from another programme, you must submit this to the Examination Board of this other programme.



## **4. Testing and assessment**

### **4.1 Examination**

Every course is finalised with the completion of an examination. Once the examination has been passed, the corresponding credits will be awarded.

An examination of a course is worth 5 credits or a multiple thereof. The examination may consist of a maximum of 2 part-examinations for each unit of 5 credits.

The Course Descriptions on the [intranet](#) states:

- whether and how many part-examinations each course has;
- when they are offered;
- what types of examination are included in the course;
- what their mutual weighting is; and
- whether all part-examinations must receive at least a grade of 'sufficient' in order to complete the course (basic grade).

Part-examinations themselves are not awarded credits. Credits are only awarded to completed courses.

An examiner or multiple examiners will test and assess your knowledge, insight and/or skills. They award you the final grade.

As a result of the government measures taken in response to the COVID-19 pandemic, your degree programme may deviate from the method of examination and examination schedule listed in the study guide. You will be duly notified of any such changes by your degree programme.

### **4.2 Examination programme**

Every bachelor's degree programme has two final examinations: one at the end of the first year and one at the end of the entire degree programme. The master and the associate degree do not have a first-year phase and therefore only have a final examination.

An associate degree programme consists of 120 credits and a master's degree programme consists of at least 60 credits. In principle, a bachelor's degree programme consists of 240 credits, but in certain situations may consist of 180 credits as specified by law. The study guide of the degree programme describes the exact size of each programme.

You pass a final examination if you have successfully completed all the required (part-)examinations. All these (part-)examinations put together form the examination programme.

### **4.3 Examination attempts**

For each (part-)examination you have two examination attempts. This means that you can take the examination twice a year and that there must therefore be at least two examination opportunities per academic year. If the examination is offered more than twice a year, you may select from the various examination opportunities offered to make use of your two annual attempts, unless otherwise described in the study guide.

For some practical components, such as an internship, it is obviously only possible to offer one examination opportunity per year. If this is the case, it will be stated in the study guide.

### **4.4 Extra examination attempt**

In the following situations, the Examination Board may award an additional examination attempt, following a request to this end.

#### **4.4.1 Extra examination attempt in the event of personal force majeure**

In the event of a personal situation of force majeure that has prevented you from taking an examination, you may submit a request to the Examination Board for an additional examination attempt. A situation is accepted as a case of force majeure if it involves one of the following circumstances:

- a. illness;
- b. physical, sensory or other functional impairment;
- c. pregnancy;
- d. special family reasons, including exceptional circumstances relating to a partner with whom you live together or maintain a long-term LAT relationship;
- e. other force majeure situations that have prevented you from taking the examination.

#### **4.4.2 Extra examination attempt in all other cases**

If you have already taken the examination once before and you would fall behind in your studies by at least three months without an additional examination attempt, the Examination Board may at your request grant another examination attempt.

### **4.5 Examination arrangements in the event of a public emergency**

In the event of a public emergency prior to an examination – as a result of which you may be unable to take the examination (force majeure), the Institute Director or the Executive Board may decide to cancel and reschedule the examination in question. Any decision to this end will be communicated to you as quickly as possible.

In the event of a public emergency during or after an examination, the Examination Board or the HU's Committee of Examination Boards will decide whether or not to continue with the examination and/or accept the examination results for assessment. If it is not possible to accept the examination results for assessment, the examination in question will be declared invalid and you will be offered an additional examination attempt.

#### **4.6 Alternative assignment**

You can request the Examination Board to issue the examination in a different form if you have already taken the examination at least twice and the lecturer of the course submits a positive recommendation regarding this alternative form to the Examination Board. You must also be able to prove that you would otherwise fall behind in your studies by at least three months. The Examination Board may have determined further regulations, which will be included in the study guide of your degree programme.

#### **4.7 Enrolling for an examination**

If you enrol for a course, you will automatically be enrolled for the scheduled (part-)examinations. In all other cases, it is your responsibility to enrol for the examination on time. You may not participate in the examination without valid enrolment.

Enrolment takes place via OSIRIS. You will find the terms for enrolment on AskHU and in the study guide.

If you are enrolled for an examination but do not actually take it, you will have used one of your two annual examination attempts. This is why you can disenroll from the examination up until the deadline for enrolment, so that you do not waste an attempt. You can still use this examination attempt later in the academic year for a scheduled examination moment, but the degree programme is not required to organize a new examination moment for you.

#### **4.8 Valid identification**

You must be able to show proof of your identity when you take an examination. Without a valid proof of identity, you may not participate in the exam and you will lose an examination attempt. A valid proof of identity may include any of the following documents:

- A valid passport;
- A valid European identity card;
- A valid Dutch or international driving license;

- A valid residence permit.<sup>1</sup>

#### **4.9 Assessment of the examination**

Only an examiner may assess the exam and determine the result.

The Examination Board appoints each examiner. Usually this is a lecturer or teacher at your department or degree programme.

The (part-)examinations of the graduation component are always assessed by two examiners.

Your examination may receive the following assessment scores, depending on the assessment scale linked to the exam in OSIRIS:

- A grade rating between 1 to 10, without decimals.  
A 6 or higher is a pass or 'sufficient', a 5 or lower is 'insufficient'.
- A grade rating between 1 to 10, with one digit after the decimal point.  
A 5.5 or higher before rounding off, is sufficient. Lower than a 5.5 before rounding off, is insufficient.
- With a VD (completed) or NVD (not completed).

In principle, a completed exam cannot be retaken unless otherwise described in the study guide.

If you are enrolled for an examination but do not actually take it, your result will be recorded in OSIRIS as NA (not present).

If any 'irregularities' are detected, as referred to in 4.12, and sanctions have been imposed on you, a NG (not valid) will be recorded as your final result in OSIRIS.

For examinations that consist of more than one part-examination, your final result will be calculated on the basis of mutual weighting as stipulated in OSIRIS. A 'completed' is not included in this calculation. OSIRIS also states whether a mandatory minimum grade applies to the part-examinations.

The Examination Board can register an examination as Not Valid (NG) if there is an irregularity on the part of the student (see below under 4.12). If there is an error on the part of the HU, as a result of which the Examination Board cannot guarantee the quality of the examination, the Examination Board can also take a measure. For example, the Examination Board can decide to declare the examination results in question invalid. In that case the victims are offered an additional examination opportunity.

#### **4.10 Announcing assessment results**

You will receive your assessment within fifteen working days after making the exam, by

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<sup>1</sup> In cases where you are not able to present a valid residence permit but you are nonetheless legally registered in the Netherlands, you may request the Examination Board to issue you with a statement that – combined with the invalid residence permit in question – will yet enable you to take the examination.

publication in OSIRIS. An exception to the above applies to examinations of Dutch Sign Language and Interpreter Skills which are recorded on video in groups. The duration for this assessment or examination is twenty-five working days.

In the case of a verbal test, the assessment result is communicated on the day of the examination and entered into OSIRIS within 15 working days.

As a result of the government measures taken in response to the COVID-19 pandemic, in some cases, it may not be possible to complete the assessment or examination within the set term of 15 working days due to the revised method of examination. You will be duly notified of this by your degree programme - at which time you will also be told when, at the very latest, you can expect the publication of your examination results.

#### **4.11 Inspecting your examination results**

From the day you receive your assessment results, you have fifteen working days to inspect and review the assessment of your examination work. In the case of digital exams, you can often inspect the results on the spot.

Usually, the degree programme or the examiner will set up a moment when you can inspect your work and its assessment. If no specific moment has been set up, you can make an appointment for inspection with the examiner.

As a result of the government measures taken in response to the COVID-19 pandemic, it may not be possible to organise any classroom reviews of completed examinations. Students can review completed examinations digitally. You will be informed by your degree programme which review options will be organised for the examination in question.

#### **4.12 Irregularities**

If you commit plagiarism or fraud, or (fail to) do something else which result in the examiner not being able to properly assess your work or that of a fellow student, the assessment will no longer be valid. The collective name for such actions (or failures to act) is 'irregularities'. Committing any such irregularities can have consequences for you if the Examination Board decides to impose (punitive) measures.

If an examiner or invigilator determines or suspects that you did not comply with the rules before or during an examination, then he or she must report this to the Examination Board. Moreover, if the examiner determines *after* the completion of the examination that you have not complied with the rules, he/she is obliged to report this to the Examination Board. The Examination Board will then initiate an investigation.

##### **4.12.1 Measures taken by the Examination Board**

The Examination Board is authorised to take certain measures in the event that any irregularities are detected.

The Examination Board may register the relevant examination as Not Valid (NG). In addition, the Examination Board may withdraw the right of any student to take part in one or more (part-)examinations for a period of up to a year, to be determined by the Examination Board.

In some cases, the Examination Board may advise the Institute Director to permanently terminate your enrolment as a student in the degree programme. This is only possible if there are serious irregularities or if you were already issued a punitive measure and have been excluded from examinations for at least half a year.

Serious irregularities include threats or violence, falsifying documents, or obtaining the examination materials prior to the examination date.

The measure relates to the period that you are enrolled as a student. If you disenroll while a measure from the Examination Board is still open, this measure will come into effect again once you re-enrol.

#### **4.12.2 A hearing by the Examination Board**

Before the Examination Board takes any kind of (punitive) measure, it must have given you the opportunity to tell your side of the story. This is known as 'the right to be heard'. After a discussion with at least two members of the Examination Board, the Examination Board will make a decision within ten working days and notify you of the outcome.

#### **4.13 Exemptions**

You can request an exemption for an examination from the Examination Board if you can prove that you have already met all the requirements of the examination while attending a previous accredited education programme<sup>2</sup>. In cases where this education was attended abroad, you will need to prove that it is part of a programme that results in an internationally and legally recognised degree.

The Theo Thijssen Institute may be able to grant an exemption for certain examination components. If this is the case, it will be stated in the study guide of the relevant programme, in the section with the details for that specific examination.

You may also be eligible for an exemption if you have already followed and successfully completed the same course at the HU as part of contract education or a pre-bachelor programme.

In exceptional cases, exemption may be granted on the grounds of education that is not accredited. If this is a possibility, it will be mentioned in the study guide of your study programme.

If you think you are entitled to an exemption, you should send a request to the

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<sup>2</sup> This is education based on Chapter 5A of the Higher Education and Research Act (WHW).

Examination Board.

No exemptions will be granted for the graduation component or any parts thereof.

#### **4.13.1 What should be included in your request for exemption?**

Write in your request why you wish to receive an exemption and for which examination. Include the following certified documentary evidence:

- a copy of a diploma, certificate or statement with a list of grades that shows that you have followed and completed comparable education;
- other documented evidence showing that you should receive an exemption.

It is your responsibility to send sufficient supporting evidence.

#### **4.13.2 Decision on your request for exemption**

The Examination Board will assess whether the competences acquired on the basis of previous education correspond to the required competences of the examination of your current degree programme.

With a request for exemption from the optional subjects component, the previously followed education is checked whether it meets the requirements set for the optional subjects component.

#### **4.14 Validity period of assessments or exemptions**

An assessment or exemption remains valid indefinitely, unless the tested knowledge, insight or skills have become outdated in relation to the current course.

Courses of which the validity period has expired are described in the study guide.

However, the minimum period of validity is always six years from the date of the assessment or from the date the exemption was granted. Results cannot become invalid before this time, even if the knowledge, insight or skills have become outdated.

If you have been inconvenienced due to personal circumstances and financial support has been granted from the Student Support Fund, you will be entitled to an extension of the validity period for at least the duration of this financial support.

#### **4.15 Facilities for unimpeded study**

If you are hindered in your studies due to a disability or chronic illness, you may request the Examination Board to provide certain facilities regarding the assessment. For this you need an advice of the student counsellor. He can also inform you about the facilities that are available, if you want to.

If the Examination Board decides to arrange for these facilities, this arrangement will last

for the duration as described in the decision of the Examination Board. In principle, the facility also applies to examinations of other degree programmes at the HU, unless the decision by the Examination Board states otherwise.



## **5. Recommendation on continuation of studies**

*This section does not apply to master's programmes.*

*As the Associate Degree programme does not have a first-year phase, please interpret "first-year phase" in the context of the Associate Degree programme as the 60 credits to be earned in the first academic year.*

### **5.1 Recommendation on continuation of studies**

In the first-year phase of the bachelor and in the first year of the associate degree programme, the student is issued with a recommendation on the continuation of their studies. This recommendation can be urgent or binding. An urgent recommendation means that you receive certain advice on the continuation of your studies, but that no consequences are attached to this advice. This is different in the case of a binding recommendation on the continuation of studies (BSA). The study guide of your degree programme states whether your programme issues urgent or binding recommendations. The rules that apply to the binding recommendation on the continuation of studies are described in sections 5.2 through 5.5.

### **5.2 Schedule and criteria of the BSA**

In the first-year phase, you will receive a recommendation on the continuation of your studies (binding study advice) from the Examination Board of your degree programme by the end of the first year of your enrolment at the latest. This recommendation may only be issued at a later date in the case of a part-time programme or part-time associate degree programme. If you are participating in a part-time programme or part-time associate degree programme, please refer to the study guide for information on when you will receive the recommendation on the continuation of your studies.

The Examination Board will base your recommendation on the number of credits you have achieved. If this is 50 credits or more, you will receive a positive recommendation. With less than 50 credits you will receive a negative binding recommendation (negative BSA) and you will not be able to continue this degree programme at the HU. If the negative BSA also applies to other study programmes at the HU with the same first-year phase, then this is stated in the study guide. Only the credits that you have earned during the past year are included in the calculation of the required number of credits. Exemptions are not included in this calculation. If you therefore cannot earn the required 50 credits in the first-year phase, you will need to complete the entire first-year phase in order to receive a positive recommendation.

Sometimes there are designated courses that you must pass in order to receive a positive recommendation. The requirement that then applies is 50 credits, including these designated courses. Designated courses are listed in the study guide.

If students received a postponed study advice in academic year 2020-2021 due to the government measures imposed in response to COVID-19, any credits they obtained in

academic year 2020-2021 will be taken into consideration when determining their study advice for academic year 2020-2021. The standard for a positive study advice has been fixed at 50 credits for this group of students.

If you have received a negative binding study advice, you will not be permitted to enrol for the same degree programme again, unless you later submit a request to the institute director in which you ask to be enrolled for the degree programme and convincingly argue that you will be able to complete the degree programme successfully due to a change in circumstances.

For flexible part-time programmes the requirement can be that 45 credits must be obtained for receiving a positive study advice. If this is the case, it will be stated in the study guide.

### **5.3 Interim recommendation**

Before you receive a (binding) recommendation on the continuation of your studies, you will receive an interim recommendation. If your results at that point are less than desired, it is advisable to contact your study career coach in order to draw up a study schedule.

You can only receive a *binding* negative recommendation if you received an *interim* recommendation earlier during the academic year. The study guide states when you can expect to receive an interim recommendation.

### **5.4 Personal circumstances**

If you have not acquired enough credits so far, this may be due to personal circumstances.

If there is a risk of you not acquiring enough credits due to personal circumstances, you should report this to the Examination Board and contact the student counsellor and study career coach as soon as possible after the personal circumstances occurred. It may be possible for the degree programme to take appropriate measures to help you.

The following personal circumstances are taken into account when issuing the recommendation on the continuation of your studies:

- illness;
- disability;
- pregnancy;
- exceptional circumstances in your family;
- membership of the Employees' and Students' Council, Institute Council or Programme Committee;
- membership of the board of an active student organization that is recognized by the Student Support Fund;
- recognized top-level sport according to the Student Support Fund;

- other circumstances beyond your control, to be assessed by the Examination Board, which prohibited you from taking part in educational components or examinations.

## **5.5 Postponed recommendation on the continuation of studies**

If you report personal circumstances, the student counsellor will advise the Examination Board whether they correspond to personal circumstances as referred to in this article and what their relationship is with regard to your study results. The Examination Board will also seek advice from the study career coach. If your personal circumstances are indeed the reason you have not met the stated requirements, the Examination Board may decide to postpone your recommendation on the continuation of your studies for a year. This is referred to as a 'postponed recommendation'.

At the end of the second year of your enrolment, the Examination Board will determine whether you are suitable for the programme and whether you are allowed to continue. Whatever the situation, you will be considered suitable if you have acquired the necessary 50 new credits from the first-year phase, including the designated courses, or if you have passed the whole first-year phase. Any credits earned in the first year, of exemptions, are not included in determining if you earned the norm.

If a postponed recommendation on the continuation of your studies has been issued to you as a result of the government measures imposed in response to COVID-19, the credits you obtained in the academic year 2020-2021 will be taken into consideration when establishing whether you have obtained the 50 credits necessary, including any required courses, in the academic year 2021-2022.

At the end of the second year of your enrolment, the recommendation on the continuation of your studies cannot be postponed again. If you are not able to meet the criteria due to new or persisting personal circumstances by the end of this second year ("causal relationship"), you may request the Examination Board to issue a negative advice without a rejection. If the Examination Board grants this request, you can continue your studies.

## **6. Diploma**

### **6.1 Diploma for the first-year phase**

If the Examination Board determines that you have passed all the examinations of the first-year phase, you will receive the corresponding diploma. This diploma will be accompanied by a transcript of your received grades.

### **6.2 Diploma for the associate, bachelor's, and master's degrees**

If the Examination Board determines that you have passed all the examinations of the associate, bachelor's or master's degree, you will receive the corresponding diploma. You are required to be enrolled in your degree programme at the time you completed your final examination for the programme. You therefore do not have to be enrolled in the programme at the time of the graduation ceremony.

You will receive an International Diploma Supplement along with your diploma. This supplement is written in English and is intended to increase the international recognition of degree programmes.

A diploma is not issued on the basis of exemptions only.

### **6.3 Degrees and titles**

The study guide describes which academic degree or title you have the right to use after completing the degree programme.

### **6.4 Quitting your programme before obtaining a diploma**

What happens if you quit your degree programme early and are therefore not entitled to a diploma? In this case, you may request the Examination Board to issue you with a statement that lists which examinations you have passed.

### **6.5 'With distinction' or 'with merit'**

Below you will find the requirements you need to meet in order to graduate with the academic qualifications 'with distinction' (Cum laude) or 'with merit' (met genoegen). These qualifications will be stated on your diploma.

It is not possible to receive a 'with distinction' or 'with merit' qualification for the first-year diploma.

The assessment 'completed' (VD) is not taken into account when determining whether the following requirements have been met.

#### **6.5.1 'With distinction' or 'with merit' and the bachelor's degree**

To graduate 'with distinction' for your bachelor's degree, you must meet the following requirements:

- The weighted average of all the grades you obtained for courses in the main phase is 8.0 or higher.
- None of the courses from the main phase were completed with a grade lower than a 6.0.
- The final assessment of all courses that form a part of the graduation component is at least 8.0.
- You may not have earned more than 90 credit points by means of exemption.
- You have not been enrolled for the programme for more than four years. If you have taken longer to complete the degree programme due to personal circumstances as mentioned in article 5.4, you may request the Examination Board to consider still awarding your diploma with the 'with distinction' qualification.

In order to graduate 'with merit' for your bachelor's degree, you must meet the following requirements:

- The weighted average of all the grades you obtained for courses in the main phase is 7.0 or higher.
- None of the courses from the main phase were completed with a grade lower than a 6.0.
- The final assessment of all courses that form the graduation component is at least 7.0.
- You may not have earned more than 90 credit points by means of exemption.
- You have not been enrolled for the programme for more than four years. If you have taken longer to complete the degree programme due to personal circumstances as mentioned in article 5.4, you may request the Examination Board to consider still awarding your diploma with the 'with merit' qualification.

### **6.5.2 'With distinction' or 'with merit' and the master's degree**

To graduate 'with distinction' for your master's degree, you must meet the following requirements:

- The weighted average of all the grades you obtained for courses in the degree programme is 8.0 or higher.
- None of the courses from were completed with a grade lower than a 6.0.
- The final assessment of all courses that form a part of the graduation component or graduation assignment is at least 8.0.
- Less than half of your credits were earned by means of exemption.
- You have graduated within the nominal duration of study for the degree programme. If you have taken longer to complete the degree programme due to personal circumstances as mentioned in article 5.4, you may request the Examination Board to consider still awarding your diploma with the 'with distinction' qualification.

In order to graduate 'with merit' for your master's degree, you must meet the following requirements:

- The weighted average of all the grades you obtained for courses in the degree programme is a 7.0 or higher.
- None of the courses from were completed with a grade lower than a 6.0.
- The final assessment of all courses that form a part of the graduation component or graduation assignment is at least 7.0.
- Less than half of your credits were earned by means of exemption.
- You have graduated within the nominal duration of study for the degree programme. If you have taken longer to complete the degree programme due to personal circumstances as mentioned in article 5.4, you may request the Examination Board to consider still awarding your diploma with the 'with merit' qualification.

### **6.5.3 'With distinction' or 'with merit' and the associate degree**

To graduate 'with distinction' for your associate degree, you must meet the following requirements:

- The weighted average of all the grades you obtained for courses in the degree programme is 8.0 or higher.
- None of the courses from were completed with a grade lower than a 6.0.
- The final assessment of all courses that form a part of the graduation component or graduation assignment is at least 8.0.
- Less than half of your credits were earned by means of exemption.
- You have graduated within the nominal duration of study for the degree programme. If you have taken longer to complete the degree programme due to personal circumstances as mentioned in article 5.4, you may request the Examination Board to consider still awarding your diploma with the 'with distinction' qualification.

In order to graduate 'with merit' for your associate degree, you must meet the following requirements:

- The weighted average of all the grades you obtained for courses in the degree programme is a 7.0 or higher.
- None of the courses from were completed with a grade lower than a 6.0.
- The final assessment of all courses that form a part of the graduation component or graduation assignment is at least 7.0.
- Less than half of your credits were earned by means of exemption.
- You have graduated within the nominal duration of study for the degree programme. If you have taken longer to complete the degree programme due to personal circumstances as mentioned in article 5.4, you may request the Examination Board to consider still awarding your diploma with the 'with merit' qualification.

## **7. Submitting a request or lodging an appeal**

This chapter describes what you must do if you wish to submit a request to the Examination Board. It also describes what you need to do if you do not agree with a decision made by the Examination Board or with an assessment by the examiner. If no decision has yet been made, but you have a complaint about something, please refer to AskHU to see how to submit this complaint.

If it is not clear to you where you should go with your request, complaint or appeal, you can present your issue to the Student Information Desk (STIP) for help on how to proceed. On AskHU you will find the contact details of the STIP.

### **7.1 Request to the Examination Board**

In accordance with the law, the Examination Board has the task of guaranteeing the quality of examinations. This means that requests relating to the quality of examinations must be submitted to the Examination Board. Consider, for example, a request for exemption, an alternative assignment, or an extension of the validity of an assessment.

. Requests for an extra examination attempt or enrolment for an exam must also be submitted to the Examination Board.

You can read more about how to submit a request on AskHU. Use the search term 'Submit request to Examination Board' ('Verzoek examencommissie').

The Examination Board will arrive at a decision within fifteen working days after receiving your request.

### **7.2 Do you disagree with a decision?**

If you do not agree with a decision that has been made, you may lodge an appeal against it. You must do this within six weeks of the date on the letter or email of the decision.

You can lodge your appeal via the HU Legal Protection for Students Office.

The time you have to lodge an appeal against an assessment of your work begins the moment the assessment is registered in OSIRIS.

Information on how to lodge an appeal and how this will be subsequently handled can be found on AskHU. Search for 'Lodge an appeal' ('Beroep indienen'). The formal procedures are described in the Legal Protection for Students Regulations, which can be found at [www.reglementen.hu.nl](http://www.reglementen.hu.nl).

## Appendix 1: Terminology

The following definitions of terms used in this OER apply:

1. *Academic year:*

The period commencing on 1 September and ending on 31 August of the following year, as referred to in Article 1.1 of the Act (see *Act* below).

2. *Act:*

The Higher Education and Research Act (WHW).

3. *Appeal:*

A legal proceeding against decisions by the Examination Board, examiner or institutional management, with legal consequences for the Board of Appeal concerning examinations or the Disputes Advice Committee as stipulated in the HU Legal Protection for Students Regulations.

4. *Ask HU:*

The digital search engine for HU students and staff, where you can find HU-wide and institute-specific information about (educational) support services.

5. *Associate degree (AD):*

A higher professional education degree as referred to in Article 7.8a of the Act, with a study load of at least 120 credits. Upon completion of this programme, the student is awarded an associate degree.

6. *Bachelor's degree programme:*

A higher professional education degree as referred to in Articles 7.3 and 7.3a of the Act. Upon completion of this programme, the student is awarded a bachelor's degree.

7. *Course:*

An educational unit in the legal sense, a unit of learning outcome(s) that is a component of a degree programme. If the examination of the course is successfully completed, the appropriate credits will be awarded.

8. *Course description:*

An appendix to the study guide which contains relevant information about each course of a degree programme.

9. *Degree programme:*

A coherent set of courses aimed at the realisation of well-defined objectives in the area of knowledge, insight and skills, which the person who completes the programme is required to have acquired. Degree programmes can be either full-time, part-time or work-study programmes.

10. *Designated course:*

A course listed in the study guide that must be successfully completed in order to qualify for a positive recommendation on the continuation of studies, as referred to in Chapter 5.



*11. Diploma:*

A document of proof (diploma) issued by the Examination Board, showing that the first-year phase or final examination of the relevant degree programme has been successfully completed. The first-year diploma pertains to the first-year examination and the final examination leads to a final diploma for the degree programme as a whole.

*12. Education and Examination Regulations (OER):*

The regulations pertaining to a particular degree programme or group of degree programmes, as referred to in Article 7.13 of the Act. The main issues and rules pertaining to the teaching and examinations for the whole of HU University of Applied Sciences Utrecht, are laid down in the HU Education and Examination Regulations. Further details and supplementary information pertaining to individual degree programmes can be found in the study guides of each degree programme.

*13. European Credit (EC):*

A European Credit (EC) refers to a unit of study load within the European Credit Transfer System (ECTS).

*14. Examination:*

The final assessment of a completed degree programme or first-year phase of the bachelor's degree programme. Every degree programme has a final exam or examination. An examination may be an assessment conducted by the Examination Board to determine the knowledge, insight and skills of the student.

*15. Examination Board:*

A committee set up in accordance with Article 7.12 of the Act for the purpose of administering, organising, coordinating, and guaranteeing the quality of (part-)examinations of one or more degree programmes. The committee's tasks, capacities, composition and appointment are described in the Examination Board Regulations.

*16. Examiner:*

A person (usually a lecturer) appointed by the Examination Board who is charged with administering examinations and determining their results. The Examination Board may also appoint experts from outside the programme to perform the role of examiner. The appointment of examiners is regulated in the Examination Board Regulations.

*17. Executive Board:*

Administrative body of the HU, also the institutional administration of the Hogeschool Utrecht Foundation pursuant to Article 10.8 of the Act, with duties and powers as regulated in the statutes of the Hogeschool Utrecht Foundation.

*18. External student (extraneus):*

A person enrolled at the HU as an external student in accordance with Article 7.32 of the Act. An external student is not authorised to follow educational components, but may take (part-)examinations and make use of certain study facilities. Chapter 3 therefore does not apply to external students.

*19. Final examinations (final exams):*

The final assessment of a completed degree programme or first-year phase of the bachelor's programme. Every degree programme has a final exam or examination. An examination may be an assessment conducted by the Examination Board to determine the knowledge, insight and skills of the student.

*20. First-year phase:*

The educational phase preceding the main phase of a bachelor's programme.

*21. Full-time degree programme:*

A full-time degree programme is a study programme designed to engage the student full time, thus without taking the performance of non-educational activities into account. Work in the form of internships is included in the curriculum of the programme and can be awarded credits.

*22. Graduation component:*

A course or collection of courses that together give a representative picture of the final level attained by the student, as described in the study guide.

The graduation component is an obligatory part of the bachelor's programme and is worth a minimum of 15 credits.

The graduation component is optional for master's programmes. If the study guide states that your master's programme has a graduation component, it must be worth at least 10 credits.

*23. HU:*

HU University of Applied Sciences Utrecht (HU), maintained by the Hogeschool Utrecht Foundation.

*24. Institute:*

An organisational unit responsible for certain core tasks, in particular providing for: one or more CROHO-registered courses; post-initial courses; and/or commercial activities, such as offering courses.

*25. Institute Director:*

The person responsible for managing an institute, with tasks and capacities as described in the Administration and Management Regulations.

*26. Irregularities:*

Any act or negligence on the part of a student whereby the examiner, when assessing a test, is not able to form an inadequate or correct assessment of the knowledge and ability of the student in question, or of an implicated fellow student.

*27. Learning outcomes:*

A learning outcome is a description of what a student must be able to know and do (competencies) by the end of a particular learning process. Essential in this regard is that the learning outcome states whether a student has acquired these competencies and the Body of Knowledge and Skills (BOKS). Learning outcomes are formulated at the level of a (learning) unit. A (learning) unit may consist of different learning outcomes. Credits are linked to examinations.

*28. Main phase:*

The combined components after the first-year phase of a bachelor's programme.

*29. Major:*

The part of the main phase of a bachelor's degree programme that consists of compulsory courses and possibly a number of further specified optional courses related to the major.

*30. Master's degree programme:*

A higher professional education degree as referred to in Articles 7.3a and 7.3b of the Act. Upon completion of this degree programme, the student is awarded a master's degree. See also: degree programme.

*31. Minor:*

A coherent whole of one or more courses, that forms one way of compiling the optional subjects component. Also see: optional subjects component.

*32. Optional subjects component:*

Part of the main phase of a bachelor's degree (30 credits) that a student may complete according to their own design, with courses from another programme at the HU or with a minor and/or individual optional courses from external institutions of higher education.

*33. OSIRIS:*

The digital student monitoring system for all programmes and students at the HU, which also contains the study data of all students.

*34. Part-examination:*

A component of an examination which is independently assessed. No credits are awarded for completing a part-examination, only for completing the full examination.

*35. Part-time degree programme:*

A degree programme that is structured in such a way that the student can perform other activities alongside their educational activities. Depending on the circumstances, certain activities can be designated as a course, including an assessment of the competences acquired.

*36. Recommendation on the continuation of studies:*

A recommendation that is given to the student during the first year of enrolment in an associate degree programme or during the first-year phase of a bachelor's degree programme, on whether or not to continue with this specific study programme. This recommendation may be a binding negative recommendation, including a so called 'rejection'.

*37. Specialisation (Bachelor's degree programme or AD programme):*

A coherent set of courses within a Bachelor's or AD programme with a common name, aimed at a specific discipline or profession. A specialisation within a Bachelor's degree programme is worth at least 60 EC; a specialisation within an AD programme at least 30 EC. An overview of the specialisations for Bachelor's degree programmes or AD programmes is included in Appendix 2 of the OER.

*38. Specialisation (Master's degree programme):*

A coherent set of courses within a Master's degree programme, aimed at acquiring depth in a specific field. An overview of the specialisations for Master's degree programmes is included in Appendix 2 of the OER.

*39. Student:*

A person, in accordance with Article 7.32 of the Act or another legal regulation, who is enrolled at HU University of Applied Sciences in either a full-time, part-time or work-study programme. The rights and obligations of students are described in the HU Student Charter.

*40. Student counsellor:*

An official, as referred to in Article 7.34 paragraph 1: sub d. of the Act, who is assigned the task of advising and supervising students, and where necessary, representing their interests. The student counsellor also has a signalling and advisory role within their field of activity towards the institute and the HU University of Applied Sciences Utrecht.

*41. Study career coach:*

Learning team supervisor, mentor, study advisor or other official appointed to the role of student support and guidance (certified or not).

*42. Study guide:*

The main guide authorised by the Institute Director, providing information to students regarding one or more degree programmes. The study guide includes a programme-specific OER, which is an elaboration and supplement to this central OER.

*43. Variant:*

The arrangement of a degree programme in either full-time, part-time or work-study variants.

*44. Statement:*

Document issued by the relevant Examination Board, upon request by those who have successfully completed (more than) one examination and to whom a diploma cannot be awarded. The statement lists the examinations that the student has successfully completed.

*45. Work-study programme*

A programme that is structured in such a way that the student alternates during one or more periods between educational components and professional practice related to the programme. The degree programme then consists of both educational and professional practice components. The professional practice is part of the curriculum of the degree programme and is therefore valued in terms of credits.

## **Appendix 2: Overview of Degree Programmes at HU University of Applied Sciences**

See [www.reglementen.hu.nl](http://www.reglementen.hu.nl).

### Appendix 3: Part time Flexibilisation Pilot

1. The Flexibilisation pilot offers - due to a temporary relaxation of the law in accordance with the Act - space to allow participating part-time higher education programmes more flexibility, by relaxing certain existing limitations that relate to managing a fixed educational curriculum that is tied to the number of hours of study. In effect, this means that the link between study load and credits will be relaxed.
2. HU University of Applied Sciences Utrecht is participating in this experiment for the part-time variant of the following bachelor's degree programmes:  
Nursing (including the work-study variant), Finance and Control, Business Administration (MER), Marketing, Law, Social Legal Services, Mechanical Engineering, Social Work, Human Resource Management, Business Information Management, Urban Environment Institute, Industrial Engineering & Management, Physiotherapy, Health Care Management, Communication, Life Sciences, Educational Theory, Applied Safety & Security Studies, Teacher Training in Mathematics, English, Dutch, French, German, Spanish, Omgangskunde (Social Skills), Healthcare, Geography, History, Physics, Engineering, Chemistry and Biology, and the accelerated part-time bachelor's programme in Primary Education (VO).
3. HU University of Applied Sciences Utrecht is participating in this experiment for the part-time variant of the following master's degree programmes: Project Management, Physiotherapy and Educational Theory.
4. A student who registers for the part-time variant of a programme, and who thus participates in the pilot, must enter into an education-employment contract with HU University of Applied Sciences Utrecht. The education-employment contract is discussed and signed during the initial interview. The direction and impetus for this interview will have been established during the matching interview prior to enrolment for the course. This contract is signed by the programme manager on behalf of HU University of Applied Sciences Utrecht.
5. The education-employment contract describes the learning outcomes and the way in which the student will be achieving these outcomes with the available education, supervision and assessment. Based on the experience, education and ambition of the student, it will be determined what the learning path will look like, with reference to the examinations that the student will take and the guidance that is associated with them.
6. Guidance is provided by a teacher or lecturer who acts as a learning team supervisor. This guidance is further elaborated upon in the education-employment contract and in the study guide.
7. If the student's employer is involved in the agreements made in the education-employment contract, a tripartite contract is signed between the student, the programme manager and the employer's representative.
8. Every academic year there will be an (induction) interview with the student, during which any changes in the learning path will be laid down in writing and included as an addendum to the Learning Agreement.
9. Further elaboration of this pilot, as it specifically pertains to each programme, is included in the study guide of the relevant programme.