



Teaching and Examination Regulations 2014 - 2015

Bachelor's programme

**Bachelor of
Communication and Multimedia Design**

CROHO number 34092

These Teaching and Examination Regulations form part of the Student Charter of the Amsterdam University of Applied Sciences/Hogeschool van Amsterdam and are based on the Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*).

The section of these Regulations that applies to all Bachelor's programmes was approved by the Executive Board on 13 January 2014 and was assessed by the Representative Advisory Council on 17 December 2013.

The programme-specific section of these Regulations was laid down on 30th June 2014 by the Dean of the School of Media, Creation and Information and was assessed by the Representative Council on 10th June 2014. The Programme Committee or Committees for the relevant study programme or programmes issued a recommendation 26th May 2014.

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Chapter 1 General

Article 1.1 Definition of terms

For the purpose of these Regulations the terms below are defined as follows:

- **academic year:** the period starting on 1 September and terminating on 31 August of the following calendar year, or in the case of enrolment on 1 February, the period starting on 1 February and terminating on 31 January of the following calendar year;
- **Appeals, Objections and Complaints Office** (www.juridisch.hva.nl/loketbbk.htm): facility as referred to in Section 7.59a of the WHW;
- **aptitude test:** test conducted as part of the retraining process for professionals from other sectors seeking to become a teacher or lecturer as referred to in Chapter 7a of the WHW;
- **assessment:** the assessment by an examiner of the extent to which a student or external student has met the requirements set for a particular unit of study or part thereof;
- **Associate degree programme:** a programme as referred to in Section 7.8a of the WHW with a study load of at least 120 credits;
- **Code of Conduct for International Students in Dutch Higher Education:** the Code of Conduct for International Students in Higher Education, as applicable on 1 January 2013;
- **Code of Conduct for Student Counsellors:** the Amsterdam University of Applied Sciences/ Hogeschool van Amsterdam Code of Conduct for Student Counsellors, approved by the Executive Board on 8 May 2008;
- **competency:** an integral whole of professional knowledge, attitude and skills that a person needs to be able to function well within the relevant professional frameworks;
- **credit:** the unit in which the study load is expressed as referred to in Section 7.4 of the WHW, whereby 60 credits are the equivalent of 1,680 study hours; One credit is the equivalent of 28 study load hours. Within a broader European context, credits are expressed in EC (European credits).
- **Dean:** head of the school offering the study programme;
- **examination:** final element of a study programme as referred to in Section 7.3 of the WHW or the foundation year as referred to in Section 7.8 of the WHW;
- **Examination Appeals Board:** board as referred to in Section 7.60 of the WHW;
- **Examination Board:** the board as referred to in Section 7.12 of the WHW;
- **examination programme:** overview of all partial examinations and examinations for all units of study in the foundation year phase and main phase, specifying (at minimum) the following details: the applicable method, testing format for the first and second examination or partial examination, the number of credits, the number of contact hours, the SIS code, the block or week during which the examination was administered and the weighting factor (in the case of partial examinations);
- **examiner:** the person as referred to in Section 7.12c of the WHW, not being a student or external student;
- **excellence programme:** special track aimed at achieving a higher knowledge level;
- **exchange student:** a student of non-Dutch nationality who, under an exchange programme established for the purpose, will pursue, is currently pursuing or has pursued a programme of study at an education institution established in the Netherlands during a period of at least three months and at most twelve months and who that education institution does not enrol as a regular student or award a diploma;

- **Executive Board:** the institutional administration as referred to in Sections 1.1 and 10.8 of the WHW;
- **external student:** a student who is enrolled in a full-time or part-time study programme as an external student as referred to in Sections 7.32 and 7.36 of the WHW;
- **final qualifications:** description of the study programme's final attainment level;
- **foundation year:** the foundation year phase of the study programme as referred to in Section 7.8 of the WHW;
- **fraud:** an act as referred to in Section 6.1, paragraphs 1 and 3 of these Regulations;
- **honours programme:** excellence programme in the form of a special track for students in the 3rd and 4th years of the main phase of a study programme;
- **institution:** the Amsterdam University of Applied Sciences/ Hogeschool van Amsterdam (hereinafter referred to as the 'AUAS/HvA');
- **interim examination:** a test of knowledge, insight and skills as referred to in Sections 7.3 and 7.10 of the WHW, of which the result is expressed in an assessment concluding a unit of study;
- **international student:** a student of non-Dutch nationality who – to the extent the student concerned is subject to residency permit requirements and has been issued with such a residency permit – will pursue, is currently pursuing or has pursued a programme of study at an education institution established in the Netherlands;
- **joint meeting¹:** a meeting of staff and students as referred to in Section 10.16b of the WHW;
- **joint programme:** a programme as referred to in Section 7.3c of the WHW that is jointly offered by the institution and one or more higher education institutions in the Netherlands or abroad;
- **joint specialisation:** a specialisation as referred to in Section 7.3c of the WHW that is jointly offered by the institution and one or more higher education institutions in the Netherlands or abroad;
- **main phase:** the phase of the study programme that follows directly after the foundation year (post foundation year stage);
- **minor programme:** a linked optional programme of 30 credits taken in the main phase, other than a specialisation;
- **Nuffic:** Netherlands Organisation for International Cooperation in Higher Education;
- **partial examination:** part or component of an examination;
- **plagiarism:** an act as referred to in Article 6.1, paragraph 2 of these Regulations;
- **practical assignment:** a unit of study as referred to in Section 7.3 paragraph 2 of the WHW in which the emphasis is placed on practical preparation for professional practice and for professional practice within the context of education as part of a dual study programme, insofar as these activities take place under the supervision of the institution. A practical assignment can be designed as part of a project;
- **preparatory year:** preparatory education – including preparatory language education – of a duration of no more than one year provided by or under the responsibility of the institution to the international student with the aim of admitting the student in question to a Bachelor's programme;
- **programme:** the interconnected whole of educational units administered by the study programme;
- **Programme Committee:** the Programme Committee as referred to in Section 10.3c of the WHW;
- **programme manager:** the individual charged with day-to-day management of the study programme;
- **Representative Advisory Council:** the council as referred to in Section 10.17 of the WHW;
- **Representative Council:** the council as referred to in Section 10.25 of the WHW;

¹ This term is only relevant if the provisions of Section 10.16a paragraph 1 of the WHW are applied.

- **RPL procedure:** procedure followed by an organisation recognised as such by the institution – not being a study programme or an examination board – for the purpose of recognising, based on sound investigation, the acquired competencies and evaluating knowledge and skills acquired outside the education system by a person who is not enrolled in the study programme as a student or external student
- **school:** the organisational unit in which education is offered by the institution;
- **SIS:** Student Information System;
- **specialisation:** a specialisation within the study programme as referred to in Section 7.13 of the WHW, other than an Associate degree programme or a minor;
- **special track:** track, other than the 3-year VWO track - as referred to in Section 7.9b of the WHW;
- **student:** a person who is enrolled at the institution as a student as referred to in Section 7.32 of the WHW;
- **Student Charter:** the charter as referred to in Section 7.59 of the WHW;
- **student counsellor:** a person appointed by the institution to inform and advise prospective and current students, the Dean, the study programme management and the Examination Board on student affairs and to counsel students in problems of a personal nature on request;
- **study adviser:** a person designated by the study programme to supervise students in academic, decision-making and planning processes, with the aim of facilitating effective academic progress;
- **study load hour:** one 1,680th part of the nominal study load of one full academic year;
- **study programme:** a Bachelor's programme as referred to in Section 7.3a, paragraph 2a of the WHW;
- **student subject to residency permit requirements:** an international student who does not come from Switzerland or an EU/EEA member state;
- **three-year VWO track:** a fast-track programme as referred to in Section 7.9a of the WHW with a study load of at least 180 credits;
- **unit of study:** an educational unit as referred to in Section 7.3 of the WHW which, together with other educational units, forms the study programme curriculum, to which an examination is linked;
- **WHW:** The Dutch Higher Education and Research Act (*Wet op het Hoger Onderwijs en wetenschappelijk Onderzoek*, WHW).
- **year:** as referred to in Section 7.2: the first year of enrolment;

Article 1.2 Scope of the Regulations

1. These Regulations apply to education and examinations in the Bachelor's programmes (Bachelor Communication and Multimedia Design) hereinafter referred to as: the study programme. The excellence programme does not fall within the scope of these Regulations, unless specified otherwise in these Regulations or unless the programme is part of the units of study as referred to in Articles 3.5 through 3.11.
2. These Regulations apply to students and external students who are enrolled on the study programme, and to those who request admission to the study programme.
3. If the study programme is classed as a joint programme these Regulations apply in full, unless specified otherwise in the agreement that forms the basis for the joint programme.
4. If the study programme has one or more joint specialisations these Regulations apply in full, unless specified otherwise in the agreement(s) that form(s) the basis for this (these) specialisation(s).
5. If the study programme includes an Associate degree programme, these Regulations will apply in full, insofar as this programme is offered by the study programme. The provisions of Article 3.9, 4.7 and 7.7 do not apply.
6. These Regulations also apply – where relevant – to the exchange students and those in the preparatory year, except for the possibility of lodging an appeal with the Appeals Tribunal for Higher Education as referred to in Section 7.66 of WHW.

7. These Regulations – or any part thereof – may be declared equally applicable to any person who takes part in elements of the study programme other than in the capacity of a student, exchange student or external student, or any person taking part in an excellence programme not described in Articles 3.5 through 3.11, except for the possibility of lodging an appeal with the Appeals Tribunal for Higher Education as referred to in Section 7.66 of the WHW.

Article 1.3 Establishment and duration of the Regulations

1. These Regulations contain provisions that apply specifically to the institution and provisions that apply specifically to the study programme.
2. The provisions that apply specifically to the institution are laid down by the Executive Board, following approval or a recommendation by the Representative Advisory Council, or the joint meeting, where required.
3. The provisions that specifically apply to the study programme are prepared each year prior to the start of the academic year and published by the programme manager and adopted by the Dean, following approval or a recommendation by the Representative Council, where required.
4. The Programme Committee is given the opportunity, in due time, to assess these Regulations each year and to issue a recommendation to the Dean. The Programme Committee sends a copy of this recommendation to the Representative Council.
5. The Examination Board is authorised to issue advice to the management of the programme on the contents of the Teaching and Examination Regulations.
6. For the purposes of these Regulations, a minor as referred to in Article 3.11 is deemed to belong to the study programme that developed the minor; in the event a minor was developed by two or more study programmes or by a school, the Dean decides the study programme to which the minor will be deemed to belong.
7. These Regulations apply for a period of one academic year. The Regulations may not be amended during the academic year, except where impelled by force majeure and on the condition that students are not disproportionately disadvantaged. Any interim amendment requires prior approval from the Dean, in which case the provisions of this article continue to apply.

Chapter 2 Admission to the study programme

Article 2.1 Admission requirements

1. The following senior secondary vocational education (MBO), senior general secondary education (HAVO) and pre-university education (VWO) diplomas provide direct admission to the study programme:
 - a. MBO diploma, level 4
 - b. HAVO diploma with Natural Sciences and Technology study profile
 - c. HAVO diploma with Natural Sciences and Health Studies study profile
 - d. HAVO diploma with Economics and Social Studies study profile
 - e. HAVO diploma with Culture and Social Studies profile, provided that Mathematics A or B are in the subjects chosen
 - f. VWO diploma with Natural Sciences and Technology study profile
 - g. VWO diploma with Natural Sciences and Health Studies study profile
 - h. VWO diploma with Economics and Social Studies study profile
 - i. VWO diploma with Culture and Social Studies

2. Holders of a diploma as referred to in paragraph 1 that does not satisfy the preparatory training requirement in respect of the subject or subjects as referred to paragraph 1 may nevertheless be admitted to the study programme if it can be established by means of an evaluation conducted by or on behalf of the Examination Board that the person concerned satisfies substantively comparable requirements. These requirements must be satisfied before the first year of registration commences. The evaluation referred to in this paragraph may consist of a test to be taken by the person concerned to demonstrate the person has sufficient knowledge of the missing subject or subjects, or an evaluation by or on behalf of the Examination Board of study results obtained elsewhere which, in terms of content and level, can be considered to be equal to the missing subject or subjects.² The study programme must keep a record of the evaluation referred to in this paragraph and the corresponding results.

3. *Not applicable.*

4. In supplement to the aforementioned paragraphs in this Article, admission to the study programme is subject to the rules for timely enrolment (1 May regulation) and the regulations regarding the mandatory Study Check, as recorded in the Student Charter.

5. Holders of a diploma issued in the Netherlands or another country that is classed pursuant to a ministerial regulation as being at least equivalent to a diploma as referred to in paragraph 1 are eligible for admission provided that, where applicable, the subject requirements and the provisions of paragraph 3 have been met and, in the case of a diploma that was not issued in the Netherlands, the person concerned additionally demonstrates to the Examination Board's satisfaction that he or she has a sufficient command of the Dutch language to successfully take part in the study programme. The provisions of the previous sentence regarding the Dutch language do not apply if the person concerned wishes to enrol in a study programme taught in English and is able to provide a statement from Nuffic that he or she has completed preparatory education in English. If the subject requirements have not been met, the provisions of paragraph 2 apply equally.

6. Holders of a Bachelor's or Master's degree or of a foundation year certificate from a higher education institution are exempt from the preparatory education requirements referred to in paragraph 1, provided the person concerned – where applicable – can demonstrate to the Examination Board's satisfaction by means of an additional evaluation that he or she has the knowledge and skills inherent in the subject requirements referred to in paragraph 1 and/or the requirement referred to in paragraph 3. The study programme must keep a record of the additional evaluation referred to in this paragraph and the corresponding results.

² This applies only to the supplementary subjects. Where a particular subject cluster does not in itself grant admission to a study programme, the person concerned must submit a secondary education (Vo) or general secondary education for adults (Vavo) certificate – general secondary education for adults – for each subject in the cluster that does grant admission in order to be admitted.

Article 2.1a Admission to the 3-year VWO track

Not applicable

Article 2.1b Admission to special tracks aimed at achieving a higher knowledge level

1. The study programme has no special tracks aimed at achieving a higher knowledge level as referred to in Section 7.9b of the WHW.
2. *Not applicable*
3. *Not applicable*

Article 2.2 Preparatory education abroad

1. In cases where a person who has undergone preparatory education abroad – other than a non-Dutch diploma as referred to in Article 2.1, paragraph 5 – applies for admission to the study programme, the Diploma Assessment Office of the AUAS/HvA Student Affairs Department will establish the equivalent level of Dutch preparatory education based on information provided by Nuffic and consequently advise the Examination Board. Based on this advice, the Examination Board determines if the candidate can be admitted to the study programme.
2. Preparatory education abroad is considered equivalent to that referred to in Article 2.1, paragraphs 1 and 3 if the preparatory education in question grants admission to academic higher education or higher education in a country that has ratified the Convention on the Recognition of Qualifications concerning Higher Education in the European Region³. The provisions of the previous sentence do not apply if the Examination Board demonstrates that there is a significant difference between the general requirements in respect of admission in the territory of the country in question and the requirements imposed in Article 2.1 paragraphs 1 and 3.
3. Holders of a diploma that was not issued in the Netherlands and that is classed pursuant to paragraphs 1 and 2 as being at least equivalent to a diploma as referred to in Article 2.1, paragraph 1, are eligible for admission provided that, where applicable, the subject requirements and the provisions of Article 2.1, paragraph 3, have been met and the person concerned additionally demonstrates to the Examination Board's satisfaction that he or she has a sufficient command of the Dutch language to successfully take part in the study programme. The provisions of the previous sentence regarding the Dutch language do not apply if the person concerned wishes to enrol in a study programme taught in English and is able to provide a statement from Nuffic that he or she has completed preparatory education in English. If the subject requirements have not been met, the provisions of Article 2.1, paragraph 2 apply equally.

Article 2.3 Requirements concerning employment of part-time students

Not applicable

Article 2.4 Admission to dual study programmes

Not applicable

Article 2.5 Entrance Examination

1. Persons aged 21 or over who do not satisfy the preparatory education requirements referred to in Article 2.1 may, in accordance with Section 7.29 of the WHW, be exempted from the preparatory education requirements subsequent to completing an entrance examination administered by the Examination Board. This exemption does not apply to the requirements for a 3-year VWO track or a special track.

³ Trb. 2002, 137.

2. Entrance examinations can only be administered to persons who will have reached the age of 21 at the time of their first year of enrolment on the study programme.
3. The purpose of the entrance examination is to ascertain whether the candidate is able to participate in the study programme and has a sufficient command of the language in which it is taught to complete the programme successfully.
4. The candidate must achieve a pass mark in the entrance examination for the following components at HAVO 5 or comparable level:
 - a. Mathematics A or B
 - b. Dutch
 - c. English

The tests in Dutch and English language and mathematics are administered by the AUAS/HvA Student Affairs Department.

Candidates who hold a certificate for a subject at HAVO or VWO level are exempt from taking the subject in question as part of the entrance examination.

- d. A candidate passes the entrance examination if he or she satisfies all the requirements listed in the previous paragraph. The Examination Board issues candidates who successfully complete the entrance examination with a written declaration of admission. This declaration is valid for 24 months from the date of signature.

Article 2.6 Admission on the grounds of an RPL assessment

1. Those who do not meet the preparatory education requirements referred to in Article 2.1 and 2.2 may nevertheless be admitted to the study programme by the Examination Board if an RPL procedure as referred to in these Regulations reveals that the person in question is eligible. The Examination Board is entitled to deviate from the recommendation issued on the basis of an RPL procedure.
2. The RPL procedure must be conducted by the AUAS/HvA RPL Centre and must meet the following quality requirements:
 - a. Examination will take place on the basis of a valid and measurable assessment standard based on the predetermined study programme profile;
 - b. The assessment standard has been approved by the Examination Board of the relevant study programme;
 - c. The assessment methods and instruments reflect the scope of the relevant standard;
 - d. The procedure will yield a report substantiating the outcomes of the assessment;
 - e. The assessment must be conducted by at least two demonstrably expert and independent assessors;
 - f. The procedure has been communicated to the Examination Board and will be conducted in a uniform manner.
3. Before reaching a decision regarding the admission of a person who wishes to be admitted to the study programme on the basis of an RPL procedure, (a member of) the Examination Board may conduct an interview with the person in question to determine his or her eligibility for the study programme.
4. Members of the Examination Board who were in any way involved in the RPL procedure or interview of the person who wishes to be admitted on the basis of this procedure as referred to in paragraph 3 will not take part in the Examination Board's deliberations regarding his or her admission.
5. The entrance examination referred to in Article 2.5 cannot serve as a full or partial substitute for the RPL procedure referred to in paragraph 1.

Article 2.7 Dutch language proficiency test

1. Those who are required to prove under this chapter that they have a sufficient command of the Dutch language can do so by submitting evidence as referred to in paragraph 2.
2. The evidence referred to in paragraph 1 is understood to refer to:
 - a. the Dutch as a second language (NT2) programme 2 state examination, whereby the prospective student must have successfully completed all 4 NT2 components;

- b. a certificate issued by the AUAS/HvA Student Affairs Department, specifying that the candidate has successfully completed all components of the NT2 examination;
- c. the Dutch as a foreign language PTHO⁴ or PAT⁵ certificate.

Article 2.8 English language proficiency test⁶

1. Those who are required to prove under this chapter that they have a sufficient command of the English language can do so by submitting evidence of an overall band score of at least 6.0 for the IELTS⁷-test. If no IELTS test score can be provided, a score in a comparable test as referred to in paragraph 2 may be submitted.
2. The term 'test' – comparable with an IELTS test score of 6.0 – referred to in paragraph 1 is understood to refer to:
 - a. TOEFL⁸ Paper: 548-567;
 - b. TOEFL Computer: 211-225;
 - c. TOEFL Internet: 79-87;
 - d. TOEIC⁹: 691-735;
 - e. Cambridge ESOL¹⁰: CAE - B

Article 2.9 Refusal of admission based on unsuitability

If the Examination Board is aware of behaviour or statements on the part of a person who wishes to be admitted to the study programme that demonstrate his or her unsuitability to exercise one or more professions to which the study programme gives access, it may recommend to the Dean – in exceptional cases and following careful consideration of the interests involved – that the person in question should be refused admission to the study programme. The Examination Board will send a copy of the recommendation to the person in question.

Article 2.10 Admission and other enrolment requirements

The Examination Board's decision to admit a person to a study programme based on these Regulations will only lead to his or her enrolment as a student or external student if all other conditions of enrolment have been met.

Article 2.11 Admission of international students

In supplement to the provisions of Article 2.2, the admission of an international student is not subject to the requirement of having successfully completed the preparatory year.

Article 2.12 Associate degree programme and Bachelor's programme

⁴ Profiel Taalvaardigheid Hoger Onderwijs (Higher Education Language Proficiency Subject Cluster).

⁵ Profiel Academische Taalvaardigheid (Academic Language Proficiency Subject Cluster).

⁶ This article does not apply to exchange students enrolled in an English-taught study programme, provided written agreements have been made between the study programme and the original institution regarding the language level of students.

⁷ International English Language Testing System.

⁸ Test Of English as a Foreign Language.

⁹ Indien zowel het onderdeel 'Speaking and Writing' als 'Listening and Reading' is behaald.

¹⁰ English for Speakers of Other Languages.

Students who have successfully passed the examination for an Associate degree programme may continue their Bachelor's education at HBO (higher education with an applied emphasis) level. The study programme will determine which Bachelor's programme modules are to be completed.

Chapter 3 Curriculum

Article 3.1 Curricular objectives

1. The curriculum is designed to provide students who have completed the study programme with the knowledge, attitude and skills needed to work as professionals in the field Communication and Multimedia Design or, where applicable, to pursue advanced studies. On completion of the study programme, students should possess the independence and critical mindset that will enable them to work in an urban, creative and innovative context. The student must possess final qualifications at HBO (higher education with an applied emphasis) or Associate degree level, as described in Appendix A.
2. Appendices B through G feature the examination programmes for the foundation year and main phase. These examination programmes feature the partial examinations and examinations for all units of study, specifying: the applicable method, testing format for the first and second examination or partial examination, the number of credits, the SIS code, the number of contact hours, the block or week during which the examination was administered and the weighting factor (in the case of partial examinations).
3. The course catalogue describes the following aspects for each unit of study:
 - a. the course objectives;
 - b. a description of the study programme content and relevant literature;
 - c. the teaching method(s);
 - d. the study load;
 - e. the testing format;
 - f. the assessment criteria;
 - g. the number of contact hours.

The information in the course catalogue may not deviate from the information in the examination programmes referred to in paragraph 2.

Article 3.2 Composition of the Bachelor's programme and study load

1. Each academic year comprises four blocks of at least 10 weeks.
2. The study programme has a study load of 240 credits, with 60 credits to be earned in the foundation year phase and 180 credits in the main phase.
3. The study programme can be taken as a full-time study programme and is provided by the school of Media, Creation and Information.
4. *Not applicable*

Article 3.3 Working language and language of instruction

1. The study programme is taught in Dutch, unless:
 - a. the teaching relates to another language;
 - b. the teaching is carried out in the context of a guest lecture by a visiting lecturer who speaks a different language;
 - c. the specific nature, structure or quality of the programme, or the students' origin, necessitate the use of another language.

2. The provisions of the previous sentence do not apply to the specialisation International Fashion and Branding, International Fashion and Design, International Fashion and Management. This specialisation is offered in English. Literature in English may be used during study programmes that are taught in Dutch.

Article 3.4 Facilities for physically disabled students

The programme manager endeavours to offer students with disabilities a learning environment that is equal in all possible respects to that available to students with no disabilities, and with equal scope for study success. The programme manager may consult with the student counsellor before taking decisions. Also see: Policy framework for physically disabled students¹¹.

Article 3.4a Provisions with respect to language policy

1. A student with a language deficiency pursuing a study programme taught in Dutch may request the Examination Board – with respect to examinations or partial examinations during the first and second year of enrolment – to extend the time the student is permitted to sit examinations and/or to allow the student to use a non-digital dictionary.
2. The request as referred to in the first paragraph must be accompanied by the written recommendation of the student counsellor.
3. A student is considered to have a language deficiency if the student concerned does not hold Dutch nationality but the nationality of a country where Dutch is not the language of communication or the language of instruction.

Article 3.5 Composition of the foundation year¹²

1. In addition to curricular requirements, the foundation year has three specific objectives:
 - a. orientation;
 - b. referral;
 - c. selection.
2. The foundation-year phase of the study programme comprises the units of study described in Appendix B, together with the stated study load (60 credits total).

Article 3.6 Composition of the main phase¹³

The main phase of the study programme – as well as the corresponding specialisation(s), other than joint specialisations as referred to in Article 3.2 – comprises the units of study described in Appendices C through G, together with the stated study load (180 credits total).

Article 3.7 Composition of the joint specialisation

Not applicable.

¹¹ see: <https://intra.hva.nl/diensten/cvb/hva-beleid/beleidskader-functiebeperking-v-1-0-def.pdf>

¹² For the primary education teacher training programme and second-level secondary education teacher training programmes, the content of both full-time and part-time education programmes are partly determined by agreements made by the Netherlands Association of Universities of Applied Sciences on 3 February 2011. These agreements are included as annexes to the Teaching and Examination Regulations of the study programmes concerned and form an integral part thereof.

¹³ See footnote 18.

Article 3.8 Composition of the Associate degree programme

Not applicable.

Article 3.9 Composition of the 3-year VWO track

Not applicable.

Article 3.10 Composition of special tracks aimed at achieving a higher knowledge level

Not applicable

Article 3.11 Minor

1. A minor consists of 30 credits and forms part of the main phase. In order to take a minor, students must successfully complete the foundation year examination and obtain at least 40 credits during the main phase. In order to take part in the 3-year VWO track, students must successfully complete the foundation year examination and obtain at least 30 credits during the main phase.
2. Students can choose a minor from:
 - a. The range of programmes offered by the AUAS/HvA ;
 - b. The range of minors offered by a KiesOpMaat (KOM)-affiliated higher education institution featured on www.kiesopmaat.nl;
 - c. A minor or follow-on minor offered by a Dutch university;
 - d. A minor with the extension (international) exchange at a higher education institution abroad, which meets the KOM criteria specified in the Policy Memorandum on Minors.
3. If a minor programme has been recognised as an excellence programme, Article 2.1b will also apply.
4. The student's selected minor must be related to his/her ambitions and may not overlap with other components of his/her current study programme or competencies acquired at another institution. The student must submit his/her selected minor to the study programme Examination Board.
5. Under exceptional circumstances¹⁴, and subject to permission from the Executive Board, a study programme may apply substantive requirements to the student's minor of choice.
6. The Dean is responsible for the range of minors offered within the school. The programme manager of the study programme responsible for developing the minor is responsible for its content and will ensure that the minor meets the minimum requirements specified in the Policy Memorandum on Minors. The content of a minor cannot be changed during the academic year.
7. The minors offered by the AUAS/HvA are posted before the start of the academic year on the following website that can be accessed by all students: www.hva.nl/minoren.

¹⁴ See Explanatory notes to Teaching and Examination Regulations format for further information on exceptional circumstances.

Chapter 4 Examinations and certificates

Article 4.1 Study programme examinations

1. The foundation year phase and main phase of the study programme are concluded with an examination. If the programme has a corresponding Associate degree programme, this programme is also concluded with an examination.
2. Students are deemed to have passed the examinations referred to in paragraph 1 if they have successfully completed all units of study for the relevant phase or programme, or have been granted an exemption.
3. Students cannot pass the final examination in the main phase until they have passed the foundation year examination, or have been granted an exemption from this examination.
4. In order to establish a student's examination result, the Examination Board must first determine whether that student has met all the requirements applicable to the examination in question.
5. The Examination Board awards a certificate to students who have passed the examination and also meet the statutory requirements. One certificate is issued for each study programme. A foundation year certificate will not be awarded to those who have been granted an exemption from following this phase of the study programme by the Examination Board.

Article 4.2 Awarding of degrees

The Executive Board awards the degree of Bachelor of Communication and Multimedia Design to students who have successfully passed the final examination in the main phase.

Article 4.3 Certificates

1. The Executive Board determines the design of the certificates and the appendices referred to below after consultation with the Dean and with due observance of Section 7.11 of the WHW. At minimum, each certificate must state:
 - a. the name of the study programme and the institution providing the programme, as stated in the Central Register of Higher Education Study Programmes (*Centraal register opleidingen hoger onderwijs*, CROHO);
 - b. the date upon which the Examination Board has determined the results of the examination;
 - c. Where applicable: the name of the successfully completed excellence track (honours programme¹⁵ or excellence minor, including the English translation);
 - d. where appropriate, the professional competence associated with the certificate;
 - e. the degree issued by the Executive Board and, where applicable, the distinction *cum laude*;
 - f. the date on which the study programme was last accredited or the date on which the new study programme assessment (*toets nieuwe opleiding*) was successfully concluded;
 - g. in the case of joint programmes or specialisations, the name of the other institution or institutions that also provided the relevant study programme or specialisation.
2. The units of study covered by the examination and minor obtained by the student and, where applicable, the special track aimed at achieving a higher knowledge level are specified in an appendix, which also lists the number of credits and results per unit of study. The results referred to in the previous sentence are expressed in whole grades as referred to in Article 5.8 .

¹⁵ This applies to both intra and extracurricular honours programmes.

3. The Examination Board attaches a supplement to certificates issued to students who have passed the final examination for the main phase, in accordance with the European standard format (Section 7.11 of the WHW). The purpose of the supplement is to provide an insight into the nature and content of the completed study programme, as well as to improve the international recognisability of study programmes.

Article 4.3a Aptitude test certificate

The study programme is not authorised to conduct an aptitude test as a part of the retraining process for professionals from other sectors seeking to become a teacher or lecturer, and issue a certificate on the basis of the results.

Article 4.4 Presentation of certificates

1. Students who wish to receive a certificate must submit a request to the Examination Board to this effect no later than four weeks prior to the next presentation date. In determining a student's final result the Examination Board may only take into account those results obtained not more than one week prior to the date on which the final result is announced.
2. Where it is not apparent from institutional records that a student has met the requirements set out below, the student must submit the following documents on request:
 - a. proof of enrolment as referred to in Section 7.33 of the WHW, for the academic year in which the certificate is being presented;
 - b. proof of successful completion of or exemption from the curricular units of study and proof of enrolment for the academic years in which these units of study were completed;
 - c. other documentary evidence as required by law.
3. As a rule, the pass date recorded on the certificate is the date on which the Examination Board established that the student passed the examination.

Article 4.5 Signature of certificates

1. The certificate is signed:
 - a. by the chair of the Examination Board or his/her deputy, and by the Dean or his/her deputy on behalf of the Executive Board;
 - b. by the student.
2. The appendices accompanying the certificate referred to in Article 4.3 are signed by the chair of the Examination Board or by his/her deputy, on behalf of the Examination Board.

Article 4.6 Dates of results and degree certificate presentation

1. At the start of each academic year the Examination Board will determine the dates on which the results referred to in Article 4.1 will be announced, taking into account the provisions of paragraphs 3 and 4.
2. At the start of each academic year the programme manager will determine the dates on which the certificates referred to in Article 4.3 will be presented at a public ceremony.
3. Foundation year examination results are established once annually at the end of the academic year, after the results from the last resits have been processed. Students can also request that their intermediate results be determined in the course of the academic year.
4. As a rule, final examination results for the main phase are determined once a month.
5. The certificate and appendices referred to in Article 4.3 are made available to students within four weeks of their results having been established.

Article 4.7 Cum laude regulations

1. The examination results for the foundation year phase are conferred with the designation *cum laude* if all of the following conditions have been met:
 - a. the student passed the foundation year examination within a maximum of one academic year;
 - b. the total number of exemptions granted does not exceed 30 credits;
 - c. the average final grade resulting from the assessment of all the relevant units of study as listed in the foundation year examination results summary must be at least an 8.0 (not rounded off);
 - d. all examinations must have been passed with a grade of 7.0 or higher (not rounded off).
2. The examination results for the main phase are conferred with the designation *cum laude* if all of the following conditions¹⁶ have been met:
 - a. the student completed the study programme within a maximum of four years and the main phase within a maximum of three years;
 - b. the total number of exemptions granted does not exceed 60 credits;
 - c. the average final grade resulting from the assessment of all the relevant units of study as listed in the main phase examination results summary must be at least an 8.0 (not rounded off);
 - d. all examinations must have been passed with a grade of 7.0 or higher (not rounded off);
 - e. the final assignment must be graded 8.0 or higher.
3. Units of study for which exemptions have been granted do not count when determining whether students have passed an examination with the designation *cum laude*.
4. The Examination Board will decide whether to confer the designation *cum laude*.

Article 4.8 Statements

The department issues documentary evidence that a student has passed an examination. Students who have passed more than one examination and to whom no certificate as referred to in Article 4.4 can be presented may request a statement from the Examination Board indicating which examinations they have successfully completed.

¹⁶ This paragraph applies to students who started their foundation year phase in or after the 2010-2011 academic year. The *cum laude* regulations that applied to the study programme until 1 September 2010 apply to students to whom the above sentence does not apply.

Chapter 5 Examinations, tests and assessments

Article 5.1 Format

1. Curricular units of study for the foundation year phase and main phase are tested in the manner specified in the examination programmes featured in appendices B through G, in accordance with Article 3.1, paragraph 2. These examination programmes feature the partial examinations and examinations for all units of study, specifying: the applicable method, testing format for the first and second examination or partial examination, the number of credits, the SIS code, the number of contact hours, the block or week during which the examination was administered and the weighting factor (in the case of partial examinations).
2. The specified examination programme may only be changed for substantial reasons, subject to approval by the Examination Board.
3. The programme manager will ensure that the course catalogue specifies the requirements for taking the relevant examination or partial examination (based on the specified examination programme) in order to allow the student to prepare as effectively as possible. The course catalogue will also specify the permitted aids and applicable assessment criteria.
4. Any test that must be taken jointly by a group of students will be organised in such a way that each student receives an individual assessment for an individually distinguishable performance based on the course objectives. The rules given for the assignment will indicate precisely how the assessment will be conducted.
5. As regards the administering of examinations and partial examinations for students with disabilities, adjustments reflecting the relevant disability will be applied in a fair and reasonable manner. Such adjustments will be made subject to approval of the Examination Board, on the basis of a written request from the student and a recommendation by the student counsellor.
6. Students who meet the criteria of the AUAS/HvA's Top Athletes Regulations (*Topsportregeling*) as laid down by the Executive Board can ask the Examination Board for a test schedule adapted, insofar as possible, to their individual needs, provided the Examination Board considers this possible and deems that such an exception will not inconvenience the study programme.

Article 5.2 Sequential order

1. The order in which interim and partial examinations are administered is subject to specific regulations. The examination programmes (appendices B through G) specify:
 - a. The order in which interim and partial examinations are to be administered during the propaedeutic year phase and main phase.
 - b. The interim and partial examinations that need to be successfully completed in order for the student to participate in other interim or partial examination.
 - c. Whether or not the student is expected to have taken part in practical exercises in order to take part in an interim or partial examination.
2. Notwithstanding the provisions of the previous paragraph, students may not commence a minor as referred to in Article 3.11 until they have passed the foundation year examination and obtained at least 40 credits during the main phase. In order to take part in the 3-year VWO track, students must successfully complete the foundation year examination and obtain at least 30 credits during the main phase.
3. Contrary to the provisions of the first paragraph, students cannot participate in the units of study listed below until they have obtained at least credits:
 - a. Access to the Graduation Project will be granted when 110 study credits have been obtained in the Main Phase
 - b. Access to the final Graduation Session will be granted when 150 study credits have been obtained in the Main Phase

Article 5.3 Dates and frequency

1. At least two opportunities will be offered during each academic year on which to complete a unit of study of the foundation year or the main phase.
2. In determining test dates in any academic year, the requisite academic feasibility of the overall curriculum for students must be taken into account.
3. If a unit of study is no longer taught, the relevant examination and partial examination will be offered on two additional occasions in the following academic year.
4. The times at which testing opportunities are provided are to be determined annually by the programme manager and are recorded in the examination programme (see appendices B through G).
5. The test schedule shall be determined and announced to students at least 14 days before the beginning of the relevant semester.
6. In special cases the Examination Board may decide to deviate from paragraphs 1 and 2 in a manner favourable to the student. The Examination Board may seek advice from the student counsellor or study adviser before taking such a decision.
7. If a student fails a unit of study in the academic year in which he/she pursued the unit of study and wishes to resit the examination or partial examination for that unit of study in the following academic year, the requirements imposed will be the same as those in the academic year in which the student pursued that unit of study.

Article 5.4 Enrolment procedure

1. In the case of oral exams and partial examinations or examinations and partial examinations that conclude practical assignments, students must register well in advance and in the manner indicated by the programme manager.
2. In the case of other types of tests than those referred to in paragraph 1, registration in advance is not necessary.

Article 5.5 Practical procedures

Students must meet the requirements set out in the following paragraphs when taking examinations and partial examinations.

1. Students must be able to present proof of identify in the form of their student identity card, a valid passport, valid ID or driving licence.
2. The responsible examiner will be present during the examination or partial examination.
3. Students must follow all instructions given by the examiner or invigilator.
4. The use of aids other than writing materials and the materials distributed during the examination or partial examination is allowed only where expressly indicated.
5. Information and communication tools are to be switched off and put away before the start of the examination. The use of such aids is not permitted, except where permission has been granted in the manner described in the previous paragraph.
6. Students are not permitted to communicate with persons inside or outside the room where the examination or partial examination is being taken, except with the examiner or invigilator's permission.
7. The examiner or invigilator is authorised to take appropriate measures in the event of any disruptions.
8. When work is handed in, the student should ensure that this is noted on the attendance list.
9. Students who arrive more than 20 minutes late will be refused admission.
10. Students are not permitted to leave the room during the first 30 minutes.

11. The Examination Board may grant students with disabilities an extension of the standard testing time and/or allow the use of aids, in addition to its authority as described in Article 5.1 to further adapt the testing format for students with a disability based on their individual needs.
12. In the event of digital testing, the study programme will provide paper versions of the examination or partial examination as a contingency measure for the event that the digital systems should fail.
13. Further regulations on the administering of examinations are featured in the Testing Protocols (written tests, digital tests, guidelines for other test formats)¹⁷.

Article 5.6 Oral exams or interim examinations

1. Unless the Examination Board determines otherwise, not more than one student at a time may be administered an oral exam or interim examination. The assessment of an oral exam or interim examination is to be carried out in the presence of at least two examiners. In the event that the oral exam or interim examination is conducted by one examiner, recording equipment must be used to record the test.
2. Oral exams or interim examinations are not open to the public. The Examination Board is authorised to determine otherwise.
3. A report will be made of the assessment of an oral exam or interim examination that will be signed by the examiners present. If the manner in which the oral exam or interim examination so warrants - without prejudice to the provisions in the previous full sentence of the first paragraph – the oral exam or interim examination will be registered on an audiovisual medium using recording equipment.

Article 5.7 Assessment

1. Examination and partial examination assessments are performed individually for each student.
2. The examiner assesses the examination or partial examination. The assessment is to be completed at such a time that the period referred to in Article 5.11 can be observed.
3. The examiner will assess oral exams and interim examinations immediately after the exam or interim examination has been completed and will provide the student with a written statement of the result.

Article 5.8 Standardisation of assessments

1. The assessment of an examination or partial examination for all units of study in the study programme will be expressed in a grade on a scale from 1 through 10, with no more than one decimal point, whereby the grade 1 or 1.0 stands for 'very poor', grade 2 for 'poor', grade 3 for 'highly unsatisfactory/very unsatisfactory', grade 4 for 'unsatisfactory', grade 5 for 'slightly unsatisfactory/fair/weak', grade 6 for 'satisfactory', grade 7 for 'quite satisfactory', grade 8 for 'good', grade 9 for 'very good' and grade 10 for 'outstanding/excellent'.
2. A student's assessment result is deemed satisfactory where the grade allocated is 5.5 or higher. Rounding off to arrive at a whole number or a number with one decimal point must be performed in accordance with the ordinary rules of calculation. Accordingly, decimals higher than 500... are rounded upward and decimals lower than 500... are rounded downward.
3. As regards the completion of a unit of study, the highest awarded (rounded) grade will serve to determine whether or not the student has met his/her obligations.

¹⁷ : https://score.hva.nl/Bronnen/Toetsafname-protocol-Schriftelijke-toetsen-HvA_mrt-2013.pdf
<https://score.hva.nl/Bronnen/Toetsafname-%20protocol-Digitale-toetsen-juni-2013.pdf>
<https://score.hva.nl/Bronnen/Richtlijnen-overige-toetsen-HvA.pdf>

Article 5.9 Exemptions

1. Students wishing to be considered for an exemption must submit a substantiated request to that effect in writing to the Examination Board before the teaching of the unit of study for which exemption is being requested begins. The request is to be accompanied by documentary evidence indicating that the student has already satisfied the requirements for the units of study for which an exemption is being requested.
2. Exemptions can also be granted on the basis of an RPL procedure as referred to in Article 2.6. Students who believe they are eligible for one or more exemptions based on an RPL procedure must submit a substantiated request to that effect to the Examination Board, accompanied by an RPL report that meets the requirements referred to in Article 2.6, paragraph 2.
3. The Examination Board ascertains partly on the basis of the evidence submitted whether the student has met the requirements set for the relevant unit of study or components thereof.
4. The Examination Board will grant an exemption request if the student has demonstrably met the requirements specified for the relevant unit of study as part of the study programme or for – sufficiently completed – components thereof. The Examination Board informs the student of its decision digitally via SIS within four weeks of the date on which the request was received.
5. Exemptions are listed with the description 'exemption' in the examination results summary. A partial examination for which an exemption has been granted will not count towards the average final grade for that unit of study.

Article 5.10 Allocation of credits

1. The unit of study will be deemed completed and the relevant credits will be allocated if the student has obtained a passing grade for the examination.
2. If the examination consists of two or more partial examinations that are compensated, the unit of study will be deemed to have been passed and the corresponding credits will be allocated if the weighted and rounded average of the partial examinations is satisfactory, in accordance with the provisions of Article 5.8, paragraph 2.
3. Where a student is granted an exemption for a unit of study, that unit of study is deemed to have been passed and the corresponding credits are allocated.
4. A minor is deemed to have been passed and the corresponding 30 credits are allocated if the student has passed all the units of study comprising the minor.
5. The date of the examination or the latest partial examination that resulted in successful completion of the unit of study or minor is treated as the date on which the credits were obtained.
6. Where a unit of study in the context of full-time or part-time education relates to practical preparations for professional practice, credits are only allocated for this unit of study if the activities take place under the supervision of the study programme.

Article 5.11 Recording and announcement of assessment results

1. Student assessment results are recorded in the SIS system. The AUAS/HvA's Personal Data Protection Regulations (*Regeling Bescherming Persoonsgegevens*) apply to the use of this system.
2. Student test assessment results shall be made available with fifteen working days¹⁸ after the test date, except in exceptional circumstances. The provision of test assessment results will take account of resit opportunities.
3. Students do not receive a written statement of their assessment results - with the exception of an oral exam or interim examination - but can view them in SIS.

¹⁸ Working days will be determined on the basis of the AUAS/HvA schedule for the academic year. Non-working days are limited to public holidays and statutory holidays.

Article 5.12 Period of validity of academic results

1. The period of validity of successfully completed units of study and of exemptions granted shall be limited in the main phase of the study programme to 5 years, with the exception of the units of study featured in Appendix C.
2. Contrary to the provision of paragraph 1, the Examination Board is authorised to extend this validity period in the event of exceptional circumstances.
3. Once the validity period of a unit of study has expired, the student will be granted the opportunity to retake the unit of study and take part in the partial examinations and examinations. If the unit of study is no longer being taught, the Examination Board will designate a replacement study programme component.

Article 5.13 Right of inspection

1. After completion, the examiner will discuss the examination or partial examination with the student or students on an individual or group basis. The student will be given the opportunity to inspect the examination or partial examination along with his/her answers.
2. All students are free to enquire about the questions and assignments in the examination or partial examination concerned, and about the standards used to assess the work and the corresponding standardisation.
3. The programme manager may decide to fix the time and place at which such inspection takes place and feedback is given.

Article 5.14 Retention

1. The programme manager is responsible for ensuring that all completed assignments and assessment criteria are retained in accordance with the relevant agreements with the Netherlands Association of Universities of Applied Sciences¹⁹.

¹⁹ See Explanatory notes to Teaching and Examination Regulations format.

Chapter 6 Fraud

Article 6.1 Definition of fraud, plagiarism, serious fraud

1. Fraud is defined as follows:
 - a. The use of aids other than those allowed during the examination;
 - b. copying during the examination or exchanging information either inside or outside the examination room;
 - c. pretending to be someone else during the examination;
 - d. being represented by someone else during the examination;
 - e. take possession of the examination assignments before the date and time the examination concerned is due to take place;
 - f. inventing and/or falsifying survey or interview responses or research data.

Depending on the actual circumstances of the particular case, other conduct may also be treated as fraud. Suspected fraud may be established before, during or after an examination. An example of suspected fraud being established after the examination is if, during correction, two or more students appear to have provided - virtually - identical answers, including incorrect answers, to a large portion of the questions.

2. Plagiarism is defined as follows:
 - a. using or copying someone else's texts, data or ideas without a full and correct acknowledgement of sources;
 - b. presenting the structure or central ideas developed by someone else as your own work or ideas, even when a reference to other authors has been included;
 - c. not clearly indicating in the text, for example by the use of quotation marks or a specific layout, that the text contains literal or near-literal quotes, even if there is a correct acknowledgement of sources;
 - d. paraphrasing the content of someone else's text without sufficient acknowledgement of sources;
 - e. copying (parts of) media files or other sources, software source codes, models and other diagrams of other people without acknowledgement and allowing it to be held as your own work;
 - f. submitting a text that was submitted previously or a similar text for assignments of other study programme components without acknowledgement of sources;
 - g. copying the work of fellow-students and allowing it to be held as your own work;
 - h. submitting papers that have been acquired from a commercial institution or that have been written by someone else, either in exchange for payment or otherwise.

Depending on the actual circumstances of the particular case, other conduct may also be treated as plagiarism.

3. Serious fraud as referred to in Section 7.12b of the WHW is in any event understood to mean fraud as referred to in Article 6.1, letters c and d, and plagiarism as referred to in Article 6.2 letter h.

Article 6.2 Complicity

1. In the event of fraud, plagiarism or serious fraud as referred to in Article 6, paragraphs 1, 2 and 3, accomplices may also be penalised in addition to the perpetrator.

2. Complicity as referred to in the first paragraph will in any case refer to the copying of work of a fellow student with the approval and/or cooperation of the fellow student.
3. If one of the authors of a jointly written paper commits plagiarism, the other authors will be deemed accessories to plagiarism if they could or should have known that plagiarism had been committed.

Article 6.3 Detection of plagiarism

The examiners and Examination Board are authorised to check submitted papers for plagiarism and, to that end, may use plagiarism detection programs. By submitting a text to be assessed, the student gives his or her implicit permission for the text to be included in the database of the detection programme concerned. If plagiarism is established, the Examination Board may decide to check work submitted previously by the student concerned for plagiarism and – if plagiarism is discovered – to impose sanctions.

Article 6.4 Authority of the Examination Board

1. In the event of fraud or plagiarism, the Examination Board is authorised to impose sanctions as referred to in Section 7.12b of the WHW, or - in the case of serious fraud – to advise the Dean to terminate or to arrange for termination of the relevant student's registration.
2. The sanction to be imposed by the Examination Board in the event of fraud or plagiarism as referred to in Article 6.1 is the removal of the right of the student concerned to take one or more partial examinations, interim examinations or examinations to be determined by the Examination Board during a period to be determined by the Examination Board of a maximum of one year.

Article 6.5 Procedure

1. If fraud and/or plagiarism are discovered or there is a strong suspicion of fraud and/or plagiarism, the examiner or invigilator will inform the student immediately and inform the Examination Board of the occurrence in writing, providing the papers concerned and the findings. The papers referred to in the previous sentence will also include a findings report drawn up and signed by an examiner or invigilator.
2. Within a period of two weeks, the Examination Board will grant the student an opportunity to be heard.
3. The Examination Board will determine whether fraud - including serious fraud - or plagiarism has been committed. If that is the case, the Examination Board will write to the student informing him or her of its findings and the associated sanction. The Examination Board will inform the student of the possibility of appeal and of the term in which an appeal must be filed with the Objections, Appeals and Complaints Office.

Article 6.6 Unforeseen circumstances

In cases not provided for in the above Articles, the Examination Board will decide. Any such decision may not be in contravention of the WHW, the Executive Board and administrative regulations, the Student Charter and the Teaching and Examination Regulations applicable to the study programme.

Chapter 7 Academic student counselling and study advice

Article 7.1 Academic student counselling

1. The study programme offers its students the perspective of the professional practice and the working environment for which they are being trained. The programme manager is charged with individual academic student counselling. This academic student counselling serves to supervise the student's development in terms of the relevant subject matter and professional skills, based on the final qualifications applied by the study programme.
2. Academic student counselling also serves to help the student orient him or herself on potential avenues of study inside and outside of the study programme.
3. Students should turn to their student counsellor if they encounter any problems of a personal nature, whether or not directly connected with their studies. The Code of Conduct for Student Counsellors (*Gedragcode Studentendecanen*) serves as a guideline for the student counsellor's behaviour towards students.

Article 7.2 Study advice at the end of the first year of enrolment

1. At the end of each student's first year of enrolment in the foundation year phase of the study programme, the Examination Board shall advise him/her regarding his/her continuation within that programme on behalf of the Dean. The letter in which the Examination Board advises the student must be sent no later than 24 August, except where the deviation in Article 7.2, paragraph 5, applies. In that case, the study advice must be sent no later than 24 February.
2. The study advice will have a binding negative character for students who have earned fewer than 50 credits during their foundation year phase.
3. Results obtained for exemptions count towards the 50-credit minimum. Students must also have obtained 5/6 of the remaining foundation year credits.
4. Students who have terminated their enrolment in the study programme during the course of the academic year will be issued with foundation year study advice at the end of the academic year, which may also be a binding negative study advice unless the Examination Board decides there are grounds not to issue a binding negative study advice given the student's personal circumstances.
5. Students who enrolled in the study programme as from 1 February and to whom a modified form of the curriculum applies are equally subject to the provisions of paragraphs 1, 2, 3 and 4, in which case the word 'year' in paragraph 1 shall be read as '12 months'. Contrary to the previous sentence, the word 'year' can also be read as '13 months'. This (dual) exception to regular enrolment shall be applied on the basis of organisational factors ensuing from a modified arrangement of the academic year for February enrolment. The provisions of this article do not apply to students who enrol in the study programme at any time other than 1 September or 1 February.

Article 7.3 Binding negative study advice at the end of the second year of enrolment

1. The Examination Board issues binding negative study advice at the end of the second year of enrolment to students who have failed to successfully complete the foundation year examination by the end of their second year of enrolment.
2. As regards students who have enrolled in February, this binding negative advice will be issued after 25 months. Once this period has lapsed, it will no longer be possible to issue a binding negative advice.

Article 7.4 Further conditions for binding negative study advice

1. Binding negative study advice cannot be issued if the student has not received at least one timely warning from the study programme via SIS and within a reasonable period during the academic year informing him/her that he/she will receive binding negative study advice and stating the associated consequences.

2. The Examination Board shall not take any decision regarding the issue of binding negative study advice until it has requested the relevant student counsellor for a written recommendation regarding the existence of any personal circumstances that may justify a decision not to issue binding negative study advice to the student concerned.
3. If in cases as referred to in the previous paragraph the Examination Board decides not to issue binding negative study advice, the Examination Board is authorised to issue the student concerned with non-binding study advice instead.
4. The student counsellor shall only provide a recommendation as referred to in paragraph 2 if the student has notified the student counsellor about these personal circumstances²⁰ in a timely manner. In this connection, such notification is deemed to be timely when it is given as soon as the circumstances occur or very soon thereafter. Depending on the nature of the personal circumstances, the student counsellor can ask the Examination Board to treat as confidential any information provided in connection with the recommendation referred to in paragraph 2.
5. Notwithstanding the provisions of the previous paragraphs, the Examination Board shall not issue binding negative study advice until it has given the student an opportunity to be heard by or on behalf of the Examination Board.

Article 7.5 Consequences of a binding negative study advice

1. Any student who has received binding negative study advice can no longer be enrolled as a student or external student at the same AUAS/HvA study programme.
2. *Not applicable*
3. *Not applicable.*
4. Any student who has received binding negative study advice and wishes to enrol in the same study programme or another study programme to which the binding negative study advice applies at a later date must submit a request to this effect to the Examination Board. The Examination Board shall approve such requests only if the person concerned can make a reasonable case that he/she can successfully complete the study programme.

Article 7.6 Progression from foundation year phase to main phase

1. At the end of the first academic year, the Examination Board determines which students can progress from the foundation year phase to the main phase. The following categories of students are admissible:
 - a. students who have passed the foundation year examination
 - b. students who have obtained at least 50 credits in the foundation year phase and who have not received binding negative study advice for any other reason.
2. When implementing the previous paragraph it is necessary to take into account that students are not permitted to participate in a main phase unit of study that is a direct continuation of a foundation year unit of study that they have not yet passed. The provisions of Article 5.2 regarding the sequence in which examinations and partial examinations can be taken must also be taken into account.
3. As regards timetables, students can derive no rights in respect of their participation in education in either the foundation year phase or the main phase. It is therefore possible that relevant educational components will overlap.

²⁰ For a further explanation of the terms personal circumstances: See Explanatory notes to Teaching and Examination Regulations format.

Article 7.7 **Referral in the main phase**

Not applicable

Chapter 8 Examination Board

Article 8.1 Establishment, duties and composition of the Examination Board

1. Each study programme or group of study programmes has an examination board. The Examination Board is the independent body responsible for determining, in an objective and professional manner, whether a student meets the conditions set out in these Regulations in respect of the knowledge, insight and skills required to obtain a degree as referred to in Article 4.2.
2. The Examination Board's duties and powers include the following:
 - a. Assuring the quality of the examinations and tests, as referred to in Section 7.12c of the WHW;
 - b. Establishing guidelines and directions within the scope of the Teaching and Examination Regulations for the purpose of assessing and determining examination results;
 - c. Granting exemption from sitting one or more examinations;
 - d. In the event of fraud as referred to in Articles 3 and 4 of the Fraud Regulations, depriving students of their right to sit examinations for a maximum period of one year;
 - e. In the event of serious fraud as referred to in Article 5 of the Fraud Regulations, advising the Dean to terminate the enrolment of the person in question;
 - f. Handling complaints;
 - g. Drawing up an annual report as referred to in Section 7.12c WHW;
 - h. Awarding degree certificates to those who have passed the Associate degree examination or the final examination of a Bachelor's or Master's programme, on whom a degree has been conferred by the AUAS/HvA Executive Board;
 - i. Issuing study advice as referred to in Section 7.8b WHW on the instruction of the AUAS/HvA Executive Board, with due observance of the Teaching and Examination Regulations;
 - j. Appointing examiners and revoking the appointment;
 - k. Advising the Dean – after careful consideration – to terminate or refuse the enrolment of a student on a study programme, if due to the relevant student's conduct or remarks he or she proves to be unsuitable for practising one or more of the professions for which he or she is pursuing the programme, or for the practical preparation for professional practice.
3. The Examination Board's activities always relate to the full-time, part-time and/or dual variant of the study programme as well as to all corresponding specialisations.
4. Examination Board decisions are based on the regulations and policies governing the study programme, including, in particular, the Teaching and Examination Regulations.
5. The members of an Examination Board are appointed on behalf of the Executive Board by the Dean for a period of three years and are eligible for reappointment for a further three-year period.
6. The Dean is responsible for the composition of the Examination Board and will ensure that its members have the requisite knowledge and expertise in terms of the structure and coherence of the curriculum, the quality of testing, regulations and the professional field.
7. At least one member of the Examination Board is a lecturer attached to the study programme.
8. One member of the Examination Board is an external expert. This individual – whether he or she is employed by the Stichting or not – has no involvement in the education provided by the study programme or group of study programmes but does hold the requisite expertise in the field of the study programme or group of study programmes.

9. The Examination Board works in a functionally independent role from the Executive Board, the Dean and the programme manager.
10. The Examination Board's duties include assuring the quality of examinations and tests. In performing the above task the Examination Board receives advice from an Assessment Committee.
11. The programme manager is responsible for establishing the assessment policy for each programme.
12. Each year, the Examination Board will report on its activities using the reporting format adopted by the Executive Board.
13. The composition, working method, tasks and powers of the Examination Board are detailed in the AUAS/HvA Examination Board Regulations.

Chapter 9 Appeals

Article 9.1 Lodging an appeal with the Examination Appeals Board

1. Students may lodge an appeal with the Examination Appeals Board against any decision as referred to in Section 7.61 of the WHW, including a decision:
 - a. to issue binding negative study advice as referred to in Articles 7.2 and 7.3 of these Regulations;
 - b. to refuse to admit a student to the study programme following the issue of binding negative study advice;
 - c. to issue a referral during the main phase as described in Article 7.7 of these Regulations;
 - d. made by the Examination Board or examiners;
 - e. regarding the entrance examination as referred to in Article 2.5;
 - f. regarding admission to examinations and tests, where not general in scope;
 - g. regarding admission to a special track as referred to in Article 2.1b of these Regulations;
 - h. regarding notification of the successful completion of the final examination as referred to in Section 7.9d of the WHW;
 - i. regarding admission to the study programme as referred to in Article 2.1 paragraph 6 of these Regulations and Section 7.28 paragraph 4 of the WHW
 - j. regarding the academic progress review as referred to in Section 7.9a of the WHW.
2. The procedure to be followed when lodging an appeal as referred to above is described in the chapter on Legal Protection in the Student Charter.

Chapter 10 Final provisions and implementation

Article 10.1 Unforeseen circumstances

In cases not provided for in these Regulations the decision falls to the Dean.

Article 10.2 Publication of the Regulations

The Dean is charged with proper and timely publication of these Regulations as well as any additional rules drawn up by the Examination Board and amendments to these documents.

Article 10.3 Official title, effective date

These Regulations replace the previous Teaching and Examination Regulations and the Fraud Regulations adopted on 30 March 2011, and may be cited as 'Teaching and Examination Regulations for the study programme Communication and Multimedia Design and will take effect on 01 September 2014.