

## Education and Examination Regulations 2024-2025

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## Contents

|       |                                                                                 |    |
|-------|---------------------------------------------------------------------------------|----|
| 1.    | About the Education and Examination Regulations.....                            | 4  |
| 1.1   | What is the EER? .....                                                          | 4  |
| 1.2   | How is the EER structured? .....                                                | 4  |
| 1.3   | Who is the EER intended for? .....                                              | 4  |
| 1.4   | Validity period of the EER and hardship clause.....                             | 4  |
| 1.4.1 | Validity period of the EER .....                                                | 4  |
| 1.4.2 | Interim amendments to the EER.....                                              | 4  |
| 1.4.3 | When the EER offers no definite answer (hardship clause) .....                  | 5  |
| 1.5   | How to read the EER .....                                                       | 5  |
| 1.6   | Use of terms in the EER.....                                                    | 6  |
| 2.    | Admission requirements and post-graduate opportunities.....                     | 7  |
| 2.1   | Admission .....                                                                 | 7  |
| 2.1.1 | Prior education requirements .....                                              | 7  |
| 2.1.2 | Additional prior education requirements .....                                   | 7  |
| 2.1.3 | Requirements for place of work .....                                            | 7  |
| 2.2   | Entrance exemptions.....                                                        | 8  |
| 2.3   | Post-graduate opportunities .....                                               | 8  |
| 3.    | Education and training .....                                                    | 9  |
| 3.1   | Goal of the programme and final level of achievement.....                       | 9  |
| 3.2   | Programme structure .....                                                       | 9  |
| 3.3   | The language of study .....                                                     | 9  |
| 3.4   | Modules and units of study .....                                                | 9  |
| 3.4.1 | Enrolment in a module or unit of study .....                                    | 10 |
| 3.4.2 | Information about classes of a module or unit of study .....                    | 11 |
| 3.5   | Order of modules and units of study.....                                        | 11 |
| 3.6   | Teaching and programme evaluations .....                                        | 11 |
| 4.    | Student guidance .....                                                          | 12 |
| 4.1   | Guidance for students .....                                                     | 12 |
| 4.2   | How we support you .....                                                        | 12 |
| 4.3   | Additional counselling and support services.....                                | 13 |
| 4.4   | The study programme records discussions .....                                   | 13 |
| 5.    | Study advice .....                                                              | 14 |
| 5.1   | When do students receive study advice?.....                                     | 14 |
| 5.2   | When do you have to leave the study programme? .....                            | 14 |
| 5.2.1 | When might you receive study advice with a binding rejection?.....              | 14 |
| 5.2.2 | Meeting with the examination board .....                                        | 15 |
| 5.2.3 | Are personal circumstances the reason you have not earned enough credits? ..... | 15 |
| 5.2.4 | What happens when you have to leave the programme? .....                        | 15 |
| 5.2.5 | Do you disagree with the decision? .....                                        | 16 |
| 5.2.6 | Special situations .....                                                        | 16 |

|        |                                                                            |    |
|--------|----------------------------------------------------------------------------|----|
| 6.     | Tests and exams .....                                                      | 17 |
| 6.1    | Final examinations, exams and tests .....                                  | 17 |
| 6.1.1  | What are final examinations and the examination programme? .....           | 17 |
| 6.1.2  | What is an exam? .....                                                     | 17 |
| 6.1.3  | What is a test? .....                                                      | 17 |
| 6.2    | Which tests do I have to complete? .....                                   | 17 |
| 6.2.1  | Information about the tests for a module or unit of study .....            | 17 |
| 6.2.2  | Can the test be changed? .....                                             | 18 |
| 6.3    | How often and when are you allowed to complete a test? .....               | 18 |
| 6.4    | Registering and deregistering for tests .....                              | 18 |
| 6.5    | What rules apply when you take a test? .....                               | 19 |
| 6.5.1  | Rules that apply to taking an invigilated test .....                       | 19 |
| 6.5.2  | Oral tests may be open to the public .....                                 | 19 |
| 6.5.3  | Costs of tests .....                                                       | 20 |
| 6.6    | Test assessments .....                                                     | 20 |
| 6.6.1  | How will your test be assessed? .....                                      | 20 |
| 6.6.2  | How will your test be graded? .....                                        | 20 |
| 6.6.3  | We convert results awarded in other countries into a numerical grade ..... | 21 |
| 6.6.4  | What is considered a pass on an exam? .....                                | 21 |
| 6.7    | Your right to inspect tests .....                                          | 21 |
| 6.8    | Appealing a grading decision .....                                         | 22 |
| 6.9    | Irregularities and academic misconduct .....                               | 22 |
| 6.9.1  | How do we check for plagiarism? .....                                      | 22 |
| 6.9.2  | What measures can the examination board take? .....                        | 23 |
| 6.9.3  | Meeting with the examination board .....                                   | 23 |
| 6.10   | Requesting alternate test times and modified tests .....                   | 23 |
| 6.11   | Requesting exemptions .....                                                | 23 |
| 6.11.1 | What you should include in your request .....                              | 23 |
| 6.11.2 | When will the examination board decide? .....                              | 24 |
| 6.11.3 | When can't you apply for an exemption? .....                               | 24 |
| 6.12   | Requesting a validation .....                                              | 24 |
| 6.13   | Period of validity and transitional arrangements .....                     | 24 |
| 6.13.1 | Period of validity: if you have passed a test .....                        | 24 |
| 6.13.2 | Transitional arrangements: if you have not yet passed a test .....         | 25 |
| 7.     | Requests and complaints .....                                              | 26 |
| 7.1    | Examination board .....                                                    | 26 |
| 7.1.1  | When to contact the examination board .....                                | 26 |
| 7.1.2  | How do you submit a request or complaint to the examination board? .....   | 26 |
| 7.1.3  | Handling of your request or complaint .....                                | 26 |
| 7.2    | Examination Appeals Board .....                                            | 26 |
| 7.3    | Disputes Advisory Committee .....                                          | 27 |
| 8.     | Diplomas and certificates .....                                            | 28 |

|                                                                      |                                           |    |
|----------------------------------------------------------------------|-------------------------------------------|----|
| 8.1                                                                  | When will you receive your diploma? ..... | 28 |
| 8.2                                                                  | When do you graduate cum laude? .....     | 29 |
| 8.3                                                                  | When do you receive a statement? .....    | 29 |
| Appendix 1 List of terms .....                                       |                                           | 30 |
| Appendix 2 Where can I find the programme section of the EER? .....  |                                           | 39 |
| Full-time study programmes .....                                     |                                           | 39 |
| Part-time study programmes .....                                     |                                           | 39 |
| Appendix 3 Measures that can be taken by the examination board ..... |                                           | 40 |

# 1. About the Education and Examination Regulations

## 1.1 What is the EER?

The Education and Examination Regulations (EER) provide information about courses, tests and examinations. The document explains your rights and obligations within your chosen study programme.

The EER is part of Avans University of Applied Sciences [Students' Charter](#) (in Dutch: *Studentenstatuut*). The Students' Charter contains the rights and obligations of students who are enrolled in a study programme at Avans. You can find the full text of the Students' Charter and all the associated regulations on SharePoint under [Studentsupport](#) and at [www.avans.nl](http://www.avans.nl).

The EER meets the requirements of the Higher Education and Research Act (WHW) and its associated regulations.

## 1.2 How is the EER structured?

The EER is made up of an **institutional section** and a section with information for each study programme. The information for each programme is called the **programme section**. The institutional section often refers to information in the programme section, which is an essential part of the EER.

The programme section is set out in a document produced by your study programme. Where to find the programme section of the EER for your study programme may depend on the academic year you are enrolled in. You can see where to find the programme section for your study programme in Appendix 2.

## 1.3 Who is the EER intended for?

The institutional section of the EER applies to all programmes at Avans University of Applied Sciences (institutions database number 07GR).

The rules of the EER, both the institutional section and the programme section, apply to:

- All students who are enrolled in a programme of study for the 2024-2025 academic year at Avans University of Applied Sciences. 'Students' also refers to external students. These are students who only take tests and do not take part in education;
- The Executive Board;
- The school boards;
- The examination boards;
- Study programme staff.

## 1.4 Validity period of the EER and hardship clause

### 1.4.1 Validity period of the EER

This EER applies to the 2024-2025 academic year.

The EER for any academic year is valid from week 1 of that academic year through to week 0 of the next academic year. If the EER for any particular academic year is not yet ready by week 1 of that year, then the EER for the previous academic year applies up to the time that the new EER has been adopted, agreed and published.

### 1.4.2 Interim amendments to the EER

We sometimes have to revise the EER during an academic year. We are only allowed to do this if the changes will not have a negative impact on our students.

If we are making amendments to the institutional section of the EER, we do that in the following way:

- Amendments to the institutional section of the EER are proposed by the Executive Board (EB).
- The Centre for Learning and Innovation checks whether the amendments fit within the framework policy and comply with the Higher Education and Research Act and its associated regulations.
- The Executive Board discusses any required amendments with the Avans Joint Consultative Council (AJCC) and, where relevant, the examination boards. The Executive Board brings the proposal to amend to the AJCC for approval. The rules governing this can be found in the *Avans [Joint Consultative Council Regulations](#)*.
- After the AJCC's approval, the Executive Board will adopt the new institutional section of the EER.
- Students and staff at Avans University of Applied Sciences will then be informed of the amendments.

If we are making amendments to the programme section of the EER, we do that in the following way:

- Amendments to the programme section of the EER are proposed by an individual school board.
- The school board discusses any required amendments with the School Consultative Council (SCC) and the examination board(s).
- The Centre for Learning and Innovation checks whether the amendments fit within the framework policy and comply with the Higher Education and Research Act and its associated regulations.
- The school board brings the proposal to amend before the Study Programme Committee and the School Consultative Council. The rules governing this can be found in the *Avans [Joint Consultative Council Regulations](#)*.
- After getting the approval of the SCC, the school board will adopt the new programme section of the EER.
- Students and staff in the programme will then be informed of the amendments.

#### 1.4.3 When the EER offers no definite answer (hardship clause)

If unforeseen circumstances arise which are not laid down in the EER, the examination board and the school board will take a decision on these in joint consultation.

### 1.5 How to read the EER

- The word 'we' refers to Avans University of Applied Sciences and the study programme you are enrolled in.
- The word 'you' refers to students or external students at Avans University of Applied Sciences.
- This text is written in gender neutral language for inclusivity purposes.
- This EER has been translated from the original Dutch OER. If any inconsistencies occur because of the translation, the Dutch OER prevails.

- Are you enrolled in an **associate degree** programme? Then in some sections specific information for you is indicated in yellow.

- Are you enrolled in a **bachelor's degree** programme? Then in some sections specific information for you is indicated in green.

- Are you enrolled in a **master's degree** programme? Then in some sections specific information for you is indicated in blue.

## 1.6 Use of terms in the EER

We try to explain all terms used in this EER in the body of the text. However, if the EER contains terms that you are not familiar with, you can find a definition in the list of terms. You can find the list of terms in Appendix 1.

## 2. Admission requirements and post-graduate opportunities

This section explains the conditions for admission to the study programme. If professional requirements apply to your study programme, we will explain where to find them in this section. We also explain where you can find out whether there are post-graduate opportunities after you finish the programme.

### 2.1 Admission

You can read more about admission to the study programme in the [Avans University of Applied Sciences Regulations on Terms of Enrolment](#). You can find these regulations at [www.avans.nl](http://www.avans.nl).

#### 2.1.1 Prior education requirements

In order to be admitted to a study programme at Avans University of Applied Sciences, you must meet the following prior education requirements:

- In order to be admitted to an **associate degree** programme, you must have a HAVO diploma, VWO diploma or MBO qualification level 4 diploma.
- In order to be admitted to a **bachelor's degree** programme, you must have a HAVO diploma, VWO diploma or MBO qualification level 4 diploma.
- In order to be admitted to a **master's degree** programme, you must have a bachelor's diploma.

If your prior education does not meet the admission requirements, you may be allowed to sit an entrance examination. You can read about whether you are eligible for this in the [Avans University of Applied Sciences Regulations on Terms of Enrolment](#).

The school board will conduct the entrance examination or have it conducted by someone else. The entrance examination will find out:

- whether you have the prerequisite knowledge and skills for the study programme;
- whether you have good command of the Dutch language. If the programme is given in a different language, the examination will assess whether you have good command of that language.

#### 2.1.2 Additional prior education requirements

Further prior education requirements may apply to your chosen programme. On the programme page at <https://www.avans.nl/international/studying/programmes> you can read what it says about any further prior education requirements for this study programme under the heading *Admission*.

If you do not have the prior education requirements for the programme, you may be allowed to take a deficiency test. You can read about whether you are eligible for this in the [Avans University of Applied Sciences Regulations on Terms of Enrolment](#).

In order to be admitted to the programme, the outcome must show that you have the same prerequisite knowledge and skills as other students who fulfil any additional prior education requirements.

#### 2.1.3 Requirements for place of work

Are you enrolled in a **part-time or dual programme**? If so, there are requirements for your place of work. Learning-on-the-job is an integral part of the education you will get. In order to complete your programme successfully and to develop into a skilled, professionally trained practitioner in your chosen field, you must select a place of work where you can properly execute your practical assignments and practical activities as part of your learning process and prepare for testing.

In the programme section of this EER you can read about the requirements for the place of work connected with your programme.

## 2.2 Entrance exemptions

Will you be entering the programme with credits from a similar programme? You may be able to get an exemption for certain tests.

If your programme has arrangements for entrance exemptions, you will find these in the programme section of the EER.

The examination board must grant permission to each student individually. You can read how this works in section 6.

## 2.3 Post-graduate opportunities

Would you like to go on to do a related bachelor's degree after obtaining your **associate degree diploma**? Your programme can advise you on which related bachelor's degree programmes will accept you with exemptions. Your programme has a list of related bachelor's degree programmes and the number of credits you will need to complete in order to get your bachelor's diploma. You can find the *Overview of post-graduate opportunities with your associate degree* in the programme section of the EER.

Would you like to go on to do a related master's degree programme after graduating with your **bachelor's degree diploma**? Your programme can advise you on which related master's degree programmes will accept you.

### 3. Education and training

#### 3.1 Goal of the programme and final level of achievement

The training you receive in your programme will make you qualified to work in the professional field, which is the aim of your programme. This means that, when you have completed your degree, you will possess the knowledge, skills and professional qualities that will allow you to work in the designated field.

Your programme has defined the final level of achievement of the degree in terms of professional competencies in the programme section of the EER. The professional competencies define what someone starting in the field should be trained to do. Competencies are drawn from the national professional profile for your programme and established in cooperation with representatives of the field. That makes your diploma equivalent to a diploma for the same programme from any other higher education institution.

#### 3.2 Programme structure

A programme may be offered as full-time, part-time or dual track. You will only enrol for one of these variants.

Avans University of Applied Sciences offers associate degree, bachelor's degree and master's degree programmes.

To be granted an **associate degree**, you have to earn 120 credits. You can do this over a period of 2 years.

A **bachelor's degree** has a foundation phase (propaedeutic phase) and a main phase (post-propaedeutic phase). In the propaedeutic phase, the first year of your programme, you are required to earn 60 credits. In the post-propaedeutic phase, the period after you complete the first year, you have to earn 180 credits. In total you have to earn 240 credits to be granted a bachelor's degree. You can do this over a period of 4 years.

A few bachelor's degrees have 3-year fast-track options of 180 credits for certain specific target groups. These fast-track degrees also have a propaedeutic phase of 60 credits. In the programme section of the EER you can see whether your programme offers the fast-track option and what target groups are eligible.

Avans offers both 1-year and 2-year **master's** degree programmes. For the 1-year master's degree you have to earn 60 credits. For the 2-year master's programme you have to earn 120 credits. In the programme section of the EER you can see whether your master's degree programme is a 1-year or 2-year programme.

#### 3.3 The language of study

English is the language of instruction of your study programme.

Some parts of your training may be given in a different language. We do this because we believe that it is important for you to acquire professional skills in another language or that you gain good command of another language by speaking, reading and writing it.

The language of teaching and testing for each a module or unit of study can be found in the programme section of the EER. You can look up where the programme section is in Appendix 2.

#### 3.4 Modules and units of study

A study programme is made up of modules or units of study. The examination programme in the programme section of the EER will tell you which modules or units of study are mandatory for your programme and where you have room for electives. There are certain requirements for electives,

such as the minimum level of a module or unit of study. You can find these requirements in the programme section of the EER (go to Appendix 2 to look up where the programme section is). The examination programme will also tell you whether your programme has majors, minors or specialisations, and what modules or study units count towards these.

### 3.4.1 Enrolment in a module or unit of study

#### Modules

If your programme has a modular education structure, you must enrol in each module separately. This is true for both the mandatory modules and the elective modules. If you enrol in a module, you will automatically be registered for the first test(s) offered for the module in that period (see 6.4). The following rules apply to enrolling in modules.

- You can find an overview of the modules, including prerequisites, campus and period when the module will be offered, in the programme section of the EER.
- Discuss what your development question is with your mentor. You and your mentor together will decide which module is best for you. Write down your choices (see also section 4, Student guidance).
- Enrol in your chosen module in ASP (Avans Study Path) or Osiris. Your programme will tell you which of the two systems you should use for registering.
- The enrolment periods are as follows:
 

| <b>Enrolment for...</b> | <b>Enrolment period</b>                             |
|-------------------------|-----------------------------------------------------|
| Period 1 or semester 1  | 15 May through 1 June of the previous academic year |
| Period 2                | Weeks 1-2 of period 1                               |
| Period 3 or semester 2  | Weeks 1-2 of period 2                               |
| Period 4                | Weeks 1-2 of period 3                               |
- For period 1 or semester 1 of your first academic year, your programme will enrol you.
- You are allowed to enrol in a maximum of two modules or units of study for each period. Taking two modules at the same time is an exception, carries a heavy study load, and can only be done in consultation with your mentor.
- Enrolling in a module carries obligations. When you enrol, we assume that you will be participating in this module and fill a space of the available capacity.
- During your study path, you can only enrol to participate in a particular module once.
- If you want to change your study path, contact your mentor. You can disenroll up to one week before the module starts. Note: if you want to enrol in a different module, the enrolment period is as given in the table above.
- A module may have a set maximum number of students. You can see any maximum in ASP and Osiris. The system will block you from enrolling if the maximum number of students has been reached. You will then have to enrol in a different module. You may be able to take the module that was full at another time. You can make an appointment with your mentor to change your study path.
- A module may have prerequisites. You can see any prerequisites in ASP or the programme section of the EER. Does the module you want to enrol in have prerequisites which you do not meet? You can still enrol in the module, but you have to meet the prerequisites by the time the module starts. If you do not yet meet the prerequisites by that time, you cannot participate in that module.

#### Units of study

If your programme has units of study as your educational model, then you are not required to enrol for the mandatory study units in your examination programme. You will be automatically enrolled. You do have to register for tests though (see 6.4). Every study programme also allows for electives (for example, a minor), which you do have to enrol in. Your programme will tell you how and when you can enrol.

### 3.4.2 Information about classes of a module or unit of study

Some of the information about modules and units of study can be found in the programme section of the EER. You will receive more information at the start of the module or unit of study. Then we will explain a few things with regard to educational aspects:

- What the module or unit of study is about;
- For modules, at which NLQF level the module is offered;
- What educational activities will be offered and which options are available to you, if any;
- Whether certain educational activities have mandatory participation;
- How many credits you can earn for the module or unit of study (or parts).

In section 6.2.1, you can read what information you will receive about testing and examinations at the start of the module or unit of study.

### 3.5 Order of modules and units of study

Your programme may set a mandatory order for the modules or units of study. This means that passing one module or unit of study may be a prerequisite for starting another module or unit of study. If a module has a prerequisite, this will be given in the programme section of the EER in the appendix *Order of modules*. If a unit of study has a prerequisite, this will be given in the programme section of the EER in the appendix *Order of study units*.

It is your own responsibility to know the mandatory order of modules and units of study for your programme. It is also your responsibility to ensure that you meet the prerequisites, so that you can start the following module or unit of study. If you don't meet the prerequisites, you may encounter a study delay.

If you don't meet the prerequisite for the next module or unit of study, but you want to continue with your other modules or units of study, contact your mentor. Your programme has an obligation to help you put together a viable study path, always in consultation with you. This does not mean, however, that you will be allowed to join a module or unit of study for which you do not meet the prerequisite.

If you are unable to participate in classes or tests for one or more periods, you may temporarily disenrol. You can read more about this in the [Avans University of Applied Sciences Regulations on Terms of Enrolment](#) (sections 5 and 5.1). You can find these regulations at [www.avans.nl](http://www.avans.nl).

### 3.6 Teaching and programme evaluations

In order to keep improving our study programmes, we ask for student evaluations. It is important that you as a student make maximum use of the possibility of sharing your opinion on teaching and testing. There are different kinds of evaluations. After each period, the lecturer or coordinator will conduct teaching and testing evaluations. This might include the use of questionnaires, group discussions or personal interviews. In addition, each year two national surveys will be conducted: the National Student Survey (NSS) for current students, and the HBO Monitor or Arts Monitor for graduates (alumni). The Study Programme Committee will advise the programme on how to make improvements based on the evaluations or signals it receives from students or others. The study programme will inform you about the results of the evaluations and how it will use them.

Because we evaluate and improve our teaching and learning, modules may undergo changes from time to time. This also includes the examination requirements. You can read what this means for you in section 6.13.

## 4. Student guidance

Every student at Avans University of Applied Sciences will receive guidance counselling during their study programme. In this section you can read more about student guidance.

### 4.1 Guidance for students

Avans University of Applied Sciences offers guidance to every student over the course of the entire programme. This guidance focuses on four elements: study counselling, career counselling, professional development and student well-being.

In doing this, we deliver on the six promises Avans has made for student guidance. We promise that:

1. Every student will receive study counselling, career counselling and professional development in learning environments at Avans and other locations. This guidance will also focus on a student's individual well-being;
2. Every student will be given the space to develop their own professional identity;
3. Every student will be guided in strengthening their self-management skills and making their own choices;
4. Every student will have a safe home base;
5. Every student will experience guidance as accessible, encouraging and matching their needs;
6. Every student will be entitled to access additional counselling and support services. The counselling and support structure will be clearly organised so that students know who to turn to if they have questions.

We will also keep to the rules governing full-time and dual track associate degree and bachelor's degree programmes at the Avans Matching Framework.

### 4.2 How we support you

If you are taking a full-time or dual track associate degree or bachelor's degree, you will be sent a letter or email in each period of your first academic year about your study progress, as long as you have not been given study advice (see section 5).

If you are taking a full-time or dual track associate degree or bachelor's degree, in your first year you will have at least one meeting with your supervisor once in each study period<sup>1</sup>. Your supervisor will invite you to these meetings. In the programme section of the EER, you can read how many meetings you will have at a minimum in your second, third and fourth year. You will be invited to meet with your supervisor more often if there is a reason to do so or if you request it.

If additional forms of counselling are offered by a full-time or dual track associate degree or bachelor's degree programme, for example counselling in home groups or communities, you will be told about this by your counsellor.

#### Part-time study programmes

If you are enrolled in a part-time study programme, you will be supported by a study adviser while you are a student. Your study adviser will give you information, guidance and advice in how you should approach your studies. They will discuss your study progress with you if you fall behind (or at your request), and can help you to improve your study skills. They will also help you make grounded decisions so that you can complete the programme successfully. Your study results will always be visible in Osiris and form the basis of your study advice.

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<sup>1</sup> The name given to your supervisor may be different in different programmes. Some different names are lecturer/mentor, mentor, study and career counsellor, PPO mentor. Your programme will tell you what name is used in your programme. You will have a supervisor during the entire programme.

### Master's degree programmes

If you are taking a master's degree, student counselling will be directed at further development of your professional identity, linked to the attainment targets and learning outcomes of your study programme. There are different forms of counselling, both in (learning) teams and individually, both within the Avans learning environment and outside it. For individual counselling, we expect you as a master's student to take the initiative in making an appointment.

### 4.3 Additional counselling and support services

Every student will be entitled to access additional counselling and support services (promise 6). [Student Support](#) offers additional counselling services, in addition to what your study programme provides. Student Support offers services that are accessible to all students. This covers support given by trained psychologists, student counsellors and study advisers when students ask for help or assistance. Student Support also offers training activities, workshops and lectures that help personal development. What's more, they offer extra challenges such as the opportunity to participate in business training alongside your studies or the Honours Programme.

If you belong to one of the target groups listed below, you may be entitled to extra assistance. Discuss this with your student counsellor.

- You play top-level sport alongside your study programme. The rules for this are given in the [Regulations for student facilities/top level sports and studies](#) (in Dutch: *Regeling faciliteiten studenten/topsporters*). This document can be found on SharePoint under Student Support.
- You enjoy the status of top student entrepreneur. The rules for this are given in the [Top student entrepreneurs](#) (in Dutch: *Studenten Topondernemersregeling*). This document can be found on SharePoint under Student Support.
- To complete your studies, you need assistance for a functional impairment. The rules for this are given in the [Studying with a functional impairment protocol](#) (in Dutch: *Protocol studeren met een ondersteuningsbehoefte*). This document can be found on SharePoint under Student Support.

### 4.4 The study programme records discussions

The study programme records what has been discussed with you. We record privacy-sensitive information in Osiris. When we do this, we comply with the rules set out in the [Regulations for the protection of students' personal data](#) (in Dutch: *Regeling bescherming persoonsgegevens studenten*). These regulations are an essential part of the Avans University of Applied Sciences privacy statement. You can find this statement at [avans.nl](https://avans.nl). You have the right at all times to view the information we record about you as a person and your study progress.

## 5. Study advice

Note: are you enrolled in a master's degree programme? Then this section does not apply to you.

### 5.1 When do students receive study advice?

#### Full-time and dual track associate and bachelor's degree programmes

During the propaedeutic (foundational) phase, students receive study advice about how they are doing no later than one year after starting the programme. To arrive at this advice, the examination board will review the results of your tests during the propaedeutic phase. The examination board uses the study advice to decide whether you are allowed to move on to the next year of the study programme. If the examination board decides that you will not be allowed to continue, you will receive study advice with a binding rejection. You can read about how that works in the next section.

You will receive study advice regarding your study programme at the following points in time.

- Did you begin the study programme in period 1 of this academic year? If so, you will be given study advice by 31 August 2025.
- Did you begin the study programme in period 3 of this academic year? If so, you will be given study advice by 31 January 2026.

#### Part-time study programmes

During the propaedeutic (foundational) phase, students receive study advice from their study programme no later than one year after starting the programme. This study advice will not include a binding rejection. You can read about when you will receive study advice in the programme section of the EER.

One exception is the part-time study programme for teachers of primary education: if you do not pass one or more of the national entrance examinations or the mandatory national arithmetic test in your first year, you will have to leave the programme.

### 5.2 When do you have to leave the study programme?

The examination board may decide to give you study advice with a binding rejection if they think that you are not suited to the programme. A binding rejection means you will have to leave your study programme. This is decided by the number of credits that you have earned. We have to make sure you had sufficient study counselling beforehand. You can read what we mean by this in section 4. We also must make sure that we give you a warning in good time before you receive study advice with a binding rejection. 'In good time' means we give you this warning when there is still time for you to improve your study results. The warning will be sent to you by your programme or the examination board.

#### 5.2.1 When might you receive study advice with a binding rejection?

The examination board decides whether you will have to leave the programme if you have not earned enough credits during the propaedeutic (foundational) phase by the end of your first year<sup>2</sup>. Did you earn less than 45 credits? Then you don't have enough. When adding up the number of credits, we count all the credits of the tests and learning outcomes you passed. If you were given an exemption, we also add in these credits. When we issue study advice with a binding rejection, we take your personal circumstances into account (see also section 5.2.3).

The examination board bases its decision on the number of credits listed in Osiris. Did you enrol in or start the study programme in period 1 of this academic year (or by 1 February at the latest)? If so, the examination board will give its decision by 31 August at the latest.

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<sup>2</sup> For teaching programmes in primary education: if you did not pass the knowledge tests for arithmetic, you will also have to leave the programme, even if you have earned 45 credits or more.

Did you enrol in your study programme on or after 1 February? If so, the examination board will give its decision by 31 January at the latest.

### 5.2.2 Meeting with the examination board

If the examination board is planning to ask you to leave the programme, they will tell you this in a letter or email. The examination board will first invite you to meet with them. We call this your right to be heard. At the meeting you will have a chance to explain why you have not earned enough credits. After this meeting the examination board will take its final decision.

### 5.2.3 Are personal circumstances the reason you have not earned enough credits?

Maybe if you did not earn enough credits it is because of personal circumstances.

If there is a chance that you did not earn enough credits because of personal circumstances, you must notify the student counsellor of your programme as soon as possible. The counsellor will treat your story confidentially.

What kind of personal circumstances do we take into account?

- Illness;
- Functional impairment;
- Pregnancy;
- Special circumstances in your family;
- Being a member of the Study Programme Committee, the Avans Joint Consultative Council or the School Consultative Council;
- Administrative work for Avans University of Applied Sciences;
- Being a member the board of an active student organisation or an active social organisation. This organisation has full legal capacity;
- Status of top athlete;
- Status of top student entrepreneur;
- Other exceptional personal circumstances that can be shown to have had an impact on your study performance, which made you unable to earn enough credits.

The *Framework regulations for students participating in administrative activities* (in Dutch: *Kaderregeling bestuurlijk actieve studenten*) states the conditions that the membership or administrative activities must meet. The *Regulations for student facilities/top level sports and studies* and the *Top student entrepreneurs scheme* tell you when you are given the status of top athlete or top entrepreneur. You can find these documents on SharePoint under Student Support.

In a case involving personal circumstances, your student counsellor will advise the examination board. The examination board may then, in that case, decide to delay your study advice. The examination board will decide how long to delay your study advice based on your personal circumstances. The examination board can repeatedly delay your study advice for a period of 12 months at the most. The examination board will also decide the standard that you have to meet at the end of this period.

At the end of extension period decided by the examination board, the board will again decide whether to grant a further extension or to issue you study advice. If the examination board issues the study advice to you, you must meet the standard set by the examination board. The examination board will tell you in the study advice whether you can continue in the programme or whether you are receiving a binding rejection.

### 5.2.4 What happens when you have to leave the programme?

If the examination board decides that you have to leave the programme, then we disenroll you from the study programme, meaning you will no longer be a student of this programme from the beginning of the month following the final decision. We will do our best to advise you about other possible study programmes. Once you have been disenrolled, you cannot enrol again as a student or external student for the same study programme at Avans in the next academic year. You also

cannot enrol for the same study programme at a different campus, nor can you enrol for programmes with a shared propaedeutic phase, the same as the programme you had to leave. You also cannot enrol in the same programme or a different variant of the same programme at Avans University of Applied Sciences if it has limited enrolment (numerus fixus) and you were admitted through selection.

After a year, you will be able to enrol again in these programmes. You can only do so if the school board believes it is likely that, if you start again, you will be able to earn enough credits for this programme. You will need to have good arguments why you should be allowed to start again. For instance, in the meantime you studied somewhere else, or you gained work experience. If the dean of your school gives you permission to enrol a second time in the programme, all the rules about leaving the programme will again apply to your new enrolment. If you are told to leave a second time, you will then not be able to apply again for admission after a year.

#### 5.2.5 Do you disagree with the decision?

Section 7.2 explains what to do if you disagree with the decision made by the examination board that you have to leave the programme.

#### 5.2.6 Special situations

- If you disenroll from your study programme before 1 February (if you started in period 1) or before 1 September (if you started in period 3) of your first year, you will not receive any study advice, including advice with a binding rejection.
- Did you start the full-time variant of your study programme in period 1 and then switch to the part-time variant **before** 1 February? Then we will apply the rules for part-time students to your situation. If you started in period 3 and you make a switch before 1 September, then we will also apply the rules for part-time students.
- Did you start the full-time variant of your study programme in period 1 and then switch to the part-time variant **on or after** 1 February? Then we will apply the rules for full-time students to your situation. If you began in period 3, then the same applies if you switch after 1 September.

## 6. Tests and exams

### 6.1 Final examinations, exams and tests

#### 6.1.1 What are final examinations and the examination programme?

Final examination refers to the total of all the exams that you have to pass to earn a diploma from the study programme.

Associate degree programmes have only one examination: the final examination.

Bachelor's degree programmes have two examinations: the propaedeutic examination and the final examination.

The master's degree programme has one examination: the final examination.

You pass a final examination if you meet all the requirements for passing that examination. The programme section of the EER gives the requirements for each final examination of the study programme. In every case this will include a certain number of credits (see section 3.2) that you earn when you achieve a specified result in both the mandatory modules or units of study and the elective modules and units of study. The sum total of the modules or units of study we refer to as the examination programme.

#### 6.1.2 What is an exam?

Every module or unit of study finishes with a course exam ('exam'). An exam therefore tells us the final result you achieved for that module or unit of study. The exam may consist of just one or multiple tests.

#### 6.1.3 What is a test?

A test is used by examiners to measure and evaluate your knowledge, understanding and skills. Avans University of Applied Sciences uses different kinds of testing evidence, such as professional assignments, portfolios, assessments, written tests and reports.

In ASP or Osiris you can see how many tests (also called learning outcomes) are included in the exam for each module or unit of study. You can see which kinds of testing evidence are used for each test. These are also called testing elements.

## 6.2 Which tests do I have to complete?

### 6.2.1 Information about the tests for a module or unit of study

Some of the information about the tests for modules and units of study can be found in ASP and Osiris.

You will receive more information at the start of the module or unit of study. Then we will inform you of at least the following:

1. Which tests are included in the exam; A description of the kind of testing evidence(s) used for each test;
2. What assessment criteria and standards we use to evaluate tests;
3. When you can sit or hand-in tests or testing elements;
4. What aids you are allowed to use for a test or testing element.

In section 3.4.2 you can read what information you will receive about the course at the start of the module or unit of study.

### 6.2.2 Can the test be changed?

The test is always based on the learning outcomes of the module or learning objectives of the unit of study, as stated in ASP or in the study guide. A re-sit within the same academic year will always be in the same format as the first test. The format of the re-sit can only change within the same academic year if the examination board and the student agree to this.

If the learning outcomes change, there may be other changes to the module. In section 6.13.2 you can read what this means for tests you have already taken, but have not yet passed.

### 6.3 How often and when are you allowed to complete a test?

In every academic year, you will have 2 opportunities to pass a test.<sup>3</sup> The first opportunity is always during the period in which the module or unit of study you are enrolled in is being offered. We call the second opportunity a re-sit. ASP and Osiris tell you for each module or unit of study when you can sit a test (or elements of the test).

The following rules apply to the re-sit:

- You are allowed to re-sit tests you have passed as well as those you have failed. For re-sitting those you have passed the following applies:
  - you are only allowed to re-sit a test once;
  - you are not allowed to re-sit tests that are marked pass/fail (see section 6.6.2) if you passed them;
  - you are allowed to re-sit tests that are marked pass/fail/excellent if you passed them;
  - you are only allowed to re-sit a pass if the test you want to re-do is still being offered.
- For a test you do more than once, your highest mark will apply.
- Sometimes the programme will offer a test more than twice during a year. In such cases, you are also only allowed to participate in the test a maximum of two times.
- If the programme only offers the test exactly twice per year and you miss one of the test opportunities, you are not entitled to an extra opportunity. In special circumstances, however, the examination board may grant you permission for an extra opportunity. You can read about how to submit a request to the examination board in section 7.1.2.
- All the final re-sits for the examination programme for the first year of the **associate degree** and **bachelor's degree programmes** will take place no later than week 11 of period 4. The last re-sit of the first academic year for first-year students who started their programmes in February (period 3) is no later than 31 January of the next year.

### 6.4 Registering and deregistering for tests

#### Modular education

If you are enrolled in modular education, you will automatically be registered for the first test or learning outcome offered for the module you are enrolled in during that period.

For re-sits you must register yourself for the test before the deadline. Your programme will inform you of the dates on which you can register. Register using Osiris. Did you miss the deadline for registering for a test, but you still want to complete it? The following rules apply to late registration for tests:

- You can still register by paying an administration fee up to 5 working days before the test. You will pay a €20 administration fee, which is also the charge if you register for more than one test at the same time. You will no longer be allowed to register within 5 working days of the test.

If you are registered for a scheduled test and decide you do not want to participate in the test during that period, you must deregister. Deregister using Osiris. Your programme will inform you of

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<sup>3</sup> The only exception to this is the national arithmetic examination in the study programme for teachers of primary education. Students will get 3 opportunities for these tests.

the dates when you can deregister. Note: if you do not participate in a test for which you are registered, your result will be recorded as 'not present', in Dutch NA (*niet aanwezig*). It's important to understand that this counts as one of your test opportunities. If you want to avoid this, be sure to deregister for the test.

### Units of study education

Are you enrolled in a units of study education stream, you must register yourself for the tests assigned to you in Osiris. Your programme will inform you of the dates when you can register. Did you miss the deadline for registering for a test, but you still want to complete it? The following rules apply to late registration for tests:

- You can still register by paying an administration fee up to 5 working days before the test. You will pay a €20 administration fee, which is also the charge if you register for more than one test at the same time. You will no longer be allowed to register within 5 working days of the test.

If you are registered for a scheduled test and decide you do not want to participate in the test during that period, you must deregister. Your programme will inform you of the dates when you can register. Note: if you do not participate in a test for which you are registered, your result will be recorded as 'not present', in Dutch NA (*niet aanwezig*). It's important to understand that this counts as one of your test opportunities. If you want to avoid this, be sure to deregister for the test before the deadline.

## 6.5 What rules apply when you take a test?

### 6.5.1 Rules that apply to taking an invigilated test

When sitting an invigilated test, you must be informed of the rules of procedure given in Avans University of Applied Sciences [Exam Regulations](#) and you must follow them. These regulations can be found on SharePoint under Student Support.

#### Unforeseen situations

If an unforeseen situation arises – such as an alarm going off, you become unwell or the network goes down during a digital test – the following rules apply.

- Always follow the instructions of the invigilator or examiner.
- In such cases, the examination board will decide whether or not the test will be completed and graded, and whether or not it will count. This applies even if you have already submitted your work.
- If the examination board decides that your test will not be assessed or will not count, you will be allowed to take the test again at the earliest opportunity. You will be able to read on Brightspace within 2 working days of the unforeseen situation the date and time of the new test opportunity.

#### Taking a test while outside the country

You are allowed to participate in an invigilated test at Avans University of Applied Sciences from outside the country if the examination board gives you permission to do so. You can read what rules apply in the examination board's internal regulations. You can find a link to this document at [examencommissie.avans.nl](http://examencommissie.avans.nl) or by visiting Brightspace.

### 6.5.2 Oral tests may be open to the public

An oral test can be held behind closed doors or may be open to the public. The examination board is authorised to decide on its own initiative, or at the request of a student, lecturer or examiner, or another person involved.

### 6.5.3 Costs of tests

We strive to ensure that the work you hand in – such as papers, assignments, reports and theses – can be submitted digitally. This may not always be possible, depending on the nature of the work. In such cases, you have to pay for materials or printing costs. You will receive more information about the format of the work you have to hand in at the start of the module or unit of study.

## 6.6 Test assessments

### 6.6.1 How will your test be assessed?

Your test will be assessed by an examiner. The following rules apply to test assessments:

- The examination board appoints the examiners each year. This is usually an instructor in your programme. The examiner may receive advice on your assessment from an expert who does not work at Avans University of Applied Sciences. This expert can only assess your work if the examination board has appointed him or her as an examiner.
- The examiner will assess whether you have achieved the learning outcome set for the test. Examiners use assessment criteria and grading standards to mark your work. These are set in advance. The assessment criteria indicate what you will be assessed on. The grading standard indicates how the examiner should determine your grade for the test.
- After the examiner has marked the test, they will analyse the test results. If an examiner concludes that the grading standard is off, the examination board will be asked for permission to change the grading standard.
- You will receive your assessment within 15 working days of taking the test. The examiner who marks your test will record your test result in Osiris. Your lecturer will then record your **provisional result**. If the deadline of 15 days cannot be met due to exceptional circumstances, the programme will inform you of this.
- No later than 5 working days from its release for your inspection (see section 6.7 for this), the programme will register your final result in Osiris. This means that the result will be **final** no later than 40 working days after the test. The examiner who marks your test will record your test result in Osiris and make it final.
- Only final test results will be included in your study progress overview. You cannot derive any rights from provisional or preliminary results that have been published on Osiris or elsewhere. Final test results may only be altered by a decision of the examination board.

### 6.6.2 How will your test be graded?

Your examiner can mark your test in one of the following ways:

- With a numerical grade between 1 and 10 (marks for tests are rounded off to one decimal place);
- With a verbal result: outstanding, excellent, good, very satisfactory, satisfactory, almost satisfactory, unsatisfactory, very unsatisfactory, poor or very poor;
- With a pass, fail or excellent;
- With a pass or fail.

The following table shows the relationship between the grades and verbal results.

|    |                     |           |               |      |            |
|----|---------------------|-----------|---------------|------|------------|
| 10 | Outstanding         | <i>U</i>  | Excellent EXL | Pass | <i>VLD</i> |
| 9  | Excellent           | <i>ZG</i> |               |      |            |
| 8  | Good                | <i>G</i>  |               |      |            |
| 7  | Very satisfactory   | <i>RV</i> | Pass VLD      |      |            |
| 6  | Satisfactory        | <i>V</i>  |               |      |            |
| 5  | Almost satisfactory | <i>BV</i> | Fail NVD      | Fail | <i>NVD</i> |
| 4  | Unsatisfactory      | <i>O</i>  |               |      |            |

|   |                     |    |  |  |  |
|---|---------------------|----|--|--|--|
| 3 | Very unsatisfactory | ZO |  |  |  |
| 2 | Poor                | S  |  |  |  |
| 1 | Very poor           | ZS |  |  |  |

In the programme section of the EER you can read which grade scale is used for grading each test. In addition to the grade scales given above, the following results may also be recorded:

- Not present (NA), if you registered for a test but did not participate. Your registration counts as one of your test opportunities;
- Invalid (NB), if it was not possible to assess your test because you did not comply with the conditions (such as the format or participation obligation). This also counts as one of your test opportunities;
- Academic misconduct (FR), when the examination board has detected academic misconduct and imposed a measure (see section 6.9);
- Exemption (VR), if the examination board has given you an exemption for the test (see section 7.1.1).

You will receive your credits for the test if you earned satisfactory results for the test or if you had an exemption for the test. Satisfactory results for the test means:

- you earned a numerical mark of 5.5 or above;
- you earned a verbal grade of *satisfactory* or above;
- you earned a *pass* or *excellent*.

Note: any form of testing evidence or testing element will become invalid if you do not pass the entire test or learning outcome after a re-sit in one academic year. You must then retake the entire test or learning outcome again.

### 6.6.3 We convert results awarded in other countries into a numerical grade

If you pass an assessment at a foreign institution, this will be turned into a numerical grade wherever possible. We use conversion tables for this (ECTS grading tables) devised by Avans University of Applied Sciences and the foreign institution. When making the conversion, we take account of the specific situation in the country where you earned this result, for example the grading system and cultural differences. If it is not possible for us to convert the result awarded abroad into a Dutch equivalent, your result will be recorded as a pass (VLD).

You can read more about this at <https://goingabroad.avans.nl> > Studying > Step 6: Returning to Avans > 6.2 ECTS credit recognition. This is also where you can [find](#) the Avans conversion table.

### 6.6.4 What is considered a pass on an exam?

An exam gives the final result you earned for the module or unit of study. It consists of one or more tests.

For exams that include more than one test, we use a weighted average. That means we only count numerical grades and verbal results. Verbal results are added in based on their value in the table above. In ASP or in the examination programme for your programme you will find the weighting of your tests in the 'Weighting' column. Numerical grades for exams are rounded off to one decimal place.

## 6.7 Your right to inspect tests

You are entitled to review completed tests and see how they were marked. You are also entitled to review the questions, assignments and grading standard used by the examiner to arrive at the grade. The aim of this right to inspect is so that you can learn from your mistakes.

Such student reviews always take place before a re-sit of a test and no later than 20 working days after the provisional grade has been published. The study programme is responsible for setting the date on which you can review your work and informing you.

The grade for the test is the examiner's decision and not open to discussion. You can only request that the programme make corrections to grades due to evident errors or mistakes, such as not marking questions or the incorrect addition of points. The following rules apply to requests for correction:

- Fill in a digital grade correction form to request a correction to your grade.
- The examiner will decide within 5 working days whether your request is well founded and, if applicable, will adjust your results. You will always receive an answer to your request.
- The law does not entitle you to any re-evaluation of your work.
- If you disagree with the examiner's grading decision, you can submit an appeal to the Examination Appeals Board (see section 6.8). Note: The Examination Appeals Board will only review whether the grade was based on a coherent procedure.

## 6.8 Appealing a grading decision

If, after your inspection, you disagree with the examiner's grading decision, you can submit an appeal to the [Examination Appeals Board](#). You have to submit your appeal within 6 calendar weeks of the date on which the grade was made known to you.

How to submit an appeal and how the Examination Appeals Board processes your appeal are explained in the [Regulations of the Examination Appeals Board](#). You can find this document on SharePoint under Student Support.

## 6.9 Irregularities and academic misconduct

If you do not follow the rules for taking tests, or you engage in some kind of academic misconduct, this will have the following consequences.

- If examiners and invigilators notice before or during a test that you are not following the rules, they will record this. This record will be given to the examination board. The examination board will decide what steps to take.
- Examiners may also notice that you did not follow the rules after a test. They must then inform the examination board of this. The examination board will decide later whether it is a case of academic misconduct or involving irregularities, and if so what steps to take.

You can read what we consider to be academic misconduct and irregularities in Appendix 1 and Appendix 3.

### 6.9.1 How do we check for plagiarism?

All the work you submit as a student must be original and authentic. We require that the work you hand in is completely your own. In order to evaluate that properly, we compare all the student work that is handed in and check it for plagiarism.

You will be handing in papers, assignments, reports, theses and the like digitally using Brightspace or other access points. How this applies to your modules or units of study depends on the kind of student work assigned. You will receive information about this at the start of the module or unit of study.

By handing in your work, you give permission for us to check it for plagiarism. Written work you submit must not be write-protected.

The examiner or invigilator will always communicate a suspicion of academic misconduct or plagiarism to the examination board. The examination board will then start an investigation to decide whether it is indeed a case of academic misconduct or plagiarism. In that case the examination board will decide what sanctions will be imposed on you. You can read about the different kinds of academic misconduct and plagiarism and what sanctions we assign to each of them in Appendix 3.

### 6.9.2 What measures can the examination board take?

Based on the Dutch Higher Education and Research Act (WHW), the examination board is authorised to take measures if academic misconduct is discovered. If they suspect irregularities, including academic misconduct, the examination board will start an investigation. When deciding the measure to be imposed, the examination board uses 6 categories. An overview of these categories is included in Appendix 3.

Apart from the measures stated in Appendix 3, the examination board can ask the Executive Board to decide that you must leave the study programme.

### 6.9.3 Meeting with the examination board

Before the members of the examination board make a decision, they will want to speak with you. We call this your right to be heard. After the meeting, the examination board will make a decision and you will receive a letter or email about it. The examination board will also inform the school board in the case of serious academic misconduct. In section 7 you can read what you should do if you disagree with the decision made by the examination board.

### 6.10 Requesting alternate test times and modified tests

If you fall into one of the following categories, you can request to take a test at an alternate time or according to an alternate testing method:

- you have a functional impairment;
- you are a top athlete;
- you are top student entrepreneur.

If you have a functional impairment, send your request to the examination board and discuss your situation with the student counsellor. The examination board will ask the student counsellor for advice. The decision of the examination board will be based in part on the advice of the student counsellor.

If you have the status of top athlete or top student entrepreneur, you can read how to arrange alternate testing in the relevant document ([Facilitation scheme for students/top athletes](#) or [Avans top student entrepreneur scheme](#)). Both can be found on SharePoint under Student Support.

If you want to take a test at an alternate time or by an alternate testing method because of some other special situation, you must ask the examination board for permission. You can find out how to do this in section 7 of this EER. Always report personal circumstances directly to your student counsellor.

### 6.11 Requesting exemptions

You can apply for an exemption from a test if you can prove that you meet all the requirements of the test. To do this, send a request to the examination board. You can find out how to send a request in section 7.

#### 6.11.1 What you should include in your request

In your request, explain why you want to receive an exemption and include the following certified supporting documents:

- A copy of a diploma, certificate, deed or statement that demonstrates you meet the requirements of the test;
- A copy of the list of qualifications that correspond to that diploma, certificate, deed or statement;
- A copy of the list of documents that you have studied, such as course books, readers or lecture notes;
- Other supporting documents showing that you ought to receive an exemption.

### 6.11.2 When will the examination board decide?

The examination board will decide on your request for an exemption within 4 weeks of receiving it. You will be sent a letter or e-mail. The examination board will keep a copy of the decision in your student record. If you are given an exemption, it will be recorded in ASP/Osiris that you have an exemption for that test.

### 6.11.3 When can't you apply for an exemption?

- You cannot request an exemption for a final project or graduation assignment.
- You cannot apply for an exemption from a test that you have already taken.

## 6.12 Requesting a validation

If you are enrolled in a **part-time study programme**, you can also request a validation if you can show that you already have command of one or more learning outcomes, for example based on work experience. To request a validation, you will submit a portfolio to be evaluated by the designated examiner. You can find the document *Guidelines for validation of learning outcomes/modules* in Brightspace, which contains all the information about validation.

## 6.13 Period of validity and transitional arrangements

We work hard to ensure that the contents of the programme and the modules or units of study are in line with developments in the professional field. We continuously evaluate our teaching in order to make improvements. This means that a module or unit of study may undergo changes from time to time. This also includes the examination requirements. Modules, units of study and the examination programme will never change over the course of the academic year.

What consequences updating our curriculum could have for you depends on whether you have passed a test or not.

### 6.13.1 Period of validity: if you have passed a test

Did you receive a satisfactory or pass grade for a test? The credits you earned cannot become invalid, but it could happen that they no longer count towards your diploma. This is the case if we decide a test has a limited period of validity. This also applies to exemptions and validations.

#### *When can we limit the period of validity?*

We review the examination programme every year. We compare the old examination programme with the new examination programme. When we make changes to a module or unit of study, or it is no longer given, we decide whether the contents of the old module or unit of study is still relevant or not. If it is no longer relevant, then we decide how long the tests for the module or unit of study, and the grades based on them, will remain valid from that date. This means we decide how long this test will remain one of the requirements of the examination programme. It will always be the nominal length of your programme, for example 4 years if you are enrolled in a bachelor's degree programme.

If you have already been granted your diploma, the grades you earned will never become invalid. If after you are granted your diploma the examination board discovers academic misconduct, the members can decide to revoke your degree.

If you disenrolled from the programme without earning a diploma and you enrol again, we will decide when you re-enrol which of the grades you received might have become invalid or will become invalid shortly.

#### *How do I know whether the period of validity of the grades I earned is limited?*

When we decide that a test has a limited period of validity, we state the expiry date in the programme section of the EER and, if in use, in [AvansStudyPath](#).

If the validity of one of your grades will shortly become invalid, you will receive a message about this one year before the expiry date. We will also let you know which module or unit of study you will need to pass as a replacement.

*Do you have an objection to one of your earned grades becoming invalid?*

You can submit a request to the examination board to extend the period of validity of the grade you earned. You must have a good reason for your request. You can read how to submit this request in section 8.

#### 6.13.2 Transitional arrangements: if you have not yet passed a test

##### Units of study

You were enrolled in a unit of study that has been updated and is no longer offered, but you have not yet passed one or more tests. You will be given 2 more opportunities each year to pass the test over the next 2 years, if it concerns a scheduled written or digital test. For other formats, the programme may decide to offer you an alternate form of testing. Again, you will have 2 opportunities each year over the next 2 years to pass this. And again it only concerns the opportunity to participate in this form of testing. The old curriculum, meaning such things as lectures and tutorials, will no longer be offered.

If after these 4 opportunities you have still not passed all the tests for the unit of study, you will have to pass the tests of the module replacing it. You will then also be able to participate in the educational activities of the new module.

The programme will inform students when changes will be made to a unit of study. If you have not yet passed the unit of study during the transitional period of 2 years, you can find information in the programme section of the EER about the replacement module and its required tests. *Note: modules usually have bigger tests than the previous units of study. Students are encouraged to make use of the opportunities given to pass any outstanding 'old' tests.*

##### Modules

You were enrolled in a module that has been updated and is no longer offered, but you have not yet passed one or more tests. You will be given 2 more opportunities to pass the test over the next year, if it concerns a scheduled written or digital test. For other kinds of testing evidence, the programme may decide to offer you an alternate form of testing. Again, you will have 2 opportunities to pass this. And again it only concerns the opportunity to participate in this form of testing. The old curriculum, meaning such things as lectures and tutorials, will no longer be offered.

If after these 2 opportunities you have still not passed all the tests for the module, you will have to pass the tests of the module replacing it. You will then also be able to participate in the educational activities of the new module.

The programme will inform students when changes will be made to a module. If you have not yet passed the module during the transitional period, you can find information in the programme section of the EER and in [AvansStudyPath](#) about the replacement module and its required tests.

## 7. Requests and complaints

In this section you can read who to contact when you want to submit a request or complaint regarding testing or teaching.

### 7.1 Examination board

Every programme or group of programmes has its own examination board. The examination board is responsible for ensuring the quality of exams, and determining for each student independently and in a competent manner whether they have met that programme's degree requirements.

You can read the policy of the examination board in the board's internal regulations (in Dutch: *Huishoudelijk reglement*), among other things the policy for handling requests and complaints. You can find a link to these internal regulations at [examencommissie.avans.nl](http://examencommissie.avans.nl) or by visiting Brightspace.

#### 7.1.1 When to contact the examination board

You can send a request to the examination board for a variety of issues, including the following.

- You can demonstrate that you meet the requirements of the test and would like an exemption (see also section 6.11) or validation (only for part-time students, see section 6.12).
- You would like another opportunity to sit a test and have good reasons for this (see also section 5.2.3).
- You would like an alternate method of testing in a manner that suits you or sit a test at an alternate time, and have good reasons for this (see also section 6.10).
- You have a complaint about a test, the way you had to complete a test, or about the examiner. If the examiner is also a member of the examination board, that person will not be allowed to take part in the decision.  
**Note:** you must have submitted your request to the examination board within 6 weeks of the conduct or incident.
- You need permission from the examination board to enrol in a minor that you have put together yourself, which is not in the [Avans' minor catalogue](#) or offered in the 'Kies Op Maat' range.
- You would like to delay the granting of your diploma (see also section 8.1).
- You would like to deviate from the prerequisite for a module or unit of study (see also section 3.5).

#### 7.1.2 How do you submit a request or complaint to the examination board?

You submit a request or complaint via [examencommissie.avans.nl](http://examencommissie.avans.nl).

#### 7.1.3 Handling of your request or complaint

Within 4 weeks of the date on which the examination board received your request, you will be informed about the examination board's decision.

### 7.2 Examination Appeals Board

If you disagree with a decision made by the examination board or an examiner, then you can file an appeal against it with the Examination Appeals Board (Cobex).

You must submit an appeal to the Examination Appeals Board within 6 calendar weeks of the date on the letter or email with the decision. If you are appealing an examiner's decision on a grade, the relevant date is the date on which the grade was made known to you.

You can read about how to file an appeal and how the Appeals Board handles your appeal [here](#). This link will also take you to the site with the [Regulations governing the Examination Appeals Board](#).

### 7.3 Disputes Advisory Committee

If you disagree with a decision made by or on behalf of the Executive Board, then you can file an objection with the Disputes Advisory Committee (DAC). If you do, you are essentially asking the Executive Board to reconsider their decision. The Executive Board will request advice from the DAC.

To read more about the Disputes Advisory Committee and the type of objections they handle, go to SharePoint under Student Support and look for the page [Filing an objection](#).

Filing an objection is only possible when you have exhausted all other legal avenues for pursuing the matter. An example of another legal avenue would be an appeal brought before the Examination Appeals Board (see section 7.2).

You must file an objection to the Disputes Advisory Committee within 6 calendar weeks of the date on the letter or email with the decision.

You can read how to file an objection with the DAC and how the DAC handles your objection in the [Avans University of Applied Sciences Appeals Procedure Regulations](#). You can find this document on SharePoint under Student Support.

## 8. Diplomas and certificates

### 8.1 When will you receive your diploma?

You will receive your diploma for an **associate degree** when the examination board determines that you have successfully met all the examination requirements. In the programme section of the EER, you can read what the requirements are.

For an associate degree, you will receive a diploma supplement in English; you can make a request for a diploma supplement in Dutch. The diploma supplement has information about the study programme that you have completed. Your transcript with all your grades is part of this supplement. The grades on the transcript are rounded off to one decimal place. The diploma supplement complies with the rules of Unesco/Cepes and the Netherlands Association of Universities of Applied Sciences.

**Bachelor's** degree programmes have two examinations: the propaedeutic examination and the final examination.

You will receive your diploma for the propaedeutic phase when the examination board determines that you have met all the requirements for the propaedeutic examination. In the programme section of the EER, you can read what the requirements are.

*Note: for the teaching programme in primary education you will only receive your propaedeutic diploma when you have met all the programme requirements and passed the mandatory national examinations.*

You will also receive a transcript/list of grades with your propaedeutic diploma. The grades on the transcript are rounded off to one decimal place.

You will receive your bachelor's diploma when the examination board determines that you have met all the requirements for the final examination. In the programme section of the EER, you can read what the requirements are.

For a bachelor's degree, you will receive a diploma supplement in English; you can make a request for a diploma supplement in Dutch. The diploma supplement has information about the study programme that you have completed. Your transcript with all your grades is part of this supplement. The grades on the transcript are rounded off to one decimal place. The diploma supplement complies with the rules of Unesco/Cepes and the Netherlands Association of Universities of Applied Sciences.

You will receive your diploma for a **master's degree** when the examination board determines that you have successfully met all the examination requirements. In the programme section of the EER, you can read what the requirements are.

For a master's degree, you will receive a diploma supplement in English; you can make a request for a diploma supplement in Dutch. The diploma supplement has information about the study programme that you have completed. Your transcript with all your grades is part of this supplement. The grades on the transcript are rounded off to one decimal place. The diploma supplement complies with the rules of Unesco/Cepes and the Netherlands Association of Universities of Applied Sciences.

The final examination date on the diploma is the date that the examination board determined you satisfied all the degree requirements. You must be enrolled in your study programme on the date of the meeting of the examination board when the members determine that you satisfied all the degree requirements. The dates of the examination board's meetings at which it determines that students have satisfied all the degree requirements are published at the start of the academic year.

It may be that you satisfy all the degree requirements, but you want to delay the date on which the examination board determines that you are ready to graduate because you want to complete

an extra module or unit of study and have it certified. In that case, submit a request no less than 4 weeks before the date of the examination board meeting at which the board makes its decision. You can read how to do this in section 7. Indicate how long you want this delay to be.

## 8.2 When do you graduate cum laude?

The examination board is authorised to grant a diploma with the honour 'cum laude' (which means 'with distinction' in Latin). The examination board will decide to bestow this honour on you if you meet the following criteria:

- You earned a weighted average of 8.0 or higher for the results of all exams in the examination programme for the core courses in the main phase (for associate, bachelor's and master's degrees), or in the examination programme for the core courses in the propaedeutic phase (for propaedeutic degrees). This means that elective courses or modules do not count as part of this average.
  - We weight the results of the exams based on the number of credits assigned to a module or unit of study.
  - The numerical form of verbal grades, as outlined in section 6.6.2, are included in this average; for converting words to numbers we use the table in section 6.6.2.
  - A 'pass' or 'excellent' grade does not count as part of the weighted average. The same holds for exemptions.
  - You have no record of academic misconduct in Osiris.
  - You have a maximum of one re-sit for a pass/satisfactory grade in the examination programme (core courses) of 60 ECTS credits (propaedeutic phase or 1-year master's).
  - You have a maximum of two re-sits for a pass/satisfactory grade in the examination programme (core) of more than 60 ECTS credits.
  - The number of ECTS credits for the tests used for calculating the honour of 'cum laude' must be at least 65% of the total number of ECTS credits in the examination programme for core courses.
- For study programmes that **only** work with the grading scale 'fail - pass - excellent':
  - A grade of 'excellent' for at least 75% of the examination programme for core courses in the main phase at the exam level (for associate, bachelor's and master's degrees), or of the examination programme for core courses in the propaedeutic phase (for propaedeutic degrees). This means that elective courses or modules do not count as part of this average.
  - Exemptions do not count towards the honour 'cum laude'.
  - You have no record of academic misconduct in Osiris.
  - You have a maximum of one resit for a pass grade in the examination programme (core) of 60 ECTS credits (propaedeutic phase or 1-year master's).
  - You have a maximum of two resits for a pass grade in the examination programme (core courses) of more than 60 ECTS credits.

## 8.3 When do you receive a statement?

If you leave the study programme before finishing, meaning you have not earned a diploma, you can ask the examination board for a statement listing the exams that you have passed. You can read how to submit such a request in section 7.

## Appendix 1 List of terms

### **Academic misconduct**

Any action, omission, attempt, instigation or toleration of behaviour that precludes, in whole or in part, the proper and accurate assessment of a student's true level of knowledge, understanding or ability.

#### **Academic misconduct** (Article 7:12(b) of the WHW)

includes the following situations:

- a. when, during or after a test, a student is found to be using or to have used aids (other than calculators, mobile phones, books, syllabuses, notes that have been permitted by the examiner) whose use has not been explicitly permitted or allowed by the examiner;
- b. when, during or after a test, a student is found to be looking or to have looked at the work of another student or students;
- c. when, during or after a test, a student is found to be giving or to have given other students the opportunity to look at their work;
- d. when, during or after a test, a student is found to be providing or to have provided information to other students about the contents and answers to the test;
- e. when a student commits plagiarism, as defined in this list of terms.

#### **Serious academic misconduct** (Article 7:12(b) of the WHW) includes the following situations:

- a. when, during or after a test, a student is found to be providing or to have provided incorrect or false information about their identity during the test;
- b. when, during or after a test, a student is found to have had someone else represent them;
- c. when, during or after a test, a student is found to have falsified documents;
- d. when, during or after a test, a student is found to have committed an act of academic misconduct, despite having signed a statement of authenticity;
- e. when a student has obtained or accepted the questions or instructions for the relevant test before the date and time at which the test will take place;
- f. when a student falsifies or fabricates survey or interview answers or research data;
- g. when a student tampers with a test in any way whatsoever that has already been marked during or outside the period of inspection;
- h. when a student commits any form of academic misconduct involving test results;
- i. when a student gains access to teaching or tests on false grounds;
- j. when a student commits serious plagiarism, as referred to in this list of terms.

|                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <b>Academic year</b>                                                 | The time period starting on 1 September and ending on 31 August of the following year (Article 1:1 of the WHW).                                                                                                                                                                                                                                                                                                              |
| <b>Administrative Law Department of the Council of State (ABRvS)</b> | The national, independent body for legal matters relating to higher education, as referred to in Article 7:64 of the Higher Education and Research Act (WHW). This is the governmental agency where you can file an appeal against decisions of a body of the higher education institution where you are studying.                                                                                                           |
| <b>Associate degree</b>                                              | A 2-year study programme with a defined curriculum corresponding to at least 120 ECTS credits. The programme culminates in the granting of an associate degree as defined by law. You will graduate with an associate degree diploma when you have passed all the exams for the associate degree.                                                                                                                            |
| <b>Avans Joint Consultative Council (AJCC)</b>                       | The joint consultative council of the university of applied sciences, as referred to in Article 10:17 of the WHW. This council consists of staff and student members. The council is authorised to discuss all matters concerning Avans University of Applied Sciences. The AJCC has both the right of consent and the right to give advice to the Executive Board.                                                          |
| <b>Bachelor's degree</b>                                             | A four-year study programme with a defined curriculum corresponding to at least 240 ECTS credits. The title 'bachelor' indicates that a person has completed a full professionally oriented study programme at a university of applied sciences or has completed an undergraduate programme at a research university. You will be granted a bachelor's diploma when you have passed all the exams for the bachelor's degree. |
| <b>Brightspace</b>                                                   | Brightspace is a digital learning environment. This is where you can find information about the study programme.                                                                                                                                                                                                                                                                                                             |
| <b>Candidate</b>                                                     | The student or external student who participates in a test, exam or final examination.                                                                                                                                                                                                                                                                                                                                       |
| <b>Certified supporting documents</b>                                | The examination board must be able to trace who issued the supporting documents.                                                                                                                                                                                                                                                                                                                                             |
| <b>Credits</b>                                                       | The study load for a study programme and for each module or unit of study is expressed in credits. One credit is equivalent to 28 hours of study (Articles 7:4 and 7:5 of the WHW). One credit equals 1 ECTS credit. The credits meet the requirements of the European Credit Transfer System (ECTS).                                                                                                                        |
| <b>Cum laude</b>                                                     | With distinction (Latin).                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Degree</b>                                                        | When you have passed the examination or examinations for a study programme, you will be granted the corresponding degree: an associate degree, bachelor's degree or master's degree.                                                                                                                                                                                                                                         |
| <b>Digital test</b>                                                  | A written test that is given digitally, where a group of students answer the same test questions in digital form at the same time independently of one another.                                                                                                                                                                                                                                                              |

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| <b>Dual track</b>                        | Dual track programmes allow you to combine learning and working.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Dublin descriptors</b>                | The Dublin descriptors define five types of learning outcomes students have to achieve, and differentiate the associate, bachelor's and master's degree qualifications at European higher education institutions.                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Exam</b>                              | The exam that gives the final result for a module or unit of study. One or more tests are used as a means of measuring a student's knowledge, understanding and skills relating to the module or unit of study (see Article 7:10 of the WHW). An exam always consists of one or more tests.                                                                                                                                                                                                                                                                                                                       |
| <b>Examination Appeals Board (Cobex)</b> | Every institution of higher education has an appeals board ( <a href="#">Cobex</a> ), as referred to in Article 7:60 of the WHW. If you are a student, prospective student, former student or external student, you can contact the appeals board if you disagree with a decision taken by the examination board or by examiners.                                                                                                                                                                                                                                                                                 |
| <b>Examination board</b>                 | The examination board is the body responsible for determining in an objective and professional manner whether a student meets the conditions set by the Education and Examination Regulations in relation to the knowledge, understanding and skills required to obtain a degree. The examination board is appointed by the Executive Board.                                                                                                                                                                                                                                                                      |
| <b>Examination programme</b>             | A study programme is a coherent whole (curriculum) of units of study or modules. Every module or unit of study is concluded with an exam. The exam may consist of just one or multiple tests. All exams for an individual module or unit of study together are called the examination programme. The bachelor's degree consists of two examination programmes with two final examinations: the propaedeutic examination and the post-propaedeutic final examination. The examination programmes for the associate degree and the master's degree consist of one examination programme with one final examination. |
| <b>Examiner</b>                          | A person who drafts, administers and grades tests. Examiners must be appointed by the examination board before carrying out these tasks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Executive Board (CvB)</b>             | The board of the Avans Foundation that is also the executive board of Avans University of Applied Sciences.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Exemption</b>                         | An exemption means you do not have to complete one or more tests for a certain unit of study and is granted on request by the examination board. Exemptions are granted when you can show that you have already have a good command of the competencies measured by these tests.                                                                                                                                                                                                                                                                                                                                  |
| <b>External student</b>                  | A person who is enrolled at Avans University of Applied Sciences but does not attend lectures and tutorials. The external student is only permitted to participate in tests (Article 7:32 in conjunction with Article 7:36 of the WHW).                                                                                                                                                                                                                                                                                                                                                                           |

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| <b>Final examinations</b>                               | <p>The sum total of:</p> <ul style="list-style-type: none"> <li>- the exams for the propaedeutic phase or the post-propaedeutic phase for the bachelor's degree;</li> <li>- the exams for the associate degree;</li> <li>- the exams for the master's degree.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Full-time</b>                                        | Full-time education refers to an educational programme that involves classes for at least 16 hours per week over a period of at least 7 months to students whose main activity is completing an educational programme.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Higher education</b>                                 | Academic education and higher professional education.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Higher Education and Academic Research Act (WHW)</b> | The Higher Education and Research Act (in Dutch: <i>Wet op het Hoger onderwijs en Wetenschappelijk onderzoek</i> , WHW), as published in the <i>Bulletin of Acts and Decrees</i> 1992, 593, plus all relevant amendments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Higher professional education</b>                    | Education that aims to impart theoretical knowledge and develop skills that are closely based on professional practice.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Irregularity</b>                                     | <p><u>Failure to observe the rules</u></p> <p>By this we mean any action or failure to act on the part of a student that is in violation of the rules, guidelines and instructions concerning tests (including, but not limited to, the <i>Test Regulations</i>, instructions from examiners or invigilators and instructions on the cover sheets of exams).</p> <p><u>Less serious forms of plagiarism or incorrect referencing of sources</u></p> <p>All forms included in Appendix 1.</p> <p>The student has acted in contravention of the rules, guidelines or instructions, but the examiner is still able to form a proper judgement of the knowledge, understanding, skills and professional attitude of the student.</p> |
| <b>ISAT</b>                                             | ISAT is the programme code for your study programme. This code is registered in the Central Register of Higher Education Study Programmes (in Dutch: Centraal Register Opleidingen Hoger Onderwijs, CROHO).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Kies op Maat</b>                                     | At ' <a href="#">Kies Op Maat</a> ' (KOM) you can find the range of minors offered by a number of universities of applied sciences.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Learning outcome</b>                                 | Describes the goal or result of a learning process and what a student is expected to know, understand and be able to apply in terms of professional practice after completing a learning period.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Major</b>                                            | A coherent curriculum of units of study for the bachelor's degree programme that prepares the student for a specific professional profile. The major corresponds to a maximum of 210 credits. Within a major students are allowed to choose electives. Different majors within a single study programme may offer joint units of study.                                                                                                                                                                                                                                                                                                                                                                                          |

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| <b>Master's degree</b>                                       | A graduate degree programme following the bachelor's, with a coherent curriculum of at least 60 credits and a nominal duration of at least one academic year. 'Master' is a qualification that indicates that someone has completed a master's degree programme at a university of applied sciences or a research university.                                                                                                                                                                                                                   |
| <b>Matching</b>                                              | <p>The process during the first year of a bachelor's degree and associate degree programme that explicitly addresses the question of whether the chosen programme is the right place for the student. The student and the programme together examine whether there is a good fit between the student and the chosen study programme. The process has 3 phases:</p> <ul style="list-style-type: none"> <li>• match-0 (intake)</li> <li>• match-mid (halfway through the first year)</li> <li>• match-1 (at the end of the first year)</li> </ul> |
| <b>Minor</b>                                                 | A coherent curriculum of one or more units of study with a corresponding total of 30 credits. A minor is aimed at gaining breadth or depth in a subject, or serves as a transfer qualification for a master's degree programme.                                                                                                                                                                                                                                                                                                                 |
| <b>Module</b>                                                | A coherent unit of subject matter that includes both presentation and assimilation as well as testing.                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>NLQF</b>                                                  | Dutch Qualification Framework. NLQF gives a clear indication for the Netherlands and other European countries (EQF) what level of learning or functioning someone is capable of. The qualification framework has eight levels, from primary education through university, and defines for each level the corresponding knowledge and skills, as well as the degree of responsibility and ability to work independently.                                                                                                                         |
| <b>Nominal (study) duration</b>                              | The duration of the study programme without exemptions and without delays in study progress.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Participation requirement/<br/>Attendance requirement</b> | The student's attendance and participation in the teaching and learning activities, which are geared to achieving specific hands-on skills, is mandatory (Article 7:13(t) of the WHW and explanatory notes).                                                                                                                                                                                                                                                                                                                                    |
| <b>Part-time</b>                                             | <p>Part-time education is higher education:</p> <ol style="list-style-type: none"> <li>1. that is conducted over a period of less than 7 months;</li> <li>2. that is conducted over a period of 7 months or longer for less than 16 hours per week;</li> <li>3. that is structured so as to take account of the fact that the student may also be occupied with other work or educational activities.</li> </ol>                                                                                                                                |
| <b>Period</b>                                                | An academic year is divided into 4 study periods and/or 2 semesters. A study period consists of 10 or 11 weeks, while a semester consists of 2 study periods. Period 1 starts in September. The study periods can be found in the academic calendar. You can find the academic calendar on SharePoint.                                                                                                                                                                                                                                          |

## **Plagiarism**

The appropriation of published work authored by someone else without an adequate citation or reference to the original author(s). Plagiarism is a form of academic misconduct. There are various degrees of plagiarism, and it can occur in any form of submitted work, whether it consists of text, visual material or audio material.

### **Less serious forms of plagiarism or incorrect referencing** include:

- a. failing to include full references to sources used, or failing to reference correctly;
- b. using or copying visual material created by others, from known or unknown sources, without including correct references to the source, if that visual material has no significant influence on the ability to assess the student's work.

### **Plagiarism** includes the following:

- a. using or copying other people's texts, data, ideas and the like, or developing those ideas, without including a full and accurate reference to the source. The extent to which the original work has influenced the student work submitted is the primary criterion in this respect;
- b. using or copying figures, graphs, charts, tables, icons, illustrations or other graphic elements without a full and accurate reference to the source, unless the use of this data is in the public domain, it is reproduced in a highly simplified form or the source is generally well-known;
- c. presenting the structure of or central ideas from a third-party source as one's own work or thoughts, even if a reference to the relevant author(s) has been included;
- d. failing to show clearly in the text, for example by using quotation marks or specific formatting, that literal or nearly literal citations have been adopted into the text, even if a reference to the relevant source has been included;
- e. paraphrasing passages or the entire contents of another person's text without adequate reference to the source;
- f. submitting texts that have previously been submitted for assignments in other courses, or texts similar to work that has previously been submitted, without adequate reference to the source.

### **Serious plagiarism** includes the following:

- a. using or copying other people's texts, data, ideas and the like to a significant extent, or the development and elaboration of these, without including a full and accurate reference to the source;
- b. using or copying visual, audio or text materials, software and programming codes created by others without full and proper referencing, and attempting to pass these off as one's own work;

- c. copying work from fellow students and passing this off as one's own work;
- d. submitting work that was written by someone else, including work obtained from a commercial organisation, regardless of whether this was in exchange for payment.

**Post-propaedeutic phase**

The part of the bachelor's degree programme that follows the propaedeutic phase. In the full-time bachelor's degree programme, the post-propaedeutic phase has a nominal duration of 3 years of study, corresponding to 180 credits. For a part-time or dual track programme that may be longer than 3 years. For a 3-year bachelor's degree programme, the post-propaedeutic phase is 2 years and the corresponding study load is 120 credits. Some bachelor's degree programmes use the term 'main phase' as a synonym for 'post-propaedeutic phase'.

**Practicals and practical training**

Practicals and practical training refer to producing dissertations and papers, carrying out research assignments, taking part in fieldwork and excursions, undertaking work placements and taking part in other learning activities aimed at achieving specific operational skills (Article 7:13(d) of the WHW and explanatory notes).

**Prerequisite**

The 'level of competence' and/or list of skills a student requires for enrolling in a module.

**Propaedeutic phase**

Every bachelor's degree programme has a propaedeutic phase. This is the first foundational part of the study programme and, in the case of full-time and dual track programmes, has a nominal duration of 1 academic year and a study load of 60 credits. The nominal duration of the propaedeutic phase of a part-time study programme may be longer than 1 academic year (Article 7:8 of the WHW). You will graduate with an propaedeutic phase diploma when you have passed all the exams for the propaedeutic phase.

**School**

The organisational unit within the university of applied sciences that provides one or more study programmes.

**School board**

The person or persons who act as directors of a school and who have received a mandate to do so by the Executive Board.

**School Consultative Council**

The joint consultative council of the school. This subcouncil is comprised of staff and students from the school. The School Consultative Council exercises the right of consent and the right to give advice with respect to the school board for school-specific issues (Article 10:25 of the WHW).

**Specialisation**

Section of a bachelor's degree programme focusing on a specific topic or theme of a profession or occupational practice. Not applicable to the major/minor structure.

|                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Student</b>                                   | A person who, within the meaning of Article 7:32 ff. of the WHW, is enrolled at Avans University of Applied Sciences.<br>-                                                                                                                                                                                                                                                                                                                                     |
| <b>Student work</b>                              | The student's work, whether or not in written form, in fulfilment of an assignment that will be graded to find out whether the student has mastered the required competencies. The assignment may be a work placement assignment, graduation assignment, project, reflection essay, case study report, or something else.                                                                                                                                      |
| <b>Study counselling/Student guidance</b>        | The counselling system for students aimed at the prevention or timely identification of study problems, and the provision of support in resolving such problems. Study counselling is also aimed at reviewing the match between a student and the study programme, and providing support regarding the consequences of the choice made. This includes holding individual meetings with students, possibly supplemented with group classes or other activities. |
| <b>Study load</b>                                | The study load for an academic year is 60 credits for full-time and dual track programmes. 60 credits are equivalent to 1680 hours of study. The study load for each bachelor's degree programme is 240 credits, and 120 credits for each associate degree.                                                                                                                                                                                                    |
| <b>Study programme</b>                           | A coherent curriculum of units of study corresponding to a nominal total number of 240 credits aimed at achieving objectives relating to knowledge, understanding and skills (Article 7:3 of the WHW). A study programme at Avans University of Applied Sciences can be offered on more than one campus.                                                                                                                                                       |
| <b>Study Programme Committee</b>                 | The study programme's advisory and consultative body, consisting of student representatives and teaching staff in the study programme (Article 10:3(c) of the WHW). This body issues recommendations to the School Board and to the School Consultative Council on increasing the quality of the study programme and EER, as well as the latter's content and implementation. The committee has the right of consent regarding certain EER topics.             |
| <b>Test</b>                                      | A test is a means of measuring a student's progress towards the intended level of professional competence. A test is a component of an exam. There are a variety of testing formats and forms of testing evidence.                                                                                                                                                                                                                                             |
| <b>Testing formats/forms of testing evidence</b> | The way in which the command of knowledge and/or skills and/or attitude is measured. Examples of student work include papers, written and oral tests, case study tests, group assessments and portfolio reviews.                                                                                                                                                                                                                                               |
| <b>Threshold</b>                                 | A threshold is a prerequisite, which indicates the order courses should be taken in. It refers to the courses you must pass first before moving on to take other courses.                                                                                                                                                                                                                                                                                      |
| <b>Unit of study</b>                             | A coherent unit of subject matter that includes both presentation and assimilation as well as testing.                                                                                                                                                                                                                                                                                                                                                         |
| <b>Validation</b>                                | For <b>part-time</b> study programmes, showing that you already have command of one or more learning outcomes                                                                                                                                                                                                                                                                                                                                                  |

for a module, for example based on work experience. You put together a portfolio for this purpose that will be assessed by the examiner assigned by the part-time study programme.

**Variant**

A study programme can be presented in 3 variants: full-time, part-time and dual track.

**Weeks**

'Weeks' refer to 'education weeks' as shown in the Avans academic calendar (see iAvans). When a public holiday falls during the week, like Ascension Day, it still counts as an education week.

The non-education weeks do not count for the period mentioned in the EER. Exceptions to this are requests to the examination board during the weeks of the summer holiday. The Executive Board has made arrangements with the examination board about their accessibility.

**Written test**

A test that is administered to a group of students at the same time, who each write individual answers to the same test questions independently of each other.

## Appendix 2 Where can I find the programme section of the EER?

The EER is made up of an institutional section and a section with information for each study programme. The information for each programme is called the programme section. The institutional section often refers to information in the programme section, which is an essential part of the EER.

The programme section is set out in a document produced by your study programme. Where to find the programme section of the EER for your programme depends on whether you are enrolled in a full-time or part-time study programme. Below you can see where to find the programme section for your programme.

### Full-time study programmes

You will find the complete EER on [www.avans.nl](http://www.avans.nl) and on Brightspace.

### Part-time study programmes

You will find the complete EER on the study programme page on AvansStudyPath, section EER.

## Appendix 3 Measures that can be taken by the examination board

Section 6.9 stipulates that the examination board can take measures if irregularities, academic misconduct or plagiarism are detected. If they suspect irregularities, including academic misconduct, the examination board will start an investigation. The investigation will be designed to demonstrate whether academic misconduct, plagiarism or irregularities have in fact occurred. Appendix 1 of the EER includes definitions of both academic misconduct and plagiarism that can be used by the examination board to determine whether academic misconduct or plagiarism has occurred. The definition makes it clear that this is not an exhaustive list and that academic misconduct or plagiarism may also take other forms. If there is a suspicion of academic misconduct in some other form than those listed in Appendix 1 of the EER, the examination board will assess the situation in the light of the following definition of academic misconduct:

*Academic misconduct is any action, omission, attempt, instigation or toleration of behaviour that precludes, in whole or in part, the proper and accurate assessment of a student's true level of knowledge, understanding or ability.*

If it is established that irregularities, academic misconduct or plagiarism have occurred, the examination board will decide which steps are appropriate based on the categories shown in the table below.

| Category                                                                                                                                                                                                                                                                                                                                                  | Measure                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Category 1: Irregularity</b>                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                      |
| a. <u>Failure to observe the rules</u><br>By this we mean any action or failure to act on the part of a student that is in violation of the rules, guidelines and instructions concerning tests (including, but not limited to, the <i>Test Regulations</i> , instructions from examiners or invigilators and instructions on the cover sheets of exams). | <b>Minimum:</b> A warning.<br><b>Maximum:</b> A reprimand.<br>Nothing will be recorded in Osiris.                                                                    |
| b. <u>Less serious forms of plagiarism or incorrect referencing of sources</u><br>All forms included in Appendix 1.                                                                                                                                                                                                                                       |                                                                                                                                                                      |
| The student has acted in contravention of the rules, guidelines or instructions, but the examiner is still able to form a proper judgement of the knowledge, understanding, skills and professional attitude of the student.                                                                                                                              |                                                                                                                                                                      |
| <b>Category 2: Plagiarism</b>                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                      |
| a. <u>Plagiarism</u><br>All forms included in Appendix 1.                                                                                                                                                                                                                                                                                                 | a. <u>Plagiarism</u><br><b>Minimum:</b> Test result is declared null and void.<br><b>Maximum:</b> Test result is declared null and void, and the student is excluded |
| b. <u>Serious forms of plagiarism</u><br>All forms included in Appendix 1.                                                                                                                                                                                                                                                                                |                                                                                                                                                                      |

from participating in the next test of the same kind.

b. Serious forms of plagiarism

**Minimum:** Test result is declared null and void, and the student is excluded from participating in the next test of the same kind.

**Maximum:** Test result is declared null and void, and the student is excluded from participating in all tests for one year.

In addition, the examination board may ask the Executive Board to decide that the student must leave the study programme.

The measure imposed will be recorded (in Dutch as 'FR') in ASP/Osiris. Note: if this form of plagiarism or serious plagiarism is detected in a group assignment, the Examination Board may impose different measures on different members of the group.

### Category 3: Academic misconduct

a. Academic misconduct

All forms included in Appendix 1.

b. Serious academic misconduct

All forms included in Appendix 1.

a. Academic misconduct

**Minimum:** Test result is declared null and void.

**Maximum:** Test result is declared null and void, and the student is excluded from participating in next test of the same kind.

b. Serious forms of academic misconduct

**Minimum:** Test result is declared null and void, and the student is excluded from participating in the next test of the same kind.

**Maximum:** Test result is declared null and void, and the student is excluded from participating in all tests for one year.

The measure imposed is recorded (in Dutch as 'FR') in ASP/Osiris.

In addition, the examination board may ask the Executive Board to decide that the student must leave the study programme.

### Category 4: Making materials available

By this we mean the unauthorised supply of information and/or materials that enables other students to commit acts of academic misconduct.

### **Category 5: Recidivism**

Recidivism means the repetition of an irregularity, plagiarism, academic misconduct or making materials available in any of the categories 2 to 4. The second offence does not have to fall into the same category to be considered recidivism.

**Minimum:** A reprimand.

**Maximum:** Exclusion from participating in the next test for which the perpetrator is registered, or can register.

The measure imposed is recorded (in Dutch as 'FR') in Osiris.

**Minimum:** Test result is declared null and void, and/or the student is excluded from participating in the next test for which the perpetrator is registered, or can register.

**Maximum:** Test result is declared null and void and the student is excluded from participating in all tests for a maximum period of 1 year.

The measure imposed is recorded (in Dutch as 'FR') in Osiris.

In addition, the examination board may ask the Executive Board to decide that the student must leave the study programme.