

Teaching and Examination Regulations

HBO bachelor's programme Hotel Management HBO bachelor's programme Facility Management

Breda University of Applied Sciences
Academic Year 2018-2019 (1 September 2018 – 31 August 2019)

The teaching and examination regulations are part of the study programme-specific part of the Students' Charter. The Students' Charter describes the rights and duties of students, ensuing from the Dutch Higher Education and Research Act (WHW) and consists of a general part pertaining to the institution as a whole, and of specific parts pertaining to the various study programmes. The Students' Charter is subject to alterations in laws and regulations.

Academy	Academy of Hotel and Facility Management
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Chapter 1 General

Article 1.1 Definitions

When applying these regulations, the following is meant by:

Academic year	The period that starts on 1 September and ends on 31 August of the subsequent year, as referred to in WHW article 1.1 under k.
Academy	Organisational unit as referred to in article 10.3a WHW, which offers one or more study programmes.
Academy director	Leading officer of an academy. The academy director bears final responsibility for the day-to-day running of an academy on the grounds of the duties and powers authorised to him/her by the Executive Board.
Academy participation council	A body instituted for each academy, as referred to in WHW article 10.25, which exercises the right of consent and the right to prior consultation vested in the Participation Council, insofar as it concerns matters that pertain to the academy.
Accreditation	The quality mark which expresses that the quality of a study programme has been positively assessed, as referred to in article 1.1 under 's' of the WHW.
Area of specialisation	A coherent whole of educational units relating to a specific discipline in the main phase of a study programme.
Assessment	A specific examination in which the student is given a realistic professional assignment, and/or carries out professional activities, by means of which the student allows the assessor to establish the extent to which the student masters the relevant competencies and/or sub-competencies.
Assessment results	A collection of academic results registered by the examiner(s). This collection is recorded in the Osiris student progress monitoring system.
Associate Degree programme	An Associate degree programme is a programme that lasts two years and has a study load of at least 120 credits as referred to in article 7.8a paragraph 1 and paragraph 2 of the WHW. Upon completion of this programme, students are awarded an Associate Degree (AD).
Binding recommendation (regarding the continuation of studies)	The recommendation, as referred to in WHW article 7.8b paragraphs 1 and 2, which is issued to the student no later than at the end of the first year of enrolment on the propaedeutic phase and which concerns the student's continuation on the study programme concerned.
Board of examiners	The body, as referred to in article 7.12 paragraphs 1 and 2 of the WHW, which establishes – in an objective and competent manner – whether a student complies with the conditions of the TER in terms of knowledge, understanding and skills which are required in order to earn a degree. Every study programme or group of study

	programmes of the institute has its own board of examiners. Also see the Regulations pertaining to Boards of Examiners.
Competency-based education	A type of education in which the final objectives are expressed in terms of competencies.
Course	A part of a study programme that is concluded by means of an examination. The study load of a course is, in principle, expressed in whole ECTS credits. If necessary, however, a maximum of two decimal places can be applied.
CROHO	The Central Register of Higher Education Programmes in the Netherlands, as referred to in article 6.13 paragraph 1 of the WHW.
CROHO domain	Classification by education sectors.
Curriculum	An interrelated set of courses for a particular study programme, including assessment/marketing standards.
Degree certificate	A certificate awarded by the board of examiners, as referred to in article 7.11 paragraph 2 of the WHW, to prove that the final exam of a study programme has been completed successfully.
Degree programme committee	A participation body, established for a study programme or group of study programmes, as referred to in WHW article 10.3c, which has the right of consent ¹ and the right to prior consultation with regard to parts of the TER. Also see the Regulations pertaining to Degree Programme Committees.
Diploma supplement	A supplement to the degree certificate, as referred to in WHW article 7.11 paragraph 4, with the aim of providing an insight into the nature and content of the study programme completed, partly with a view to the international recognisability of the programme(s). Diploma supplements are drafted in the English language and comply with the standard European format.
Double Degree	Graduation programme which will earn the student – upon successful completion – two degree certificates. The degree certificate of the other (second) programme may be earned within Breda University of Applied Sciences or at another education institution.
ECTS credit	A unit which expresses the study load for a student. One ECTS credit is equivalent to a study load of 28 hours of study.
Examination	An examination, as referred to in article 7.10 paragraph 1 of the WHW, of the student's knowledge, understanding and skills, as well as an assessment of the results of this examination.
Examinations Appeals Board (CBE)	A judicial body established in accordance with WHW article 7.60 to which students can appeal against decisions as listed in WHW article 7.61.
Examiner	A member of staff, or an external expert - appointed by the board of examiners - for the purpose of administering and marking examinations, as referred to in article 7.12c paragraph 1 of the WHW.

¹ In accordance with legislation effective from September 2017.

Executive Board	The governing and policy-making body of <i>Stichting Breda University of Applied Sciences</i> , as referred to in article 10.2 of the WHW in conjunction with articles 3 to 5 inclusive and article 7 of the articles of association of Stichting Breda University of Applied Sciences.
Extraneus student	A student, as referred to in article 7.36 of the WHW, who is enrolled on a study programme at Breda University of Applied Sciences who has the right to take examinations and final exams. An extraneus student does not have the right to attend classes/lectures.
Final exam	The total of successfully completed examinations of the courses belonging to the study programme, possibly supplemented with an investigation carried out by examiner(s) appointed by the board of examiners into the level of knowledge, understanding and skills of the student.
HBO bachelor's programme	A degree programme as referred to in articles 7.3 and 7.3a paragraph 2 of the WHW. Upon completion of an HBO bachelor's programme, students are awarded the title of Bachelor. Also see 'Study programme'.
Institute	Breda University of Applied Sciences.
ISAT code	The code under which a study programme is officially registered in CROHO.
LMS	Learning Management System (CL Learning, previously known as N@tschool).
Main phase	The second part of the bachelor's programme which follows the propaedeutic phase, as referred to in article 7.30 of the WHW.
Management and administrative regulations	A set of regulations in which the Executive Board has laid down how the management, administration and organisation of the institute is arranged, as referred to in WHW article 10.3b.
Management team	The staff members of an academy who are responsible for academy policy and have been appointed for this purpose by the Executive Board.
Minor	A part of the curriculum of 30 ECTS that is completed in the fourth year of study. The minor is either an institute-wide minor (broadening the student's knowledge) or a programme-specific minor (deepening the student's knowledge). A minor may also be attended at another education institution (university of applied sciences).
Module	A set of interrelated courses which are offered jointly during a specific semester.
Numerus fixus	A restriction, set by the Executive Board, on the number of students to be admitted to the propaedeutic phase of a study programme for the first time, as referred to in WHW article 7.53.
NVAO	Accreditation Organisation of the Netherlands and Flanders charged with providing expert and objective assessments of the quality of higher education in the Netherlands and Flanders.
Osiris	The Student Information System.

Participation Council	An independent body, as referred to in article 10.17 of the WHW. Half of this body consists of members chosen from among employees, and the other half of members chosen from among students.
Propaedeutic exam and final exam	See 'Final exam'.
Propaedeutic phase	The first part of an HBO bachelor's programme (60 ECTS credits) which is followed by the main phase, as referred to in article 7.8 paragraphs 2 and 4 of the WHW.
Selection list	The list which describes how long the institute is obliged to retain archive records.
Semester	A consecutive period of 20 lecture weeks.
Standard duration of studies	Number of study load hours of the study programme divided by 60 ECTS credits, expressed in years.
Student	A person enrolled on Breda University of Applied Sciences, as referred to in WHW article 7.32.
Student counsellor	An officer whose core task is to guide, inform and advise current and prospective students in the area of education and studying.
Study coach / mentor	A staff member of the academy charged with coaching and guiding a group of students.
Study load	The study load expressed in ECs, as referred to in WHW article 7.4 paragraph 1.
Study programme	An interrelated whole of courses, as referred to in WHW article 7.3.
WHW	The Dutch Higher Education and Research Act (WHW), including any changes.
WO bachelor's programme	A degree programme as referred to in articles 7.3 and 7.3a paragraph 1 of the WHW. Upon completion of a WO bachelor's programme, students are awarded the title of Bachelor. Also see 'Study programme'.

Article 1.2 General Provisions

- 1 In conformity with article 7.59 of the WHW, Breda University of Applied Sciences has a Students' Charter which has been laid down by the Executive Board ('College van Bestuur' or 'CvB') of the institute, after approval from the Participation Council ('medezeggenschapsraad'). The Students' Charter consists of a part pertaining to the institution as a whole and a part pertaining to the various study programmes. The part relating to the institution as a whole has been laid down in a separate document. The teaching and examination regulations ('TER') are part of the study programme-specific part of the Students' Charter.
- 2 The teaching and examination regulations will be in compliance with the rules and regulations of the 'General TER Framework HBO Bachelor's Programmes'. The date when the General TER Framework was adopted by the Executive Board and the date when consent was received from the Participation Council are listed in the status table on the cover page of this TER.

- 3 The teaching and examination regulations will be approved by the academy director in conformity with article 8.1 of these regulations.
- 4 The academy director will ensure annual evaluation of the teaching and examination regulations, and in this process, will take into consideration – for the purpose of monitoring and (if necessary) adjusting the study load - the students' required time commitments arising from this (WHW article 7.14).
- 5 The degree programme committee will evaluate the way in which the teaching and examination regulations are implemented. The degree programme committee will present the results of its evaluation to the academy director.
- 6 The Dutch version of the teaching and examination regulations will take precedence over the English translation.
- 7 The provisions in these regulations are only legally valid if and insofar as they are not contrary to the provisions in or by virtue of the WHW.

Article 1.3 Applicability

- 1 These teaching and examination regulations apply to the academic year of 2018-2019, which runs from 1 September 2018 up to and including 31 August 2019.
- 2 The TER as referred to in section 1 of this article are applicable to all students who are enrolled on a study programme as specified in section 5.
- 3 The term 'study programme(s)' - as mentioned in section 2 - refers to all modes of delivery of the study programme(s) in conformity with its/their registration in CROHO.
- 4 If the decisions regarding the teaching and examination regulations are not finalised by 1 September of the academic year concerned, the teaching and examination regulations of the previous academic year will remain in force until the teaching and examination regulations of the current academic year are adopted.
- 5 These teaching and examination regulations specify the rights and duties of students of the following study programmes:

Name of study programme	B Hotel Management
International name	B Hospitality Management
ISAT code	34411
Degree ² title (in full)	Bachelor of Arts
Degree title (abbr.)	BA

Name of study programme	B Facility Management
International name	B Facility Management
ISAT code	34500
Degree title (in full)	Bachelor of Science
Degree title (abbr.)	BSc

as well as the ensuing rights and duties of the Executive Board, the academy director, the board of examiners, the study programme committee, and the employees of the study programme(s).

² With effect from the calendar year of 2014, the rules regarding the awarding of degrees in HBO have changed. The new degree titles will be phased in gradually.

- 6 Where 'students' are mentioned in these teaching and examination regulations, this also includes *extraneus* students, unless otherwise determined.
- 7 Where 'he' or 'his' is used in these teaching and examination regulations, it should be taken to represent both 'he' / 'his' and 'she' / 'her'.
- 8 Where 'student counsellor' is used in these teaching and examination regulations, it should be taken to represent one of the student counsellors within the academy concerned.
- 9 Where 'course' is used in these teaching and examination regulations, it should be taken to represent course, project, training programme, module, workshop or learning arrangement.
- 10 Where 'examination' is used in these teaching and examination regulations, it should be taken to represent interim examinations, partial examinations, assignments, assessments or competency examinations.
- 11 Where 'board of examiners' is mentioned in these teaching and examination regulations, it should be taken to represent the board of examiners of the student's own bachelor's or AD programme.
- 12 Where '...communicated / announced / etc. to students...' or '...students will be informed....' is used in these teaching and examination regulations, it should be taken to include all communication channels: e-mail (to the e-mail address of the institute), internet, intranet, portal, LMS, Osiris, verbally or in writing.
- 13 In these teaching and examination regulations, several references are made to other sets of regulations. These regulations can be consulted via intranet/the portal/internet, unless specified otherwise.

Article 1.4 Rules of Conduct

WHW article 7.57h

- 1 To maintain a proper course of business within Breda University of Applied Sciences, the Executive Board has established rules of conduct and disciplinary measures for students. These rules have been incorporated in the Students' Charter.
- 2 It is forbidden to record, copy and/or distribute lectures or parts of lectures without the lecturer's written permission.

Article 1.5 Evaluation of Education

1.5.1 General

The following institute-wide evaluations are carried out on a structural basis to monitor quality and satisfaction.

Respondent group	Name of evaluation / survey	Evaluation frequency	Report	Topics	Particulars
Current students	NSE	Every year	End of May	Student satisfaction with e.g. study programme, lecturers, study facilities, and environment	Benchmark NL, Specific questions of Breda University of Applied Sciences once every two years
Alumni	HBO-monitor	Every year	April/May	Alumni satisfaction with e.g. study programme, alignment between education and work	Benchmark NL, Possibility to add specific questions
Drop-outs	Exit survey	Every year	Autumn	E.g. reasons to quit, study choice, expectations, future plans	
International students	International Student Survey	Every two years	January/February	Satisfaction, social life, intercultural skills	

1.5.2 Academy-specific

Within the academies, the academy director is responsible for the quality of education. Within the institute-wide frameworks, academies have scope to organise their own quality assurance systems and align these with the specific educational features of their respective academies. Every year, the academies draw up an annual report on educational quality. All degree programmes are covered in these annual reports. The annual reports provide an insight into the quality, quality policy, and improvement actions within the academy and its degree programmes.

Apart from the measurement instruments mentioned in article 1.5.1, the academy uses a few other measurement instruments to monitor satisfaction with quality:

	Round Table sessions by degree programme committee	Evaluations at lecturer's request	Evaluations at the initiative of: management team curriculum committee degree programme committee
Type of measurement	Qualitative	Qualitative and quantitative	Qualitative and quantitative
With who?	-Class representative -Degree programme committee	-Students attending the course -Lecturers attending or participating in the course -Representatives of the industry involved in the course / project	-Student, lecturer or industry
How?	Prior to the Round Table sessions, the class representatives gather input from their classmates and present this feedback during the Round Table session. If a class representative is unable to attend, the feedback will be sent via e-mail.	The lecturer is encouraged to seek feedback, at his/her own initiative and in his/her own way	The committees may gather feedback at their own initiative and in their own way
Frequency	4 times a year (halfway through the semester and at the end of the semester)	At the lecturer's initiative, preferably at least once a year	Whenever necessary and desirable
What?	Student satisfaction with e.g. study programme, lecturers, courses, exams, etc.	-Student satisfaction with a specific course, teaching activity or lecturer -Input from other lecturers concerning the learning objectives, teaching method, and exams - Industry satisfaction with their role in the course / project	Feedback / input concerning learning objectives, teaching methods and/or testing/assessment.

The input from these evaluations is shared with colleagues involved and with the class

representatives. Moreover, the measurements (those at institute level and at academy level) are discussed in the education committee, and based on this, advice is formulated for management team.

Every year, the lecturer responsible for the course (PIP, Primus Inter Pares) writes an improvement plan, in which he/she looks back on the past year and the changes implemented in that year, discusses feedback on his/her course, and proposes improvements for the new academic year. The improvement plans have to be approved by the curriculum committee before any changes can actually be implemented for the new academic year.

Chapter 2 Content and Organisation of the Study Programme(s)

Article 2.1 Objective of the Study Programme(s) and Competencies

Objective of the study programme B Hotel Management

- 1 The objective of the bachelor's programme B Hotel Management is to ensure that its graduates comply with the relevant HBO standards of the Economic Domain (see appendix 2).
- 2 The educational profile of the bachelor's programme B Hotel Management has been derived from the national profile "*Landelijk beroeps-en opleidingsprofiel Hoger Hotelonderwijs 2017-2022*" CROHO 34411, december 2017, *Landelijk overleg Hoge Hotelscholen*. The HBO standards of the Economic Domain are described in appendix 2.

Objective of the study programme B Facility Management

- 1 The objective of the bachelor's programme B Facility Management is to ensure that its graduates comply with the relevant HBO standards of the Economic Domain (BBA Standards) (see appendix 2).
- 2 The educational profile of the bachelor's programme B Facility Management has been derived from the national profile "*Landelijk Facility Management Competentieprofiel 2017*", CROHO 34500, juli 2017, *LOOFD (landelijk Overleg Opleidingen Facility Management)*. The HBO standards of the Economic Domain are described in appendix 2.

Article 2.2 Mode of Delivery

WHW article 7.7

- 1 The degree programme(s) is (are) delivered in a full-time mode.
- 2 The bachelor's programme(s) has (have) the following variants:
 - Regular 4-year programme – English-taught (240 ECTS credits)
 - Accelerated 3-year VWO programme – English-taught (180 ECTS credits)
 - Fast 3-year MBO programme – English-taught (240 ECTS credits)

Article 2.3 Language

WHW article 7.2

- 1 The degree programme is taught in English; the examinations are administered in English too. Where the use of the English language is concerned, a code of conduct is in effect (appendix 1).
- 2 Contrary to the provisions of section 1, the target language is also used in modern language courses.

Article 2.4 Regular 4-year programme

WHW articles 7.4 and 7.4b

2.4.1 General

- 1 The HBO bachelor's programme consists of a propaedeutic phase consisting of 60 ECTS credits and a main phase consisting of 180 ECTS credits. The propaedeutic phase has a threefold purpose: orientation, selection and/or referral.
- 2 The total HBO bachelor's programme corresponds to a total of 240 ECTS credits. The standard duration of the study programme is four years. One year of study consists of 60 ECTS credits (1680 hours of study).
- 3 The curriculum of the academy-specific minor can be found in appendix 3.
- 4 The curriculum of the study programme(s) can be found in the Education Catalogue of Osiris. This Education Catalogue is an integral part of these TER.

2.4.2 Propaedeutic phase

The propaedeutic phase (60 ECTS credits) consists of two modules: 'Knowing the Fundamentals of Hospitality/ Facility Operations' and 'Understanding the Hospitality/ Facility Industry'. Each module covers an entire semester and is concluded by an examination period. Within the module, different courses are offered.

The two modules in the propaedeutic phase are alternating modules, which means that one half of a student group first takes one module and then the other module, and vice versa for the other half of the group.

The Capstone Project, at the end of the two modules, is completed by all students at the same time, in which they apply the knowledge and skills they acquired in the propaedeutic phase in a practice-oriented project.

2.4.3 Years 2 and 3

Years 2 and 3 of the regular programme consist of Main Phase 1 (88 ECTS credits) and Main Phase 2 (32 ECTS credits).

Main Phase 1 starts with the module of 'Developing people and Organisations'. The module covers an entire semester and consists of 10 weeks of courses, concluded by an examination week, followed by 4 weeks of 'Integrated Project'. In the Integrated Project, students apply the knowledge they acquired in the courses of the module in a practice-oriented situation.

After this first module, the modules of 'Managing Business Performance' and 'Exploring the International Industry' are offered, each lasting one semester. These modules are alternating modules, which means that one half of a student group first takes one module and then the other module, and vice versa for the other half of the group.

The module of 'Managing Business Performance' consists of 10 weeks of courses, concluded by an examination week, followed by 4 weeks of 'Integrated Project'. In the Integrated Project, students apply the knowledge they acquired in the courses of the module in a practice-oriented situation. The module of 'Exploring the International Industry' consists of the 'Placement Preparation' course and the work placement abroad.

Main Phase 2 consists of the module called 'Creating Excellence in Hospitality / Facility Management', which also lasts one semester.

2.4.4 Graduation year

The following applies to students who started their graduation phase in 2015-2016 or earlier: the graduation year consists of a Plan of Approach (15 ECTS) and a Bachelor's Thesis, including defence presentation (45 ECTS) (article 3.6.4.1). If these students opt for a minor (15 ECTS) and complete this minor successfully, this minor will replace the Plan of Approach.

The following applies to students who started their graduation phase in 2016-2017 or later: the graduation year consists of two components: Personalisation (30 ECTS credits) and Bachelor's Thesis (30 ECTS credits). As for the component of Personalisation, the student has several options to choose from:

- Minor (article 2.7.1 and article 2.7.2)
- Research (article 2.7.5.1)
- Graduation internship (article 2.7.5.2)
- Entrepreneurship (article 2.7.5.3)

As for the component of Bachelor's Thesis, the student will produce a Bachelor's Thesis, including an oral defence presentation (article 2.7.5.5). Instead of a Bachelor's Thesis, the student may also choose to attend the NHTV-wide track 'Graduation in your own business' (article 2.7.6).

In addition to the above-mentioned possibilities, several one-year tracks are available to students. These are described in articles 2.7.5.4, 2.7.7 and 2.7.9.

Article 2.5 Accelerated 3-Year HBO Programme for VWO Graduates

WHW article 7.9a

2.5.1 General

- 1 The accelerated 3-year HBO programme consists of a propaedeutic phase consisting of 60 ECTS credits and a main phase consisting of 120 ECTS credits. The propaedeutic phase has a threefold purpose: orientation, selection and/or referral.
- 2 The accelerated 3-year HBO programme corresponds to a total of 180 ECTS credits. The standard duration of the study programme is three years. One year of study consists of 60 ECTS credits (1680 hours of study).
- 3 The curriculum of the academy-specific minor can be found in appendix 3.
- 4 The curriculum of the study programme(s) can be found in the Education Catalogue of Osiris. This Education Catalogue is an integral part of these TER.

2.5.2 Propaedeutic phase

The propaedeutic phase (60 credits) starts with the module 'Developing People and Organisations'. The module covers an entire semester and consists of 10 weeks of courses, concluded by an examination week, followed by 5 project weeks (3 weeks of 'Orientation & Preparation' & 2 weeks of working in the in-school training company). During the project weeks, students work and learn in the in-school training company. Furthermore, they are offered extra knowledge and excursions in these weeks, focusing on the introduction to the industry.

After this first module, students attend the module of 'Managing Business Performance' which also covers one semester. The module of 'Managing Business Performance' consists of 10 weeks of courses, concluded by an examination week, followed by 4 weeks of 'Integrated Project'. In the Integrated Project, students apply the knowledge they acquired in the courses of the module in a practice-oriented situation. Students will also begin with a part of 'Exploring the International Industry':

they will attend the 'Placement Preparation' course and complete a (small) part of the placement abroad (see 2.7.4).

2.5.3 Year 2

Year 2 of the 3-year VWO programme consists of Main Phase 1b (28 ECTS credits) followed by Main Phase 2 (32 ECTS credits). Main phase 1b is a continuation of the module: 'Exploring the International Industry' and covers one semester. Main phase 2 consists of the module "Creating Excellence in Hospitality / Facility Management, and also covers one semester.

2.5.4 Graduation year

The following applies to students from cohort 2016-2017 or later: the graduation year consists of two components: Personalisation (30 ECTS) and Bachelor's Thesis (30 ECTS). As for the component of Personalisation, the student has several options to choose from:

- Minor (article 2.7.1 and article 2.7.2)
- Research (article 2.7.5.1)
- Graduation internship (article 2.7.5.2)
- Entrepreneurship (article 2.7.5.3)

As for the component of Bachelor's Thesis, the student will produce a Bachelor's Thesis, including an oral defence presentation (article 2.7.5.5). Instead of a Bachelor's Thesis, the student may also choose to attend the NHTV-wide track of 'Graduation in your own business' (article 2.7.6).

In addition to the above-mentioned possibilities, several one-year tracks are available to students. These are described in articles 2.7.5.4, 2.7.7 and 2.7.9.

In connection with the transition to a new 3-year programme for VWO students, the following applies to students from cohort 2015-2016 and earlier: year 3 consists of Main Phase 2 (30 ECTS). This Main Phase 2 comprises the module of 'Creating Excellence in Hospitality / Facility Management' and 'Graduation Preparation'. The second part of year 3 consists of the Graduation Phase (30 ECTS). For this graduation phase, students produce a Plan of Approach (5 ECTS) and a Bachelor's Thesis, including defence presentation (25 ECTS).

Article 2.6 Short 3-Year HBO Programme

Short 3-year HBO programme for students with previous MBO education

WHW articles 7.4 and 7.4b

2.6.1 General

- 1 The short HBO bachelor's programme of Hotel Management consists of a propaedeutic phase consisting of 60 ECTS credits and a main phase consisting of 180 ECTS credits. The propaedeutic phase has a threefold purpose: orientation, selection and/or referral.
- 2 The short HBO bachelor's programme corresponds to a total of 240 ECTS credits. The standard duration of the study programme is three years, assuming that 60 ECTS credits of exemptions are granted (see article 2.6.2). One year of study consists of 60 ECTS credits (1680 hours of study).
- 3 The curriculum of the academy-specific minor can be found in appendix 3.
- 4 The curriculum of the study programme(s) can be found in the Education Catalogue of Osiris. This Education Catalogue is an integral part of these TER.

2.6.2 Exemptions for students with MBO education

- 1 The exemptions apply to students with previous MHBO education at De Rooi Pannen in Tilburg (previous education before that: HAVO + HOM4).

A student with an HOM/ MHS, MFD diploma or an MHBO diploma in the same domain but from another education institute than De Rooi Pannen in Tilburg will only be eligible for admission into the regular 4-year track. For this group, the exemptions as referred to in section 1 apply to the practical component of the 'Sibelicious' course. 'Sibelicious' comprises 10 ECTS and is made up of a number of partial tests, one of which the practical component.

The academy director can also admit students who completed MBO education in combination with a HAVO diploma to the short three-year HBO programme.

- 2 The exemptions, as referred to in section 1, have been specified by the board of examiners as follows:

Course	ECTS
Business Law & Ethics	4
Economics	5
Finance	4
Marketing	5
Investigative Abilities	3
Management Information Systems	3
Operations Management 1A	6
Operations Management 1B	2
English (mandatory)	3
German (optional)	3
French (optional)	3
Spanish (optional)	3
Dutch for Foreigners (optional)	3
Sibelicious	10
Management Development Programme 1A	2
Management Development Programme 1B	2
Capstone Project	4
Service Points	2
Study Trip	2

- 3 The exemptions, as referred to in section 2, will be registered in Osiris and included on the list of marks.
- 4 The exemptions, as referred to in sections 1 and 2, will not be granted until the moment when the student has actually earned the first 60 ECTS credits of the courses attended at NHTV Breda, within the study programme concerned.

2.6.3 Propaedeutic phase

Year 1 of the short 3-year HBO programme for MBO students consists of Main Phase 1a (68 ECTS credits). This Main Phase 1a begins with the module of 'Developing People and Organisations'. The module covers an entire semester and consists of 10 weeks of courses, concluded by an examination

week, followed by 5 weeks of 'Integrated Project'. In the Integrated Project, students apply the knowledge they acquired in the courses of the module in a practice-oriented situation.

After this first module, students will attend the module of 'Managing Business Performance', which also covers one semester. The module of 'Managing Business Performance' consists of 10 weeks of courses, concluded by an examination week, followed by 5 weeks of 'Integrated Project'. In the Integrated Project, students apply the knowledge they acquired in the courses of the module in a practice-oriented situation.

Students will also begin with a part of 'Exploring the International Industry': they will attend the 'Placement Preparation' course and complete a (small) part of the placement abroad.

2.6.4 Year 2

Year 2 consists of Main Phase 1b (20 ECTS credits) and Main Phase 2 (32 ECTS credits). Main phase 1b concerns the second part of the placement abroad.

Main Phase 2 consists of the module of 'Creating Excellence in Hospitality / Facility Management', which also covers one semester.

2.6.5 Graduation year

The graduation year consists of two components: Personalisation (30 ECTS credits) and Bachelor's Thesis (30 ECTS credits). As for the component of Personalisation, the student has several options to choose from:

- Minor (article 2.7.1 and article 2.7.2)
- Research (article 2.7.5.1)
- Graduation internship (article 2.7.5.2)
- Entrepreneurship (article 2.7.5.3)

As for the component of Bachelor's Thesis, the student will produce a Bachelor's Thesis, including an oral defence presentation (article 2.7.5.5). Instead of a Bachelor's Thesis, the student may also choose to attend the institute-wide track 'Graduation in your own business' (article 2.7.6).

In addition to the above-mentioned possibilities, several one-year tracks are available to students. These are described in articles 2.7.5.4, 2.7.7 and 2.7.9.

Article 2.7 Building Blocks

2.7.1 Minors

- 1 In the graduation year it is possible to opt for a minor. A minor is either an institute-wide minor (broadening the student's knowledge), a programme-specific minor (deepening the student's knowledge), or an external minor. All minors are offered throughout the entire first semester of the academic year and have a study load of 30 ECTS credits. The academy in charge of organising the minor is responsible for this minor in terms of content and quality, as well as in terms of processing the results achieved by students. For more details with regard to the provision of information and registration, you are referred to the LMS. Also see appendix 5 for information on how to register for a minor.
- 2 If a student opts for participation in an institute-wide minor, as referred to in section 1, or for a programme-specific minor within his own degree programme, this student will not need permission from the board of examiners. In any other kind of minor choice, this choice will have to be authorised by the board of examiners of the student's own degree programme.
- 3 Breda University of Applied Sciences offers the following broadening minors in the academic year of 2018-2019. These are offered in English:

Minor	Academy responsible
Co-creating Events & Designing Experiences	AfL
Resilient Entrepreneurship	ADE
Modern Business in a Changing World	SLM
Making Places & Shaping Destinations	AfT
Sustainability, Social Responsibility & Professional Identity	HFM

See appendix 4 for more detailed information on the minor programmes.

- 4 The Academy of Hotel and Facility Management offers the following programme-specific minor: The Business of Hotels.

See appendix 3 for more detailed information on the minor programmes.

- 5 Academic results obtained in a minor cannot be used for compensation within the main phase programme.
- 6 The board of examiners may apply admission requirements to a programme-specific minor. . In this case, this requirement is that the programme-specific minor is only open to students who have been admitted to the graduation phase of Hotel Management, Facility Management or Tourism Management.
- 7 Minors are offered if there are enough participants. Every year, the management will determine the minimum participant numbers for the minors.

2.7.2 External minor

- 1 If a student wants to attend a minor at another education institution than that of his first enrolment, he can do so on the basis of a second or higher enrolment. No extra costs will be charged for this by the host institution, in principle. However, specific courses may be refused if participation in these courses leads to disproportionate expenses, owing to for instance, the necessity of forming an extra group. All costs involved in attending this external minor will be fully payable by the student. If the student wants to use this minor towards completing his bachelor's programme, he will need permission from the board of examiners.
- 2 A minor, as referred to in section 1, should comprise at least 30 ECTS credits. If a minor comprises more than 30 ECTS credits, the board of examiners will determine what to do with these extra ECTS credits.

2.7.3 Exchange

- 1 Students are permitted under certain conditions to take part in an exchange programme at a foreign education institution designated by Breda University of Applied Sciences. To this end, prior permission will have to be requested from the board of examiners.
- 2 Students of the 4-year regular programme may take part in an exchange programme at one of our partner universities during Main Phase 1. If the student takes part in an exchange programme, the following will apply:
 - the ECTS credits obtained at the partner university will be registered in Osiris and consequently they become part of the student's curriculum.
 - before the student takes part in an exchange programme, the student must have permission from the board of examiners. The board of examiners determines which part(s) of the programme will be replaced.
- 3 A selection procedure may apply to participation in the exchange programme mentioned in section 1 of this article.

- 4 The academic results obtained during the exchange programme will be registered in Osiris after the student's return. In this process, the courses actually attended will be mentioned in the list of marks as much as possible.

2.7.4 Placement and practical assignment

- 1 In the main phase, students perform an in-depth placement which corresponds to 30 ECTS credits. It is also possible for students to graduate by means of a graduation internship. This graduation internship must first be approved.

Student instruction manuals for work placements are available via the LMS. These manuals contain all the necessary information for the student. Furthermore, handbooks are available for the industry, which will be supplied to the host companies by the placement office

- 2 Contrary to the provisions of section 1, the following applies to the student who takes part in the VWO or an MBO track: this student will already complete a part of the work placement in the propaedeutic phase.
- 3 If the placement or practical assignment takes place abroad (either fully or partially), the student will be required to register via the 'Fill in and take off' form (available on the intranet), within the scope of crisis prevention.

2.7.5 Graduation internship / project / thesis

If the graduation internship / project / thesis takes place abroad (either fully or partially), the student will be required to register via the 'Fill in and take off' form, within the scope of crisis prevention.

2.7.5.1 Research

Within the context of the 'Personalisation' component, a student may participate – in his graduation year - in a research project as a research assistant, under the supervision of a researcher of Breda University of Applied Sciences. The scope of this period is 30 ECTS credits. The deliverables to be produced by the student may differ with each research project, depending on the nature of the research and the external client (if relevant). Moreover, it is possible for the student to complete the other component of the graduation phase (Bachelor's Thesis, 30 ECTS credits) within the same research project.

2.7.5.2 Graduation internship

Within the context of the 'Personalisation' component, a student may perform an internship – in his graduation year - with a company either in the Netherlands or abroad. The scope of this internship period is 30 ECTS credits. The deliverables to be produced by the student are a professional product and a justification product. Moreover, it is possible for the student to also write a report (e.g. an advisory / design report) for the same host company, which can be used for the other component of the graduation phase (Bachelor's Thesis, 30 ECTS).

2.7.5.3 Entrepreneurship

Within the context of the 'Personalisation' component, a student may (further) explore – in his graduation year - the possibilities for his own business and/or carry out activities for the purpose of his own business. This component will be supervised by experts from the Academy and it concerns students who already have their own business, or who are planning to start their own business. The deliverables to be produced by the student may differ with each individual situation and will be

determined in consultation with the supervisor. In addition to the 'Entrepreneurship' (Personalisation component), the student may opt for the component of 'Graduating in one's own business' (offered across the institute as a whole), which will allow the student to spend one entire year on his own business.

2.7.5.4 Hospitality Innovation and Imagineering

- 1 Students of Hotel Management and Facility Management can choose to attend the one-year programme 'Hospitality Innovation and Imagineering'. The first part of this one-year programme has a study load of 30 ECTS credits, and consists of two periods which take place alternatingly in Breda and Helsinki. One of the purposes of the programme is to prepare for the writing of the graduation thesis, for students of the study programmes at Breda University of Applied Sciences this is called the Bachelor's Thesis. Upon successful completion of this Bachelor's Thesis, students of NHTV are granted 30 ECTS credits for this, in addition to the 30 ECTS credits of the track. So, the one-year programme has a total study load of 60 ECTS credits.
- 2 This one-year programme is offered in cooperation between Haagse Hogeschool, Helsinki, Finland, department of Hotel, Restaurant and Tourism Management and Breda University of Applied Sciences, Academy of Hotel Management and Facility Management. Both institutes are jointly responsible for course content, quality and examination/assessment. This partnership has been laid down in a cooperation agreement.
- 3 The entry requirements for the track are:
 - For the 4-year track: the student has earned at least 174 ECTS credits in the HBO bachelor's programme (including any exemptions granted).
 - For the 3-year accelerated VWO programme and the 3-year short MHBO programme: the student has earned at least 114 ECTS credits in the HBO bachelor's programme (including any exemptions granted).
 - Motivational letter (in English) with attendant CV and list of marks, all assessed as 'good'.
 - Interview on motivation and knowledge, assessed as 'good'. This interview will be held in English.
 - The track is open to participation of students from the aforementioned study programmes of both education institutes.

2.7.5.5 Bachelor's thesis

Apart from the Personalisation component, the graduation phase comprises a Bachelor's Thesis. The student will only be allowed to proceed to the defence presentation the moment when he has received a GO on the basis of the assessment form for the Bachelor's Thesis (GO / NO GO report). The defence presentation is linked to the component of 'Bachelor's Thesis'. If a student chooses to first do the component of 'Bachelor's Thesis' and then the component of 'Personalisation', it may happen that a student has already completed his Bachelor's Thesis and defence presentation, but still has to earn the 30 ECTS credits for 'Personalisation'. In other words, a positive defence presentation does not necessarily mean that a student has also fully completed the graduation phase. The defence presentation is merely regarded as a positive 'finishing touch' on the component of 'Bachelor's Thesis'.

2.7.6 Graduating in one's own business (as an entrepreneur)

- 1 Within Breda University of Applied Sciences, it is possible for students to graduate within their own business (entrepreneurial graduation). To this end, the institute offers professional support. Entrepreneurial graduation is possible within all programmes in all academies.

- 2 The student who is allowed to start on the graduation phase, may qualify for admission into 'entrepreneurial graduation'.
- 3 For admission into this form of graduation, a selection procedure is applied, in which the student has to demonstrate that he:
 - has the intention of starting his own business during graduation
 - has the intention of starting his own business after graduation
 - has already started his own business
- 4 Participation in the honours programme 'The Entrepreneurial Journey' or in the minor in Entrepreneurship is not a condition to being selected.

2.7.7 Double degree

- 1 Students of the bachelor's programme can earn what is called a 'double degree' at another education institution which has a partnership agreement with Breda University of Applied Sciences. The same possibility applies to students from the other education institution. For the conditions under which schemes like these are to take place, you are referred to the agreements made with the other education institution concerned.
- 2 If a student wishes to take part in a double-degree programme, he will have to ask permission in writing from the board of examiners in advance. The relevant exemptions will only be granted to the student after he has submitted proof of compliance with all requirements of the double-degree programme.
- 3 The academy has double degree agreements with Haaga-Helia University of Applied Sciences Helsinki, Finland (only accessible to Hotel Management students).

2.7.8 ATPM (Attractions and Theme Parks Management)

- 1 The ATPM programme covers a period of two academic years and will be offered in English. The programme details of ATPM are described in appendix 4.
- 2 The ATPM programme can be chosen within all variants of the study programme.
- 3 To be admitted to ATPM, students will be required to go through a selection procedure. The student will be required to:
 - a) have successfully completed the propaedeutic phase of one of the study programmes of MT, Leisure Management or FM.
 - b) take part in an admission procedure. The procedure consists of two components:
 - English test
 - "Pleased to meet you" interview in pairs based on the student's motivation report to be delivered for ATPM
- 4 The following persons will also be admitted to the selection procedure as set out in section 3:
 - Prospective students who expect to obtain their VWO diploma and who are planning to enrol for Tourism Management.
 - Prospective students who are in possession of an HBO propaedeutic certificate from another HBO education institution.
 - Students who are attending the MHBO track / tailor-made track for HAVO graduates at De Rooi Pannen and who are expected to obtain their MBO diploma and who want to enrol for Tourism Management or Leisure & Events Management.
- 5 The selection procedure will be conducted in the months of May and June prior to the start of the new academic year.
- 6 Every year, a maximum of 40 new students will be selected for ATPM.

2.7.9 Pre-Master SBM (Strategic Business Management and Marketing)

- 1 The SBM pre-master's track comprises a period of one year of study, represents a study load of 75 ECTS, and is divided into four terms.
- 2 The SBM pre-master's track may be chosen as a replacement of the graduation year.
- 3 The Academy for Tourism is responsible for the pre-master's track in terms of content and quality.
- 4 The entry requirements for admission to the SBM pre-master's track are:
 - the student has earned 180 ECTS credits in the HBO bachelor's programme (including any exemptions granted);
 - the student did not receive any insufficient assessments for SBM-related courses;
 - the student's English proficiency is sufficient (TOEFL minimum score 80 internet-based and minimum score 20 oral fluency (or comparable level));
 - the student's motivation letter (in English) with accompanying CV and list of marks has been assessed as 'good';
 - the student's interview with regard to motivation and knowledge has been assessed as 'good'. This interview is conducted in English.
- 5 Under the following additional conditions, the board of examiners will allow the SBM pre-master's track to replace the graduation year of the study programme: the student has successfully completed Main Phase 2.
- 6 The graduation year will be replaced if the student is admitted and if he completes the SBM track successfully. The result achieved for the SBM track will also be the student's end result. If the student fails to complete the track successfully and/or leaves the track prematurely, the student can fall back on the graduation coordinator of the bachelor's programme on which the student was enrolled initially. In that case, the student will be required again to complete the regular procedure in order to graduate.
- 7 A detailed description of the programme of the SBM pre-master's track is presented in appendix 4.

Article 2.8 Honours Programme³

WHW article 7.9b

- 1 An honours programme is an extra programme that a student attends in addition to his regular studies and that is aimed at attaining a higher knowledge and skills level.
- 2 The honours programmes of Breda University of Applied Sciences are general institute-wide programmes with a broad-based set-up, or in other words, they are accessible to all students who are attending a bachelor's programme and who comply with the selection criteria. As a consequence, education within the honours programme is planned in such a way that all students can attend. For an overview of the honours programmes, see appendix 4.
- 3 The selection procedure will be started in October.
- 4 Students attending the three-year accelerated VWO programme or short MBO programme, will also be allowed to take part in the selection procedure as referred to in section 3.
- 5 The honour in entrepreneurship uses an online application form that constitutes the basis of the intake interview. During this intake interview, the student will be assessed for his 'fit' with the study track (entrepreneurial competencies as a person) and the viability of his business idea (feasibility).

³ The honours programme options are currently being changed. See the intranet for the most recent information.

- 6 Every honours programme has a coordinator. This coordinator will inform the board of examiners of the bachelor's programme about the academic progress of individual honours students.
- 7 Contrary to the provisions of article 5.2 section 7, a minimum mark of 5.5 applies to partial examinations that are part of an honours programme. If a different minimum mark is applied, the lecturer responsible will communicate this in advance.
- 8 Results earned in the honours programme cannot be used by way of compensation within the propaedeutic or main phase.
- 9 If the honours student has incurred a credit deficit of 10 ECTS credits or more within the curriculum of his own bachelor's programme, the board of examiners may decide that this student will have to terminate his participation in the honours programme at the end of the academic year. If such a decision is made, the academic results already achieved in the honours programme will be added to the list of marks of the bachelor's programme under the category of 'Other'. The honours certificate will not be awarded to the student. The honours credits completed cannot be used in the curriculum of the bachelor's programme.
- 10 Upon successful completion of the honours programme, an honours certificate will be awarded to the student. A condition in this respect is that any study delay incurred must not exceed four months and that the bachelor's exam must have been passed.
- 11 The results from the honours programme will be mentioned as a separate programme on the list of marks that is awarded upon completion of the bachelor's degree.

Article 2.9 Associate Degree

WHW article 7.8a

Not applicable.

Article 2.10 Referral in the Main Phase

WHW article 7.9 – applies only to bachelor's programmes that have areas of specialisation

Not applicable.

Article 2.11 Transitional Arrangement Relating to Curriculum Changes

If any changes occur in the curriculum, the board of examiners will establish a transitional arrangement. If necessary, the board of examiners will also stipulate how to deal with any changes in the assessment weighting of certain courses. Furthermore, the provisions of article 5.4 section 5 will be taken into account. See appendix 7 for the complete transitional arrangement.

Chapter 3 Binding Recommendation Regarding the Continuation or Discontinuation of Studies

WHW article 7.8b

Article 3.1 Binding Recommendation in the Propaedeutic Phase at the End of the First Year

- 1 No later than at the end of the first year of enrolment on the propaedeutic phase of a study programme, every student will be issued with a written recommendation with regard to the continuation of studies, either on the same programme or another one.
- 2 The board of examiners has been mandated by the Executive Board to issue this study recommendation.
- 3 In anticipation of the recommendation as referred to in section 1, every student will receive an up-to-date transcript of his academic achievements no later than⁴ 1 March in the first year of study. If these achievements give cause to do so, a warning (the provisional recommendation) will be attached to this transcript. This warning will also specify the reasonable period of time within which the student will have to improve his academic performance.
- 4 The warning mentioned in section 3 will be issued if the student did not complete all ECTS credits of the first round of examinations.
- 5 The board of examiners will issue a positive recommendation if, at the end of the first year, the student has passed the propaedeutic phase.
- 6 The board of examiners can only reject a student if the academic results are not in compliance with the academic performance criteria. If the student fails to comply with the academic performance criteria referred to in section 5, and there is no reason to postpone the term of the study recommendation due to personal circumstances (see section 13), the student will be deemed incapable of completing the study programme successfully, and the board of examiners will give a negative study recommendation (rejection) to this student
- 7 A negative recommendation, as referred to in section 6, involves a rejection, in which case it is called a negative binding recommendation regarding the continuation of studies (or in short: negative binding recommendation; or abbreviated in Dutch as 'BSA'). The board of examiners is authorised to deviate from this.
- 8 Before issuing a rejection, the board of examiners will give the student the opportunity to be heard.
- 9 Prior to the possible decision of issuing a negative binding study recommendation, the board of examiners will ask the student counsellor concerned for advice. The student counsellor's advice will be taken into account in the formation of the study recommendation. This recommendation will be recorded in Osiris.
- 10 The rejection as referred to in section 6 only relates to the study programme on which the student is enrolled.
- 11 The rejection as referred to in section 6 is final, and applies to an indefinite period of time. The board of examiners may decide to withdraw a negative binding recommendation, see article 3.3.

⁴ At the time when the warning is issued, it still has to be possible for the student to remedy his academic performance in order to comply with the academic performance criteria after all.

- 12 A student may appeal against a negative binding recommendation with the Examinations Appeals Board within six weeks after the negative binding recommendation is issued. Also see article 5.12 section 2.
- 13 If the board of examiners believes that any personal circumstances (see article 4.3) are involved, which may have caused the student to fail to make satisfactory academic progress (see section 5), the board of examiners may postpone the term for issuing the study recommendation to no later than the end of the second year of enrolment.
- 14 A student whose term for the binding recommendation has been postponed (see section 13), will be presented with a study recommendation no later than at the end of the second year of enrolment. If, by that time, the student still does not comply with the academic performance criteria as referred to in section 5, a negative binding recommendation will be issued to this student after all.
- 15 If the student is of the opinion that personal circumstances influenced (or are influencing) his academic results, this student will be required to report these circumstances to the student counsellor as soon as possible after they occur and to discuss these circumstances with the student counsellor. Only in this way will it be possible for the board of examiners to consider these personal circumstances in their final study recommendation.

Article 3.2 Binding Recommendation in the Propaedeutic Phase upon Early Termination of Enrolment

In derogation from article 3.1, a negative binding recommendation regarding the continuation of studies is issued to every student who terminates his enrolment at some point during the first year of the propaedeutic phase (and/or whose enrolment is terminated by the institute), unless the board of examiners decides otherwise, on the advice of the student counsellor.

Article 3.3 Withdrawal of the Negative Binding Recommendation

- 1 The board of examiners may withdraw a negative binding recommendation. This happens when the student is deemed capable by the board of examiners to successfully complete the study programme at the moment of re-entering this programme. Withdrawal of the negative binding recommendation will be recorded in Osiris. Withdrawal of the negative binding recommendation regarding the continuation of studies is an absolute condition to re-enrolment.
- 2 If a student received a negative binding recommendation for the four-year programme, and this student re-enters via the 'MHBO traject / Maatwerktraject voor Havisten' (of De Rooi Pannen), the board of examiners will withdraw the previously issued study recommendation.

Chapter 4 Student Counselling and Student Progress

WHW article 7.13 paragraph 2u and article 7.34 paragraph 1e

Article 4.1 Student Counselling

This article does not apply to *extraneus* students.

- 1 The academy will apply an individual student counselling system. By means of this student counselling system, the academy seeks to ensure that study-related problems are either avoided or discovered in time, and to offer support in solving these problems.
- 2 If desired or necessary, notes of talks between a student and a student counsellor, within the framework of student counselling, can be recorded in Osiris.
- 3 The registration of data relating to student counselling will be in compliance with the provisions of the 'Privacy Regulations; Processing of Student Personal Data'⁵. These regulations are part of the Students Charter.

Article 4.2 Student Counselling within the Academy / Study Programme

- 1 The student will receive guidance and support from a coach.
- 2 The student will confer with his coach about the progress of his learning process.
- 3 The coach will have progress talks with the student in in all years of study except for the graduation year; the contents of these talks may be laid down in a written report in the student progress monitoring system (Osiris). In addition, the coach will have counselling talks with the student. If desired or necessary, reports on these talks may be recorded in Osiris too.

Article 4.3 Personal Circumstances

WHW article 7.51 paragraph 2

Personal circumstances⁶ are taken to mean:

- board activities;
- illness or pregnancy;
- a disability or chronic illness;
- special family circumstances;
- other circumstances specified by the Executive Board, such as top-class sport.

Article 4.4 Personal Circumstances and the Student Counsellor's Role

- 1 If the student is of the opinion that personal circumstances, as referred to in article 4.3, influenced (or are influencing) his academic results, this student will be required to report these circumstances to the student counsellor as soon as possible after they occur and to discuss these circumstances with the student counsellor. In this respect, the student may be asked for supporting evidence, such as a medical or psychological statement. If a special circumstance is likely to affect a decision of the board of examiners, then this special circumstance should be reported before the board of examiners makes this decision

⁵ This is the title of the current regulations. They have yet to be adjusted to conform to the new name of Breda University of Applied Sciences.

⁶ See 'Profiling Fund Regulations' for more detailed information.

- 2 The student counsellor of a study programme or group of study programmes may provide advice to the board of examiners, both when asked and on his own initiative.

Article 4.5 Studying with a Disability⁷

- 1 In this article, a 'disability' should be taken to mean any disability or chronic illness that may cause a student to fall behind in his studies.
- 2 Students with a disability may be offered the opportunity by the board of examiners to attend courses and take attendant examinations in a specially adapted manner. The facilities to be provided for this purpose consist of a type or duration of courses and/or examinations geared to individual situations, or of practical aids being provided and/or made available. Also see the LMS for more information.
- 3 To qualify for any of the facilities as referred to in section 2 of this article, students are required to submit their request to the board of examiners, via the student counsellor of the academy, as soon as possible after enrolment on the study programme or after the occurrence of the disability.
- 4 The board of examiners will inform the student and the student counsellor of its reasoned decision in writing (or via Osiris).
- 5 In principle, facilities will be provided throughout the student's enrolment on a study programme within Breda University of Applied Sciences, unless otherwise determined by the board of examiners.
- 6 A student who falls behind in his studies due to his disability may submit a request for financial support from the Profiling Fund of Breda University of Applied Sciences.

Article 4.6 Student Progress Monitoring

- 1 The academy will ensure that the students' academic achievements are carefully and accurately recorded by means of the student progress monitoring system Osiris.
- 2 Students themselves will be responsible for regularly checking their results for accuracy in the academy's student progress monitoring system Osiris. In the case of incorrect or incomplete records in the system, the student is to report to the lecturer concerned.
- 3 Academic progress data will be recorded in compliance with the provisions of the 'Privacy Regulations; Processing of Student Personal Data'⁸.

⁷ See the website of Breda University of Applied Sciences for more information, www.buas.nl.

⁸ This is the title of the current regulations. They have yet to be adjusted to conform to the new name of Breda University of Applied Sciences.

Chapter 5 Examinations

Article 5.1 Education Based on the Standards of the Economic Domain and Earning ECTS credits

5.1.1 Regular 4-year programme B Hotel Management

The programme has been constructed on the basis of the Economic Domain:

1. Sound theoretical foundation
2. Research competencies
3. Professional expertise
4. Professional ethics & social orientation (responsible conduct)

5.1.1.1 Propaedeutic phase

In the propaedeutic phase, ECTS credits can be earned for the following components:

Propaedeutic Phase – Track 1 - B Hotel Management		
Module: Knowing the fundamentals of Hospitality Management Operations		
	ECTS Credits	HEO Standard
Core Courses		
Management Information Systems	3	1
Operations Management 1A	6	1
Operations Management 1B	2	1
Practical Learning		
Sibelicious	10	1+3
Module: Understanding the Hospitality Management Industry		
	ECTS Credits	HEO Standard
Core Courses		
Finance	4	1
Economics	5	1
Marketing	5	1
Business Law & Ethics	4	1+4
Investigative Abilities	3	1+2
Not linked to any of the modules in particular:		
	ECTS Credits	HEO Standard
Languages		
English	3	3
Second Foreign Language	3	3
Management Development Programme		
MDP 1A	2	3+4
MDP 1B	2	3+4
Other		
Service Points	2	3+4
Study Trip	2	3+4
Capstone Project		
Capstone Project	4	1+2+3+4

Total:	60 ECTS Credits	

For all the Core Courses, English and Second Foreign Language, Sibelicious and Capstone Project, the credits for the courses of each of these components are granted, if:

- The component consists of parts of tests: the minimum mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).
- The component consists of only one test: the minimum mark for this test must be at least a 5.5.

For MDP, Service Points and Study Trip, the credits of each of these components are awarded if the component has been completed with a pass ('Voldaan' or 'VD' in Dutch).

Within the propaedeutic phase, a compensation scheme is in place (see article 6.4).

5.1.1.2 Main Phase 1

The main phase consists of:

- Main phase 1
- Main phase 2
- Graduation phase

The condition for being admitted to main phase 1 is that the student must have earned 60 ECTS credits.

In main phase 1, ECTS credits can be earned for the following components:

Main Phase 1 – Track 1 - B Hotel Management		
Module: Developing People and Organisations		
	ECTS Credits	HEO Standard
Core courses		
Business Law & Ethics	3	1+4
Economics	3	1
Organisational Behaviour	3	1
Investigative Abilities	6	1+2
Integrated Projects		
Integrated Project 1: Developing People and Organisations	6	1+2+3+4
Module: Managing Business Performance and Hospitality Innovation		
	ECTS Credits	HEO Standard
Core courses		
Accounting	3	1
Marketing	4	1
Operations Management	4	1
Management Information Systems	4	1
Integrated Projects		
Integrated Project 2: Revenue Management	6	1+2+3+4

Module: Exploring the international Hospitality Industry		
	ECTS Credits	HEO Standard
Placement		
Placement Preparation	2	3+4
Placement	30	3+4
Not linked to any of the modules in particular:		
	ECTS Credits	HEO Standard
Languages		
English	3	3
Second Foreign Language	3	3
Management Development Programme		
MDP 2A	2	3+4
MDP 2B	2	3+4
Other		
Management & Leadership Skills	2	3+4
Study Trip	2	3+4
Total:	88 ECTS Credits	

For all the Core Courses, English and Second Foreign Language, and both Integrated Projects, the credits for the courses of each of these components are granted, if:

- The component consists of parts of tests: the minimum mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).
- The component consists of only one test: the minimum mark for this test must be at least a 5.5.

For MDP, Study Trip, Management & Leadership Skills, and Placement Preparation, the credits of each of these components are awarded if the component has been completed with a pass ('Voldaan' or 'VD' in Dutch).

Within the main phase, a compensation scheme is in place (see article 6.4).

5.1.1.3 Main Phase 2

There are no entry conditions for main phase 2.

The following applies to students from cohort 2014-2015 and earlier: in Main Phase 2, ECTS credits can be earned for the following components:

Main Phase 2 – Track 1 – B Hotel Management		
Module: Creating Excellence in Hospitality Management		
	ECTS Credits	HEO Standard
Core courses:		
Sustainable Strategic Business Design	23	1+2+3+4
Languages		

English	3	3
Management Development Programme		
MDP	2	3+4
Other		
Study Trip	2	3+4
Graduation Preparation	2	1+2+3+4
Total:	32 ECTS Credits	

For the Core Courses and English, the credits for the courses of each of these components are awarded, if:

- The component consists of parts of tests: the mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).
- The component consists of only one test: the mark for this test must be at least a 5.5.

For MDP, Study Trip and Graduation Preparation, the credits for each of these components are awarded if the component has been completed with a pass ('Voldaan' or 'VD' in Dutch).

The following applies to students from cohort 2015-2016 and later: in Main Phase 2, ECTS credits can be earned for the following components:

Main Phase 2 – Track 1 – B Hotel Management		
Module: Creating Excellence in Hospitality Management		
	ECTS Credits	HEO Standard
Core courses:		
Sustainable Strategic Business Design	23	1+2+3+4
Languages		
English	3	3
Management Development Programme		
MDP	2	3+4
Other		
Study Trip	2	3+4
Graduation Preparation	2	1+2+3+4
Total:	32 ECTS Credits	

For all the Core Courses, Graduation Preparation, and English, the credits for the courses of each of these components are awarded, if:

- The component consists of parts of tests: the mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).
- The component consists of only one test: the mark for this test must be at least a 5.5.

For MDP and Study Trip, the credits for each of these components are awarded if the component has been completed with a pass ('Voldaan' or 'VD' in Dutch).

5.1.1.4 Graduation phase

The following applies to students who started their graduation phase in 2015-2016 or earlier:

The following admission requirements apply to the graduation phase:

- Graduation Preparation (4 ECTS credits) has been completed successfully.
 - Maximum permitted number of non-earned ECTS credits in main phase 1 and 2 is 6 ECTS credits
- a Students from this cohort or earlier, who already successfully completed their Plan of Approach (15 ECTS credits), hand in their Bachelor's Thesis 'old style' (45 ECTS credits). To them, the graduation phase is constructed as follows:

Graduation Phase – Track 1 - B Hotel Management		
	ECTS Credits	HEO Standard
Plan of Approach	15	1+2+3+4
Bachelor's Thesis	45	1+2+3+4
Total:	60 ECTS Credits	

The credits for the Bachelor's Thesis (including defence presentation) are awarded if the mark is at least a 5.5 (≥ 5.5).

At the moment when the student defends his Bachelor's Thesis, the following conditions apply:

- The student must no longer have any credit deficits
- The Plan of Approach must have been completed with a pass ('voldaan')
- The student must have received approval from his graduation supervisor to proceed to the defence presentation
- The Plan of Approach must have been submitted no later than 45 working days before the deadline for submitting the Bachelor's Thesis

- b Students from this cohort or earlier, who have not yet successfully completed their Plan of Approach (15 ECTS) upon the start of the academic year 2018-2019, are required to graduate in accordance with the 'new style'. To them, the graduation phase is constructed as follows:

Graduation Phase – Track 1 - B Hotel Management	
	ECTS Credits
Personalisation	30
Bachelor's Thesis	30
Total:	60 ECTS Credits

The credits for the component of Personalisation are awarded if:

- The component consists of parts of tests: the mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).
- The component consists of only one test: the mark for this test must be at least a 5.5

The credits for the Bachelor's Thesis (including defence presentation) are awarded if the mark is at least a 5.5 (≥ 5.5).

The student will only be allowed to proceed to the defence presentation the moment when he has received a GO on the basis of the assessment form for the Bachelor's Thesis (GO / NO GO report). The defence presentation is linked to the component of 'Bachelor's Thesis'. If a student chooses to first do the component of 'Bachelor's Thesis' and then the component of 'Personalisation', it may happen that a student has already completed his Bachelor's Thesis and defence presentation, but still has to earn the 30 ECTS credits for 'Personalisation'. In other words, a positive defence presentation

does not necessarily mean that a student has also fully completed the graduation phase. The defence presentation is merely regarded as a positive 'finishing touch' on the component of 'Bachelor's Thesis'.

For students who started their graduation phase in 2016-2017 or later, the following applies:

The following admission requirements apply to the graduation phase:

- Graduation Preparation has been completed successfully.
- Maximum permitted number of non-earned ECTS credits in main phase 1 and 2 is 6 ECTS credits

Graduation Phase – Track 1 - B Hotel Management	
	ECTS Credits
Personalisation	30
Bachelor's Thesis	30
Total:	60 ECTS Credits

The credits for the component of Personalisation are awarded if:

- The component consists of parts of tests: the mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).
- The component consists of only one test: the mark for this test must be at least a 5.5

The credits for the Bachelor's Thesis (including defence presentation) are awarded if the mark is at least a 5.5 (≥ 5.5).

The student will only be allowed to proceed to the defence presentation the moment when he has received a GO on the basis of the assessment form for the Bachelor's Thesis (GO / NO GO report). The defence presentation is linked to the component of 'Bachelor's Thesis'. If a student chooses to first do the component of 'Bachelor's Thesis' and then the component of 'Personalisation', it may happen that a student has already completed his Bachelor's Thesis and defence presentation, but still has to earn the 30 ECTS credits for 'Personalisation'. In other words, a positive defence presentation does not necessarily mean that a student has also fully completed the graduation phase. The defence presentation is merely regarded as a positive 'finishing touch' on the component of 'Bachelor's Thesis'.

5.1.2 3-Year VWO track B Hotel Management from cohort 2016-2017 onwards

5.1.2.1 Propaedeutic phase

The programme has been constructed on the basis of the Economic Domain:

- 1 Sound theoretical foundation
- 2 Research competencies
- 3 Professional expertise
- 4 Professional ethics & social orientation (responsible conduct)

In the propaedeutic phase, ECTS credits can be earned for the following components:

Propaedeutic Phase – Track 2 - B Hotel Management Students from cohort 2016-2017 onwards		
Module: Developing People and Organisations		
	ECTS Credits	HEO Standard
Core courses		
Business Law & Ethics	3	1+4
Economics	3	1
Organisational Behaviour	3	1
Investigative Abilities	6	1+2
Integrated Projects		
Integrated Project 1: Orientation and Preparation	4	1+2+3+4
Practical Learning		
Sibelicious	2	1+3
Module: Managing Business Performance and Hospitality Innovation		
	ECTS Credits	HEO Standard
Core courses		
Accounting	3	1
Marketing	4	1
Operations Management	4	1
Management Information Systems	4	1
Integrated Projects		
Integrated Project 2: Revenue Management	6	1+2+3+4
Not linked to any of the modules in particular:		
	ECTS Credits	HEO Standard
Languages		
English	3	3
Second Foreign Language	3	3
Management Development Programme		
MDP 2A	2	3+4
MDP 2B	2	3+4
Other		
Management & Leadership Skills	2	3+4
Study Trip	2	3+4
Module: Exploring the international Hospitality Industry		
	ECTS Credits	HEO Standard
Placement		
Placement Preparation	2	3+4
Placement A	2	3+4
Total:	60 ECTS Credits	

For all the Core Courses, English and Second Foreign Language, and both Integrated Projects, the credits for the courses of each of these components are granted, if:

- The component consists of parts of tests: the mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).
- The component consists of only one test: the mark for this test must be at least a 5.5.

For MDP, Study Trip, Management & Leadership Skills, and Placement Preparation, the credits of each of these components are awarded if the component has been completed with a pass ('Voldaan' or 'VD' in Dutch).

Within the propaedeutic phase, a compensation scheme is in place (see article 6.4).

5.1.2.2 Main Phase 1b

For students of the 3-year VWO programme from cohort 2016-2017 onwards, the main phase consists of:

- Main phase1b
- Main phase 2
- Graduation phase

The condition for being admitted to main phase 1b is that the student must have earned 60 ECTS credits.

In main phase 1b, ECTS credits can be earned for the following components:

Main Phase 1b – Track 2 - B Hotel Management (students from cohort 2016-2017 onwards)		
Module: Exploring the International Industry		
	ECTS Credits	HEO Standard
Placement		
Placement B	28	3+4
Total:	28 ECTS Credits	

5.1.2.3 Main phase 2

There are no entry conditions for main phase 2.

In main phase 2, ECTS credits can be earned for the following components:

Main Phase 2 – Track 2 – students from cohort 2016-2017 onwards - B Hotel Management		
Module: Creating Excellence in Hospitality Management		
	ECTS Credits	HEO Standard
Core courses:		
Sustainable Strategic Business Design	23	1+2+3+4
Languages		
English	3	3
Management Development Programme		
MDP	2	3+4
Overige		

Study Trip	2	3+4
Graduation Preparation	2	1+2+3+4
Total:	32 ECTS Credits	

For all the Core Courses, Graduation Preparation, and English, the credits for the courses of each of these components are awarded, if:

- The component consists of parts of tests: the mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).
- The component consists of only one test: the mark for this test must be at least a 5.5.

For MDP and Study Trip, the credits for each of these components are awarded if the component has been completed with a pass ('Voldaan' or 'VD' in Dutch).

5.1.2.4 Graduation phase

The following admission requirements apply to the graduation phase:

- Graduation Preparation (2 ECTS credits) has been completed successfully.
- Maximum permitted number of non-earned ECTS credits in main phase 1 and 2 is 6 ECTS credits

Graduation Phase – Track 2 – students from cohort 2016-2017 onwards - B Hotel Management		
	ECTS Credits	HEO Standard
Personalisation	30	1+2+3+4
Bachelor's Thesis	30	1+2+3+4
Total:	60 ECTS Credits	

The credits for the component of Personalisation are awarded if:

- The component consists of parts of tests: the mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).
- The component consists of only one test: the mark for this test must be at least a 5.5

The credits for the Bachelor's Thesis (including defence presentation) are awarded if the mark is at least a 5.5 (≥ 5.5).

The student will only be allowed to proceed to the defence presentation the moment when he has received a GO on the basis of the assessment form for the Bachelor's Thesis (GO / NO GO report). The defence presentation is linked to the component of 'Bachelor's Thesis'. If a student chooses to first do the component of 'Bachelor's Thesis' and then the component of 'Personalisation', it may happen that a student has already completed his Bachelor's Thesis and defence presentation, but still has to earn the 30 ECTS credits for 'Personalisation'. In other words, a positive defence presentation does not necessarily mean that a student has also fully completed the graduation phase. The defence presentation is merely regarded as a positive 'finishing touch' on the component of 'Bachelor's Thesis'.

5.1.3 3-year VWO track B Hotel Management for cohort 2015-2016 or earlier

For students of the 3-year VWO programme from cohort 2015-2016 or earlier, the main phase consists of:

- Main phase1b
- Main phase 2
- Graduation phase

The programme has been constructed on the basis of the Economic Domain:

- 1 Sound theoretical foundation
- 2 Research competencies
- 3 Professional expertise
- 4 Professional ethics & social orientation (responsible conduct)

5.1.3.1 Main phase 1

The condition for being admitted to main phase 1 is that the student must have earned 60 ECTS credits.

In main phase 1, ECTS credits can be earned for the following components:

Main Phase 1 – Track 2 – programme for cohort 2015-2016 and earlier - B Hotel Management		
Module: Developing People and Organisations		
	ECTS Credits	HEO Standard
Core courses		
Business Law & Ethics	3	1+4
Economics	3	1
Organisational Behaviour	3	1
Investigative Abilities	6	1+2
Integrated Projects		
Integrated Project 1: Developing People and Organisations	6	1+2+3+4
Module: Managing Business Performance and Hospitality Innovation		
	ECTS Credits	HEO Standard
Core courses		
Accounting	3	1
Marketing	4	1
Operations Management	4	1
Management Information Systems	4	1
Integrated Projects		
Integrated Project 2: Revenue Management	6	1+2+3+4
Module: Exploring the international Hospitality Industry		
	ECTS Credits	HEO Standard
Placement		
Placement Preparation	2	3+4
Placement	30	3+4
Not linked to any of the modules in particular:		
	ECTS Credits	HEO Standard
Languages		
English	3	3
Second Foreign Language	3	3
Management Development Programme		
MDP 2A	2	3+4

MDP 2B	2	3+4
Other		
Management & Leadership Skills	2	3+4
Study Trip	2	3+4
Total:	88 ECTS Credits	

For all the Core Courses, English and Second Foreign Language, and both Integrated Projects, the credits for the courses of each of these components are granted, if:

- The component consists of parts of tests: the mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).
- The component consists of only one test: the mark for this test must be at least a 5.5.

For MDP, Study Trip, Management & Leadership Skills, and Placement Preparation, the credits of each of these components are awarded if the component has been completed with a pass ('Voldaan' or 'VD' in Dutch).

Within main phase 1, a compensation scheme is in place (see article 6.4).

5.1.3.2 Main phase 2

There are no entry conditions for main phase 2.

Main Phase 2 – Track 2 – programme for cohort 2015-2016 and earlier - B Hotel Management		
Module: Creating Excellence in Hospitality Management		
	ECTS Credits	HEO Standaard
Core courses:		
Sustainable Strategic Business Design	23	1+2+3+4
Languages		
English	3	3
Management Development Programme		
MDP	2	3+4
Other		
Study Trip	2	3+4
Graduation Preparation	2	1+2+3+4
Total:	32 ECTS Credits	

For the Core Courses, Graduation Preparation, and English, the credits for the courses of each of these components are awarded, if:

- The component consists of parts of tests: the mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).
- The component consists of only one test: the mark for this test must be at least a 5.5.

For MDP and Study Trip, the credits for each of these components are awarded if the component has been completed with a pass ('Voldaan' or 'VD' in Dutch).

The following applies to students from cohort 2015-2016 and earlier who have yet to start their graduation year in 2018-2019: if a minor (30 ECTS) is chosen, this will replace Main Phase 2 (30 ECTS). For the graduation phase (30 ECTS), they will produce a Bachelor's Thesis.

5.1.3.3 Graduation phase

For students of the 3-year VWO programme from cohort 2015-2016 and earlier, the following admission requirements apply to the graduation phase:

- Graduation Preparation (2 ECTS) must have been completed successfully
- Maximum permitted number of non-earned ECTS credits in main phase 1 and 2 is 6 ECTS credits

Graduation Phase – Track 2 - cohort 2015-2016 B Hotel Management	
	ECTS Credits
Bachelor's Thesis	30
Total:	30 ECTS Credits

The credits for the Bachelor's Thesis (including defence presentation) are awarded if the mark is at least a 5.5 (≥ 5.5). The student will only be allowed to proceed to the defence presentation the moment when he has received a GO on the basis of the assessment form for the Bachelor's Thesis (GO / NO GO report).

For students of the 3-year VWO programme from cohort 2014-2015 and earlier who already started their graduation phase, the following admission requirements apply to the graduation phase:

- Graduation Preparation (2 ECTS) must have been completed successfully
- Maximum permitted number of non-earned ECTS credits in main phase 1 and 2 is 6 ECTS credits

Students from this cohort, who already successfully completed their Plan of Approach (5 ECTS credits), hand in their Bachelor's Thesis 'old style' (25 ECTS credits). To them, the graduation phase is constructed as follows:

Graduation Phase – Track 2 – cohort 2014-2015 and earlier- B Hotel Management		
	ECTS Credits	HEO Standard
Plan of Approach	5	1+2+3+4
Bachelor's Thesis	25	1+2+3+4
Total:	25 ECTS Credits	

The credits for the Bachelor's Thesis (including defence presentation) are awarded if the mark is at least a 5.5 (≥ 5.5).

At the moment when the student defends his Bachelor's Thesis, the following conditions apply:

- The student must no longer have any credit deficits
- The Plan of Approach must have been completed with a pass ('voldaan')
- The student must have received approval from his graduation supervisor to proceed to the defence presentation
- The Plan of Approach must have been submitted no later than 30 working days before the deadline for submitting the Bachelor's Thesis

5.1.4 3-Year MHBO programme B Hotel Management

5.1.4.1 Propaedeutic phase

The programme has been constructed on the basis of the Economic Domain:

- 1 Sound theoretical foundation
- 2 Research competencies
- 3 Professional expertise
- 4 Professional ethics & social orientation (responsible conduct)

In the propaedeutic phase, ECTS credits can be earned for the following components:

Propaedeutic Phase ⁹ – Track 3 - B Hotel Management		
Module: Developing People and Organisations		
	ECTS Credits	HEO Standard
Core courses		
Business Law & Ethics	3	1+4
Economics	3	1
Organisational Behaviour	3	1
Investigative Abilities	6	1 + 2
Integrated Projects		
Integrated Project 1: Orientation and Preparation	6	1+2+3+4
Module: Managing Business Performance and Hospitality Innovation		
	ECTS Credits	HEO Standard
Core courses		
Accounting	3	1
Marketing	4	1
Operations Management	4	1
Management Information Systems	4	1
Integrated Projects		
Integrated Project 2: Revenue Management	6	1+2+3+4
Not linked to any of the modules in particular:		
	ECTS Credits	HEO Standard
Languages		
English	3	3
Second Foreign Language	3	3
Management Development Programme		
MDP 2A	2	3+4
MDP 2B	2	3+4
Other		
Management & Leadership Skills	2	3+4
Study Trip	2	3+4
Module: Exploring the international Hospitality Industry		
	ECTS Credits	HEO Standard
Placement		

⁹ For students of the MHBO track, the following applies: the student will be granted exemption worth 60 ECTS credits. These exemptions are awarded the moment when the first 60 ECTS credits in HBO have been earned.

Placement Preparation	2	3+4
Placement A	2	3+4
Total:	60 ECTS Credits	

For all the Core Courses, English and Second Foreign Language, and both Integrated Projects, the credits for each of these components are granted, if:

- The component consists of parts of tests: the mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).
- The component consists of only one test: the mark for this test must be at least a 5.5.

For MDP, Study Trip, Management & Leadership Skills, and Placement Preparation, the credits of each of these components are awarded if the component has been completed with a pass ('Voldaan' or 'VD' in Dutch).

Within the propaedeutic phase, a compensation scheme is in place (see article 6.4).

5.1.4.2 Main phase 1b

The condition for being admitted to main phase 1b is that the student must have earned 60 ECTS credits.

In main phase 1b, ECTS credits can be earned for the following components:

Main Phase 1b – Track 3 - B Hotel Management		
Module: Exploring the International Industry		
	ECTS Credits	HEO Standard
Placement		
Placement B	28	3+4
Total:	28 ECTS Credits	

5.1.4.3 Main phase 2

There are no entry conditions for main phase 2.

In main phase 2, ECTS credits can be earned for the following components:

Main Phase 2 – Track 3 - B Hotel Management		
Module: Creating Excellence in Hospitality Management		
	ECTS Credits	HEO Standard
Core courses:		
Sustainable Strategic Business Design	23	1+2+3+4
Languages		
English	3	3
Management Development Programme		
MDP	2	3+4
Other		

Study Trip	2	3+4
Graduation Preparation	2	1+2+3+4
Total:	32 ECTS Credits	

For all the Core Courses, Graduation Preparation, and English, the credits of each of these components are awarded, if:

- The component consists of parts of tests: the mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).
- The component consists of only one test: the mark for this test must be at least a 5.5.

For MDP and Study Trip, the credits for each of these components are awarded if the component has been completed with a pass ('Voldaan' or 'VD' in Dutch).

5.1.4.4 Graduation phase

The following applies to students who started their graduation phase in 2015-2016 or earlier:

The following admission requirements apply to the graduation phase:

- Graduation Preparation (4 ECTS credits) has been completed successfully.
- Maximum permitted number of non-earned ECTS credits in main phase 1 and 2 is 6 ECTS credits

b Students from this cohort or earlier, who already successfully completed their Plan of Approach (15 ECTS credits), hand in their Bachelor's Thesis 'old style' (45 ECTS credits). To them, the graduation phase is constructed as follows:

Graduation Phase – Track 3 - B Hotel Management		
	ECTS Credits	HEO Standard
Plan of Approach	15	1+2+3+4
Bachelor's Thesis	45	1+2+3+4
Total:	60 ECTS Credits	

The credits for the Bachelor's Thesis (including defence presentation) are awarded if the mark is at least a 5.5 (≥ 5.5).

At the moment when the student defends his Bachelor's Thesis, the following conditions apply:

- The student must no longer have any credit deficits
- The Plan of Approach must have been completed with a pass ('voldaan')
- The student must have received approval from his graduation supervisor to proceed to the defence presentation
- The Plan of Approach must have been submitted no later than 45 working days before the deadline for submitting the Bachelor's Thesis

c Students from this cohort or earlier, who have not yet successfully completed their Plan of Approach (15 ECTS) upon the start of the academic year 2018-2019, are required to graduate in accordance with the 'new style'. To them, the graduation phase is constructed as follows:

Graduation Phase – Track 3 - B Hotel Management	
	ECTS Credits
Personalisation	30
Bachelor's Thesis	30
Total:	60 ECTS Credits

The credits for the component of Personalisation are awarded if:

- The component consists of parts of tests: the mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).
- The component consists of only one test: the mark for this test must be at least a 5.5

The credits for the Bachelor's Thesis (including defence presentation) are awarded if the mark is at least a 5.5 (≥ 5.5).

The student will only be allowed to proceed to the defence presentation the moment when he has received a GO on the basis of the assessment form for the Bachelor's Thesis (GO / NO GO report). The defence presentation is linked to the component of 'Bachelor's Thesis'. If a student chooses to first do the component of 'Bachelor's Thesis' and then the component of 'Personalisation', it may happen that a student has already completed his Bachelor's Thesis and defence presentation, but still has to earn the 30 ECTS credits for 'Personalisation'. In other words, a positive defence presentation does not necessarily mean that a student has also fully completed the graduation phase. The defence presentation is merely regarded as a positive 'finishing touch' on the component of 'Bachelor's Thesis'.

For students who started their graduation phase in 2016-2017 or later, the following applies:

The following admission requirements apply to the graduation phase:

- Graduation Preparation (2 ECTS) has been completed successfully.
- Maximum permitted number of non-earned ECTS credits in main phase 1 and 2 is 6 ECTS credits

Graduation Phase – Track 3 - B Hotel Management		
	ECTS Credits	HEO Standard
Personalisation	30	1+2+3+4
Bachelor's Thesis	30	1+2+3+4
Total:	60 ECTS Credits	

The credits for the component of Personalisation are awarded if:

- The component consists of parts of tests: the mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).
- The component consists of only one test: the mark for this test must be at least a 5.5

The credits for the Bachelor's Thesis (including defence presentation) are awarded if the mark is at least a 5.5 (≥ 5.5).

The student will only be allowed to proceed to the defence presentation the moment when he has received a GO on the basis of the assessment form for the Bachelor's Thesis (GO / NO GO report). The defence presentation is linked to the component of 'Bachelor's Thesis'. If a student chooses to first do the component of 'Bachelor's Thesis' and then the component of 'Personalisation', it may happen that a student has already completed his Bachelor's Thesis and defence presentation, but still has to earn the 30 ECTS credits for 'Personalisation'. In other words, a positive defence presentation does not necessarily mean that a student has also fully completed the graduation phase. The defence presentation is merely regarded as a positive 'finishing touch' on the component of 'Bachelor's Thesis'.

5.1.5 Regular 4-year programme B Facility Management

The programme has been constructed on the basis of the BBA Standards of the Economic Domain:

- 1 Sound theoretical foundation
- 2 Research competencies
- 3 Professional expertise
- 4 Professional ethics & social orientation (responsible conduct)

5.1.5.1 Propaedeutic phase

In the propaedeutic phase, ECTS credits can be earned for the following components:

Propaedeutic Phase – Track 1 - B Facility Management		
Module: Knowing the fundamentals of Facility Management Operations		
	ECTS Credits	BBA Standard
Core Courses		
Management Information Systems	3	1
Operations Management 1A	6	1
Operations Management 1B	2	1
Practical Learning		
Sibelicious	10	1+3
Module: Understanding the Facility Management Industry		
	ECTS Credits	BBA Standard
Core Courses		
Finance	4	1
Economics	5	1
Marketing	5	1
Business Law & Ethics	4	1+4
Investigative Abilities	3	1+2
Not linked to any of the modules in particular:		
	ECTS Credits	BBA Standard
Languages		
English	3	3
FM Specific Course		
Introduction to the Industry	3	1
Management Development Programme		
MDP 1A	2	3+4
MDP 1B	2	3+4
Other		
Service Points	2	3+4
Study Trip	2	3+4
Capstone Project		
Capstone Project	4	1+2+3+4

Total:	60 ECTS Credits	
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For all the Core Courses, English, FM Specific Course, Sibelicious and Capstone Project, the credits for the courses of each of these components are granted, if:

- The component consists of parts of tests: the mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).
- The component consists of only one test: the mark for this test must be at least a 5.5.

For MDP, Service Points and Study Trip, the credits of each of these components are awarded if the component has been completed with a pass ('Voldaan' or 'VD' in Dutch).

Within the propaedeutic phase, a compensation scheme is in place (see article 6.4).

5.1.5.2 Main Phase 1

The main phase consists of:

- Main phase 1
- Main phase 2
- Graduation phase

The condition for being admitted to main phase 1 is that the student must have earned 60 ECTS credits.

In main phase 1, ECTS credits can be earned for the following components:

Main Phase 1 – Track 1 - B Facility Management		
Module: Developing People and Organisations		
	ECTS Credits	BBA Standard
Core courses		
Business Law & Ethics	3	1+4
Economics	3	1
Organisational Behaviour	3	1
Investigative Abilities	6	1+2
Integrated Projects		
Integrated Project 1: Developing People and Organisations	6	1+2+3+4
Module: Managing Business Performance and Facility Innovation		
	ECTS Credits	BBA Standard
Core courses		
Accounting	3	1
Marketing	4	1
Operations Management	4	1
Management Information Systems	4	1
Integrated Projects		
Integrated Project 2: CREM	6	1+2+3+4

Module: Exploring the international Hospitality Industry		
	ECTS Credits	BBA Standard
Placement		
Placement Preparation	2	3+4
Placement	30	3+4
Not linked to any of the modules in particular:		
	ECTS Credits	BBA Standard
Languages		
English	3	3
FM Specific Course		
Purchasing Management	3	1
Management Development Programme		
MDP 2A	2	3+4
MDP 2B	2	3+4
Other		
Management & Leadership Skills	2	3+4
Study Trip	2	3+4
Total:	88 ECTS Credits	

For all the Core Courses, English, FM Specific Course, and both Integrated Projects, the credits for the courses of each of these components are granted, if:

- The component consists of parts of tests: the mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).
- The component consists of only one test: the mark for this test must be at least a 5.5.

For MDP, Study Trip, Management & Leadership Skills, and Placement Preparation, the credits of each of these components are awarded if the component has been completed with a pass ('Voldaan' or 'VD' in Dutch).

Within main phase 1, a compensation scheme is in place (see article 6.4).

5.1.5.3 Main Phase 2

There are no entry conditions for main phase 2.

The following applies to students from cohort 2014-2015 and earlier: in Main Phase 2, ECTS credits can be earned for the following components:

Main Phase 2 – Track 1 – B Facility Management		
Module: Creating Excellence in Facility Management		
	ECTS Credits	BBA Standard
Core courses:		
Sustainable Strategic Business Design	23	1+2+3+4

Languages		
English	3	3
Management Development Programme		
MDP	2	3+4
Other		
Study Trip	2	3+4
Graduation Preparation	2	1+2+3+4
Total:	32 ECTS Credits	

For the Core Courses and English, the credits for the courses of each of these components are awarded, if:

- The component consists of parts of tests: the mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).
- The component consists of only one test: the mark for this test must be at least a 5.5.

For MDP, Study Trip and Graduation Preparation, the credits for each of these components are awarded if the component has been completed with a pass ('Voldaan' or 'VD' in Dutch).

The following applies to students from cohort 2015-2016 and later: in Main Phase 2, ECTS credits can be earned for the following components:

Main Phase 2 – Track 1 – B Facility Management		
Module: Creating Excellence in Facility Management		
	ECTS Credits	BBA Standard
Core courses:		
Sustainable Strategic Business Design	23	1+2+3+4
Languages		
English	3	3
Management Development Programme		
MDP	2	3+4
Other		
Study Trip	2	3+4
Graduation Preparation	2	1+2+3+4
Total:	32 ECTS Credits	

For all the Core Courses, Graduation Preparation, and English, the credits for the courses of each of these components are awarded, if:

- The component consists of parts of tests: the mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).
- The component consists of only one test: the mark for this test must be at least a 5.5.

For MDP and Study Trip, the credits for each of these components are awarded if the component has been completed with a pass ('Voldaan' or 'VD' in Dutch).

5.1.5.4 Graduation phase

The following applies to students who started their graduation phase in 2015-2016 or earlier:

The following admission requirements apply to the graduation phase:

- Graduation Preparation (4 ECTS credits) has been completed successfully.
 - Maximum permitted number of non-earned ECTS credits in main phase 1 and 2 is 6 ECTS credits
- a Students from this cohort or earlier, who already successfully completed their Plan of Approach (15 ECTS credits), hand in their Bachelor's Thesis 'old style' (45 ECTS credits). To them, the graduation phase is constructed as follows:

Graduation Phase – Track 1 - B Facility Management		
	ECTS Credits	BBA Standard
Plan of Approach	15	1+2+3+4
Bachelor's Thesis	45	1+2+3+4
Total:	60 ECTS Credits	

The credits for the Bachelor's Thesis (including defence presentation) are awarded if the mark is at least a 5.5 (≥ 5.5).

At the moment when the student defends his Bachelor's Thesis, the following conditions apply:

- The student must no longer have any credit deficits
- The Plan of Approach must have been completed with a pass ('voldaan')
- The student must have received approval from his graduation supervisor to proceed to the defence presentation
- The Plan of Approach must have been submitted no later than 45 working days before the deadline for submitting the Bachelor's Thesis

B Students from this cohort or earlier, who have not yet successfully completed their Plan of Approach (15 ECTS) upon the start of the academic year 2018-2019, are required to graduate in accordance with the 'new style'. To them, the graduation phase is constructed as follows:

Graduation Phase – Track 1 - B Facility Management	
	ECTS Credits
Personalisation	30
Bachelor's Thesis	30
Total:	60 ECTS Credits

The credits for the component of Personalisation are awarded if:

- The component consists of parts of tests: the mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).
- The component consists of only one test: the mark for this test must be at least a 5.5

The credits for the Bachelor's Thesis (including defence presentation) are awarded if the mark is at least a 5.5 (≥ 5.5).

The student will only be allowed to proceed to the defence presentation the moment when he has received a GO on the basis of the assessment form for the Bachelor's Thesis (GO / NO GO report). The defence presentation is linked to the component of 'Bachelor's Thesis'. If a student chooses to first do the component of 'Bachelor's Thesis' and then the component of 'Personalisation', it may happen that a student has already completed his Bachelor's Thesis and defence presentation, but still has to earn the 30 ECTS credits for 'Personalisation'. In other words, a positive defence presentation does not necessarily mean that a student has also fully completed the graduation phase. The defence

presentation is merely regarded as a positive 'finishing touch' on the component of 'Bachelor's Thesis'.

For students who started their graduation phase in 2016-2017 or later, the following applies:

The following admission requirements apply to the graduation phase:

- Graduation Preparation has been completed successfully
- Maximum permitted number of non-earned ECTS credits in main phase 1 and 2 is 6 ECTS credits

Graduation Phase – Track 1 - B Facility Management	
	ECTS Credits
Personalisation	30
Bachelor's Thesis	30
Total:	60 ECTS Credits

The credits for the component of Personalisation are awarded if:

- The component consists of parts of tests: the mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).
- The component consists of only one test: the mark for this test must be at least a 5.5

The credits for the Bachelor's Thesis (including defence presentation) are awarded if the mark is at least a 5.5 (≥ 5.5).

The student will only be allowed to proceed to the defence presentation the moment when he has received a GO on the basis of the assessment form for the Bachelor's Thesis (GO / NO GO report). The defence presentation is linked to the component of 'Bachelor's Thesis'. If a student chooses to first do the component of 'Bachelor's Thesis' and then the component of 'Personalisation', it may happen that a student has already completed his Bachelor's Thesis and defence presentation, but still has to earn the 30 ECTS credits for 'Personalisation'. In other words, a positive defence presentation does not necessarily mean that a student has also fully completed the graduation phase. The defence presentation is merely regarded as a positive 'finishing touch' on the component of 'Bachelor's Thesis'.

5.1.6 3-year VWO track B Facility Management from cohort 2016-2017 onwards

The programme has been constructed on the basis of the BBA Standards of the Economic Domain:

- 1 Sound theoretical foundation
- 2 Research competencies
- 3 Professional expertise
- 4 Professional ethics & social orientation (responsible conduct)

5.1.6.1 Propaedeutic phase

In the propaedeutic phase, ECTS credits can be earned for the following components:

Propaedeutic Phase – Track 2 – from cohort 2016-2017 onwards - B Facility Management		
Module: Developing People and Organisations		
	ECTS Credits	BBA Standard
Core courses		
Business Law & Ethics	3	1+4

Economics	3	1
Organisational Behaviour	3	1
Investigative Abilities	6	1+2
Integrated Projects		
Integrated Project 1: Orientation and Preparation	4	1+2+3+4
Practical Learning		
Sibelicious	2	1+3
Module: Managing Business Performance and Facility Innovation		
	ECTS Credits	BBA Standard
Core courses		
Accounting	3	1
Marketing	4	1
Operations Management	4	1
Management Information Systems	4	1
Integrated Projects		
Integrated Project 2: CREM	6	1+2+3+4
Not linked to any of the modules in particular:		
	ECTS Credits	BBA Standard
Languages		
English	3	3
FM Specific Course		
Purchasing Management	3	1
Management Development Programme		
MDP 2A	2	3+4
MDP 2B	2	3+4
Other		
Management & Leadership Skills	2	3+4
Study Trip	2	3+4
Module: Exploring the international Facility Industry		
	ECTS Credits	BBA Standard
Placement		
Placement Preparation	2	3+4
Placement A	2	3+4
Total:	60 ECTS Credits	

For all the Core Courses, English, FM Specific Course, and both Integrated Projects, the credits for the courses of each of these components are granted, if:

- The component consists of parts of tests: the mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).
- The component consists of only one test: the mark for this test must be at least a 5.5.

For MDP, Study Trip, Sibelicious, Management & Leadership Skills, and Placement Preparation, the credits of each of these components are awarded if the component has been completed with a pass ('Voldaan' or 'VD' in Dutch).

Within the propaedeutic phase, a compensation scheme is in place (see article 6.4).

5.1.6.2 Main Phase 1b

For students of the 3-year VWO programme from cohort 2016-2017 onwards, the main phase consists of:

- Main phase 1b
- Main phase 2
- Graduation phase

The condition for being admitted to main phase 1b is that the student must have earned 60 ECTS credits.

In main phase 1b, ECTS credits can be earned for the following components:

Main Phase 1b – Track 2 – from cohort 2016-2017 onwards - B Facility Management		
Module: Exploring the International Industry		
	ECTS Credits	BBA Standard
Placement		
Placement B	28	3+4
Total:	28 ECTS Credits	

5.1.6.3 Main Phase 2

There are no entry conditions for main phase 2.

In main phase 2, ECTS credits can be earned for the following components:

Main Phase 2 – Track 2 – from cohort 2016-2017 onwards - B Facility Management		
Module: Creating Excellence in Facility Management		
	ECTS Credits	BBA Standard
Core courses:		
Sustainable Strategic Business Design	23	1+2+3+4
Languages		
English	3	3
Management Development Programme		
MDP	2	3+4
Other		
Study Trip	2	3+4
Graduation Preparation	2	1+2+3+4
Total:	32 ECTS Credits	

For all the Core Courses, Graduation Preparation, and English, the credits for the courses of each of these components are awarded, if:

- The component consists of parts of tests: the mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).
- The component consists of only one test: the mark for this test must be at least a 5.5.

For MDP and Study Trip, the credits for each of these components are awarded if the component has been completed with a pass ('Voldaan' or 'VD' in Dutch).

5.1.6.4 Graduation phase

The following admission requirements apply to the graduation phase:

- Graduation Preparation (2 ECTS credits) has been completed successfully.
- Maximum permitted number of non-earned ECTS credits in main phase 1 and 2 is 6 ECTS credits.

Graduation Phase – Track 2 – from cohort 2016-2017 onwards - B Facility Management		
	ECTS Credits	BBA Standard
Personalisation	30	1+2+3+4
Bachelor's Thesis	30	1+2+3+4
Total:	60 ECTS Credits	

The credits for the component of Personalisation are awarded if:

- The component consists of parts of tests: the mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).
- The component consists of only one test: the mark for this test must be at least a 5.5

The credits for the Bachelor's Thesis (including defence presentation) are awarded if the mark is at least a 5.5 (≥ 5.5).

The student will only be allowed to proceed to the defence presentation the moment when he has received a GO on the basis of the assessment form for the Bachelor's Thesis (GO / NO GO report). The defence presentation is linked to the component of 'Bachelor's Thesis'. If a student chooses to first do the component of 'Bachelor's Thesis' and then the component of 'Personalisation', it may happen that a student has already completed his Bachelor's Thesis and defence presentation, but still has to earn the 30 ECTS credits for 'Personalisation'. In other words, a positive defence presentation does not necessarily mean that a student has also fully completed the graduation phase. The defence presentation is merely regarded as a positive 'finishing touch' on the component of 'Bachelor's Thesis'.

5.1.7 3-year VWO track B Facility Management for cohort 2015-2016 or earlier

For students of the 3-year VWO programme from cohort 2015-2016 or earlier, the main phase consists of:

- Main phase1b
- Main phase 2
- Graduation phase

5.1.7.1 Main phase 1

The condition for being admitted to main phase 1 is that the student must have earned 60 ECTS credits.

In main phase 1, ECTS credits can be earned for the following components:

Main Phase 1 – Track 2 - cohort 2015-2016 and earlier – B Facility Management		
Module: Developing People and Organisations		
	ECTS Credits	BBA Standard
Core courses		
Business Law & Ethics	3	1+4
Economics	3	1
Organisational Behaviour	3	1
FM specific Course	3	1
Investigative Abilities	6	1+2
Integrated Projects		
Integrated Project 1: Developing People and Organisations	6	1+2+3+4
Module: Managing Business Performance and Hospitality Innovation		
	ECTS Credits	BBA Standard
Core courses		
Accounting	3	1
Marketing	4	1
Operations Management	4	1
Management Information Systems	4	1
Integrated Projects		
Integrated Project 2: Revenue Management	6	1+2+3+4
Module: Exploring the international Hospitality Industry		
	ECTS Credits	BBA Standard
Placement		
Placement Preparation	2	3+4
Placement	30	3+4
Not linked to any of the modules in particular:		
	ECTS Credits	BBA Standard
Languages		
English	3	3
Management Development Programme		
MDP 2A	2	3+4
MDP 2B	2	3+4
Other		
Management & Leadership Skills	2	3+4
Study Trip	2	3+4
Total:	88 ECTS Credits	

For all the Core Courses, English, FM Specific Course, and both Integrated Projects, the credits for each of these components are granted, if:

- The component consists of parts of tests: the mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).

- The component consists of only one test: the mark for this test must be at least a 5.5.

For MDP, Study Trip, Management & Leadership Skills, and Placement Preparation, the credits of each of these components are awarded if the component has been completed with a pass ('Voldaan' or 'VD' in Dutch).

Within main phase 1, a compensation scheme is in place (see article 6.4).

5.1.7.2 Main phase 2

There are no entry conditions for main phase 2.

Main phase 2 – Track 2 - cohort 2015-2016 and earlier – B Facility Management		
Module: Creating Excellence in Facility Management		
	ECTS Credits	BBA Standard
Core courses:		
Sustainable Strategic Business Design	23	1+2+3+4
Languages		
English	3	3
Management Development Programme		
MDP	2	3+4
Other		
Study Trip	2	3+4
Graduation Preparation	2	1+2+3+4
Total:	32 ECTS Credits	

For the Core Courses and English, the credits for the courses of each of these components are awarded, if:

- The component consists of parts of tests: the mark of each part of test must be at least a 4.5 and the weighted average of the different parts of tests must be at least a 5.5 ($\mu \geq 5.5$).
- The component consists of only one test: the mark for this test must be at least a 5.5.

For MDP, Study Trip, and Graduation Preparation, the credits for each of these components are awarded if the component has been completed with a pass ('Voldaan' or 'VD' in Dutch).

The following applies to students from cohort 2015-2016 and earlier who started their graduation year in 2017-2018: if a minor (30 ECTS) is chosen, this will replace Main Phase 2 (30 ECTS). For the graduation phase (30 ECTS), they will produce a Bachelor's Thesis.

5.1.7.3 Graduation phase

For students of the 3-year VWO programme from cohort 2015-2016 and earlier, the following admission requirements apply to the graduation phase:

- Graduation Preparation (2 ECTS) must have been completed successfully
- Maximum permitted number of non-earned ECTS credits in main phase 1 and 2 is 6 ECTS credits

Graduation Phase – Track 2 - cohort 2015-2016 - B Facility Management	
	ECTS Credits
Bachelor's Thesis	30
Total:	30 ECTS Credits

The credits for the Bachelor's Thesis (including defence presentation) are awarded if the mark is at least a 5.5 (≥ 5.5).

The student will only be allowed to proceed to the defence presentation the moment when he has received a GO on the basis of the assessment form for the Bachelor's Thesis (GO / NO GO report).

For students of the 3-year VWO programme from cohort 2014-2015 and earlier who already started their graduation phase, the following admission requirements apply to the graduation phase:

- Graduation Preparation (2 ECTS) must have been completed successfully
- Maximum permitted number of non-earned ECTS credits in main phase 1 and 2 is 6 ECTS credits

Students from this cohort or earlier, who already successfully completed their Plan of Approach (5 ECTS credits), hand in their Bachelor's Thesis 'old style' (25 ECTS credits). To them, the graduation phase is constructed as follows.

Graduation Phase – Track 2 - cohort 2014-2015 and earlier - B Facility Management		
	ECTS Credits	BBA Standard
Plan of Approach	5	1+2+3+4
Bachelor's Thesis	25	1+2+3+4
Total:	25 ECTS Credits	

The credits for the Bachelor's Thesis (including defence presentation) are awarded if the mark is at least a 5.5 (≥ 5.5).

At the moment when the student defends his Bachelor's Thesis, the following conditions apply:

- The student must no longer have any credit deficits
- The Plan of Approach must have been completed with a pass ('voldaan')
- The student must have received approval from his graduation supervisor to proceed to the defence presentation
- The Plan of Approach must have been submitted no later than 30 working days before the deadline for submitting the Bachelor's Thesis

Article 5.2 Organisation of Examinations

WHW article 7.10 paragraph 1

- 1 Every course is concluded by means of an examination. The examination may consist of several partial examinations.
- 2 The board of examiners will appoint one or more examiners for the purpose of administering examinations and establishing the results of these examinations. The examiners will provide the board of examiners with the requested information, for which purpose they may be invited to a meeting. The board of examiners establishes rules with regard to the proper course of

business during examinations, also see article 5.7. In the case of competency examinations, examiners are called assessors.

- 3 Every examination comprises a measurement of the student's knowledge, understanding and/or skills, as well as the assessment of the results of this measurement.
- 4 An examination may take the form of an assessment, written or oral questions, a reflection on one's own performance, a study task or project, a paper, carrying out practical activities, a thesis, a research report, a placement report, carrying out placement assignments, other practical components, or fieldwork.
- 5 In special cases, the board of the examiners is authorised to allow an alternative form of examination than that specified by the examiner.
- 6 At the beginning of each course, the following information will be communicated in writing:
 - a Contents (subject matter),
 - b Learning targets,
 - c Type/form of the examination or partial examinations,
 - d The sequence in which the partial examinations have to be taken (if applicable),
 - e Any materials that students are permitted to use while taking the examination,
 - f If applicable, attendance and participation requirements relating to the course or parts of the course,
 - g The procedure regarding student inspection of examinations assessed,
 - h The procedure regarding the provision of information on assessment standards, and how students may ask questions concerning this matter.
- 7 The examination of a course is passed if:
 - a the result obtained for the examination is a 5.5. or higher, 'satisfactory' or higher, or 'pass' (also see article 5.8.1),
 - b the weighted average of the results obtained for the partial examinations is at least a 5.5, in which a minimum mark of 4.5 applies to these partial examinations. The lecturer may decide – in consultation with the board of examiners – to set a higher minimum mark (of 5.5 at the most) for a certain examination or partial examination.
 - c the course requirements, specified in advance, have been fulfilled.
- 8 When the examination or partial examination has been taken, the result for it will be entered into the Osiris student progress monitoring system.

Article 5.3 Sequence of Examinations

- 1 In the propaedeutic phase, there is no mandatory sequence in which examinations should be taken.
- 2 In the main phase, there is no mandatory sequence in which examinations should be taken.

Article 5.4 Periods of Time and Frequencies of Examinations

WHW article 7.13 paragraph 2h and 2j

- 1 Every year, students will be offered at least two opportunities to take examinations.
- 2 A student will be allowed to participate in no more than two opportunities every academic year.
- 3 The opportunities referred to in section 2 are inclusive of 'GKs' (Dutch abbreviation of Missed Opportunities). See article 5.6 section 1.

- 4 A second or subsequent examination during the same academic year will be identical in terms of the form of testing and comparable in terms of subject matter to the first examination.
- 5 If a course is no longer offered, the student will be offered another two opportunities to take the examination or partial examination that belongs to this course in the subsequent academic year. The provisions of section 4 will also apply. The board of examiners will be authorised to extend this period of time. This will be laid down in the transitional arrangement, see article 2.11.
- 6 A student will be allowed to take a second attempt at every examination, regardless of the result obtained and taking into account the provisions of section 2. The highest result obtained will count.
- 7 Contrary to section 6, the second opportunity will not apply to the concluding examination, nor to the course(s) of 'Placement', if the student has earned a 5.5 or higher for these components.
- 8 In derogation from section 2, an additional rule applies to the module of 'Developing People and Organisations' (semester 3). If necessary, the student will be offered a third attempt at this module in the second year of study. In the third year of study, the examination for this module is offered no more than once to this student. In derogation from section 2, an additional rule applies to the module of 'Managing Business Performance' (semester 5). If necessary, the student will be offered a third attempt at this module in the year of study in which this course is offered.

Article 5.5 Registration for Examinations and Resit Examinations

5.5.1 Regular procedure

- 1 Timely registration for examinations, whatever their nature or form, is compulsory for all students as well as a condition to being awarded an assessment or result in Osiris. Students will be required to register by means of Osiris.
- 2 Registration for an examination will be open during the first four weeks of the semester. The registration period for second opportunities will be shorter.
- 3 Students will be notified of this via the LMS at the beginning and at the end of a registration period for examinations.
- 4 If a person is not enrolled as a student (any more), but still takes part in an examination, then this person's participation in the examination will be declared invalid and the result will not be registered in any way.
- 5 If it turns out that registration for an examination was impossible due to personal circumstances, the student concerned may request the board of examiners to still give him the opportunity to register.
- 6 If it turns out that registration for an examination was impossible due to technical problems, the registration period will be adjusted by the board of examiners.
- 7 Contrary to section 1, the student will only be required to register for examinations during which the student is physically present. This concerns the following examinations: written examinations, presentations, oral examination, defence presentation of the Bachelor's Thesis.

5.5.2 Possibility to register after the registration period

- 1 If the regular registration period as mentioned in article 5.5.1 for an examination has passed, the student will be offered the opportunity to register after the registration deadline via the secretarial office of the academy which offers the course and the attendant examination. This, however, will only be possible if the examination is among the examination offerings during the period concerned.
- 2 The registration possibility as referred to in section 1 is possible up to three working days before the start of the examination period during which the examination is administered. This registration possibility will involve service charges. The service charges are €15 for each registration (maximum of €50 per examination period).
- 3 A student who wants to make use of the registration opportunity mentioned in section 1 will be required to report this to the secretarial office of the academy concerned.

5.5.3 Possibility to cancel registration

The student can cancel his registration for an examination during the period when registration for this examination is open (see article 5.5.1 section 2). After the above-mentioned period, yet no later than 3 working days before the start of the examination period in which the examination is administered, the student may cancel his registration for the examination via the secretarial office of the academy where the course and examination are offered. This possibility to cancel registration comes with a fee: €15 per cancellation up to a maximum of €50 per examination period.

Article 5.6 Inability to Attend an Examination

- 1 If a student registers for an examination, but fails to take part in it, a 'GK' (Dutch abbreviation of Missed Opportunity) will be entered and displayed in Osiris as the result for this examination.
- 2 If the inability to take part in an examination, as referred to in section 1, was caused by force majeure, then the student may submit a request to the board of examiners to have his 'GK' result repealed.
- 3 If the board of examiners is of the opinion that force majeure¹⁰ applies, the board of examiners will remove the 'GK' result from Osiris. The student will be expected to take part in the first upcoming opportunity for this examination. If there are no more opportunities in the current academic year for the examination concerned, then an extra opportunity will be offered.

Article 5.7 Regulations regarding Examinations

- 1 During all examinations, students must carry valid proof of identity (passport, driving licence, or identity card). This proof of identity will be checked before commencement of the examination. If this check reveals that the name of a student does not occur on the attendance list (which means that the student did not register for the examination via Osiris), this student will not be admitted to the examination.
- 2 If a student does not carry a valid means of identification with him, he will not be admitted to the examination and a missed opportunity ('GK') will be entered into Osiris.

¹⁰ Public transport delays, traffic jams, etc. are NOT regarded as force majeure.

- 3 Without the express written permission of the lecturer, it is not permitted to copy, distribute and/or record examination materials. This provision applies during the actual examination as well as during the inspection of examination results. Any breach of this provision will be regarded as fraud (see article 5.15).
- 4 There are several additional rules that apply to written examinations. These are included in the Regulations regarding written examinations.
- 5 Oral examinations are no public events. The board of examiners has the authority to deviate from this rule in special cases.
- 6 An individual oral examination is taken under the supervision of at least two examiners, in which one of the examiners, at the instruction of (the chair of) the board of examiners, will act as first examiner. The examination can also be administered by one examiner, who in this case will tape-record the interview.

Article 5.8 Assessment of Examinations

5.8.1 General

- 1 All examinations will be assessed by the examiner concerned in conformity with the predetermined (and published) assessment criteria.
- 2 External experts, also referred to external examiners at Breda University of Applied Sciences, will be allowed to assess students, if they have been appointed as examiners by the board of examiners. In this process, the board of examiners applies a specific examiner profile, compiled by the institute (see Regulations pertaining to Boards of Examiners).
- 3 If the board of examiners has decided that external experts (e.g. supervisors of the placement or thesis host company) are to be involved in the assessment, a description will be made of the way in which this is done.
- 4 One or more of the following assessment criteria will be applied:
 - a The way in which a study task or assignment has been carried out (in terms of quantity);
 - b The degree to which the specific criteria with regard to the study task or assignment have been met (in terms of quality) (for instance, the degree to which the questions have been answered correctly, the degree of participation in the execution of a study task or assignment in a group of students);
 - c The degree of participation in practical assignments; this criterion only applies to the assessment of examinations or parts of examinations that go with courses or parts of courses which have been designated as practical components with mandatory attendance, and which has been announced as such at the beginning of the course (see section 5.2).
- 5 The assessment of an examination is expressed in terms of either a numerical or verbal descriptor. For more detailed information you are referred to appendix 6.
- 6 If an examination consists of several partial examinations, the attendant ECTS credits will only be awarded when all partial examinations have been completed successfully, taking into account any compensation arrangements. All results for the partial examinations will be entered into Osiris.

5.8.2 Assessment of placement and practical assignment

The placement (part of main phase I), is graded by the placement coach (faculty) on the basis of a grading form. Industry supervisor provides input for the grading by evaluating student's performance on the job.

5.8.3 **Assessment of graduation internship / graduation project / thesis**

Students doing an internship during their graduation phase (personalisation) are graded as following:

- 1 Professional product by the company supervisor on the basis of a grading form supplied by the academy.
- 2 Accountability video / report on the basis of a grading form by the graduation coach.

Article 5.9 Announcement of Examination Results

WHW article 7.13 paragraph 2o

- 1 The examiner will determine the results of an examination and enter these (provisional) results into Osiris, within 10 working days after the day on which the examination was held. These provisional results can then be consulted via Osiris. Provisional results may be adjusted upwards or downwards, if necessary.
- 2 If there is any reason to do so, the academy director may decide to deviate from the provisions in section 1. Any arrangements to the contrary should be communicated to the students in time.
- 3 The results of an examination (in provisional form) have to be announced no later than three whole working days before the second opportunity of this examination. If this term is exceeded, the second opportunity will be postponed to a date to be set by the academy director. In this process, the provisions of article 5.11 section 1 should be taken into account. Any arrangements to the contrary should also be communicated to the students in time.
- 4 If a second assignment builds on a previous one, the result of the first assignment must be announced before the deadline for handing in the second assignment.
- 5 The academy will finalise the results (in definitive form) in Osiris within five working days after the inspection period of examinations (see article 5.11). Consequently, the definitive examination results are announced within 25 working days after the examination was held. Finalised examination results can only be adjusted upwards or downwards via the board of examiners.

Article 5.10 Period of Validity

- 1 Throughout an uninterrupted period of enrolment of a student on a study programme, the period of validity of examinations passed will be indefinite, taking into account any transitional arrangements that may exist, as mentioned in article 2.11.
- 2 The period of validity of the propaedeutic certificate will be indefinite.
- 3 In the event of an interruption of enrolment on a study programme, the board of examiners of this study programme may impose an additional or substitute examination to complete a certain course, if four years have passed after the year in which the original examination of this course was passed, before the student is admitted to the final exam of the bachelor's programme.
- 4 A result for a partial examination may be qualified by the board of examiners as having expired. A decision of this sort is possible if the entire course, to which the partial examination belongs, has not been passed within the term of the academic year following the academic year in which the first result for a partial examination was earned.

Article 5.11 Inspection

- 1 During a period of 10 working days after the announcement of the provisional results of an examination, students will be permitted to inspect the examinations assessed as well as the assessment criteria used, on the understanding that this inspection takes place no later than three working days before the second opportunity. The date and time for this inspection opportunity will be set by the lecturer involved or scheduled by academy staff.
- 2 If a student can demonstrate that he was in a situation of force majeure which rendered him unable to attend the regular inspection opportunity within the set period of time, this student may be offered an alternative opportunity within the scope of the provisions of section 1 of this article.
- 3 If there is any reason to do so, the board of examiners may decide to differ from the provisions in section 1. Any arrangements to the contrary should be communicated to the students in time.
- 4 Without the express written permission of the lecturer, it is not permitted to copy, distribute and/or record examination materials. This provision applies during the actual examination as well as during the inspection of examination results. Any breach of this provision will be regarded as fraud (see article 5.14).
- 5 A standard procedure for inspection will be established by the academy. This document has been included in appendix 8 and is available via the LMS.

Article 5.12 Possibility to appeal against assessments

- 1 If a student disagrees with an assessment (finalised examination result), he may lodge an appeal with the Examinations Appeals Board of Breda University of Applied Sciences, provided that he does so within six weeks after the date on which the finalised result was published in Osiris.
- 2 This appeal can be lodged via the digital Complaints Service Point of Breda University of Applied Sciences. This Service Point is available via the student portal. The appeal will be dealt with in conformity with the provisions of the Code of Order of the CBE Breda University of Applied Sciences.

Article 5.13 Individual Exemptions

5.13.1 Exemptions from taking examinations

WHW article 7.13.2r

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- 1 At the student's written request, the board of examiners may grant exemption from the propaedeutic exam or one or more interim examinations.
- 2 Requests for exemptions from examinations must be submitted during the first four weeks of the semester in which the examination takes place.
- 3 The student has to submit a written reasoned request to the chair of the board of examiners. The request must be supported by the following documents:
 - a copy of the certificate, diploma, degree or statement;
 - a copy of the accompanying list of qualifications;
 - a list of literature, lecture notes, etc. studied;
 - an official 'EVC' (accreditation of prior learning) procedure gone through at Breda University of Applied Sciences or somewhere else;
 - written proof of a successfully completed assessment.

- 4 The board of examiners will decide as soon as possible – within 20 working days after the request has been submitted – whether or not to grant the request, possibly in consultation with the examiners involved. The decision will be recorded by the board of examiners, and communicated to the student (digitally via Osiris).
- 5 An exemption granted will be registered as 'VRIJ' in the Osiris student progress monitoring system.
- 6 The student may lodge an appeal, within six weeks, against the decision of the board of examiners referred to in section 4 with the Examinations Appeals Board. Also see article 5.12 section 2.
- 7 As a part of the curriculum, the student will be required to earn Service Points in year 1. Students may earn Service Points for carrying out board activities, as stated in the table below.

	Student Association (board only)	Round Table sessions
Year 1	40 Service Points	10 Service Points

- 7 8 Exemption will be granted from the component of 'Management & Leadership Skills' in main phase 1, if the student:
 - fulfils board activities with a Student Association

5.13.2 **Assessment frameworks applied by the board of examiners in granting exemptions**

The board of examiners will grant exemptions according to predetermined procedures. These procedures can be found on the LMS system, Information Sources.

Article 5.14 Contingency Scheme

A contingency is any situation that requires everyone present in a building to leave this building immediately. If an examination is being administered at that time, then this examination will be declared invalid and the work submitted will not be assessed. A new examination will be scheduled as soon as possible and the students will be informed of the date, place and time of the new examination

Article 5.15 Academic Dishonesty and Plagiarism

WHW article 7.12b paragraph 2

5.15.1 **Definitions**

- 1 Academic dishonesty involves any act or omission by the student that makes it impossible, either fully or partially, to form a correct assessment of the student's knowledge, understanding and skills. This may involve providing incorrect facts, deliberate concealment of any fact that the student knew or should have known he was obliged to disclose, using a false name or false identity, and/or engaging in forgery of documents.
- 2 Academic dishonesty or fraud concerns all cases which involve any form of deception as laid down by law, among other things in the Dutch Criminal Code and the Dutch Civil Code (Book 3), and as such it is a punishable offence.

- 3 Academic dishonesty or fraud is also understood to mean any attempt towards fraud, complicity, being a fellow perpetrator in fraud, making preparations for academic dishonesty/fraud, and preventing academic dishonesty/fraud from being discovered.
- 4 Plagiarism is the act of copying or quoting from someone else's work by not or not properly acknowledging one's source(s), and/or by falsely placing any name or mark on someone else's work, and/or by forging the real name or mark on someone else's work. The aim of this is to create the false impression that the work (and/or the quotation) is the plagiarist's own. Plagiarism also involves selling, offering for sale, or storing for sale such forged works.
- 5 The term academic dishonesty or fraud includes, but is not limited to, the following instances where it is established that the student:
 - a uses/has used - in the room where the examination takes place - tools that have been explicitly designated by the invigilator as not being permitted for reference during the examination.
 - b uses/has used information in any way - during the examination - that has not been supplied by the invigilator, and this information was obtained either inside or outside the examination room.
 - c discloses/has disclosed information in any way – either prior to or during the examination – to another student about the examination, including information about the contents and answers of the examination.
 - d passes/has passed himself off as someone else during an examination or has/has had himself represented by someone else during an examination.
 - e takes/has taken unauthorised cognizance – either prior to or during the examination – of the examination questions, assignments and/or answer keys of the examination.
 - f applies/has applied changes to examination work already handed in, either after the examination time or during the inspection opportunity afterwards.
- 6 Other forms of academic dishonesty include, but are not limited to:
 - a any act or omission of a student aimed at making it impossible – either fully or partially – to form a correct and reliable judgement about the knowledge, understanding and skills acquired by the student or about the knowledge, understanding and skills acquired by fellow students.
 - b presenting someone else's work or ideas as their own, including the work of fellow students, even if a reference to other authors has been included.
 - c Handing in, as a first version, a text (or comparable text) already handed in previously by the student himself or another student for assignments from other courses.
 - d fabricating research results.
 - e submitting, for the purpose of formal assessment, an assignment of which the essential content contains material that the student – individually or together with one or more fellow students – already submitted for formal assessment at an earlier stage, for another assignment, for whatever course or course component.
- 7 Where 'academic dishonesty' or 'fraud' is used in the TER, it should be taken to represent 'plagiarism' as well.
- 8 By taking part in an examination, the student gives implicit permission to check, if applicable, the examination (that the student handed in for assessment) for academic dishonesty by means of anti-plagiarism software and for his work to be included into the anti-plagiarism software database. In their digital examinations or any other digital text that is part of education, students are not allowed to apply any software blocks against anti-plagiarism software.

5.15.2 Procedure

- 1 Upon suspicion of academic dishonesty, the invigilator will promptly address this with the student concerned and the board of examiners. The invigilator will submit to the board of examiners all relevant evidence with regard to the academic dishonesty or suspicion of academic dishonesty.

- 2 Upon suspicion of academic dishonesty arising during an examination, the invigilator will promptly address this with the student. The invigilator will make a note of the incident in the official report of the examination, confiscate any evidence regarding the incident and submit this evidence to the board of examiners. The student concerned will be given the opportunity to finish and hand in the examination.
- 3 No later than within 2 weeks after the board of examiners has taken note of the suspicion of academic dishonesty, the student will be given the opportunity to be heard by the board of examiners. The board of examiners may – acting either ex officio or at the student's request – obtain information from witnesses and/or experts. Furthermore, the board of examiners must have the possibility to carry out any investigations that it deems necessary.
- 4 The board of examiners will lay down all findings in a written report.
- 5 The board of examiners will check whether the student's behaviour that was observed complies with the criteria of academic dishonesty as specified in these regulations, and will inform the student, no later than within 2 weeks after he has been heard, of its decision and – if applicable - disciplinary measures in writing, stating the possibility to appeal to the Examinations Appeals Board.
- 6 The student will have the possibility to appeal (within six weeks after announcement of the decision of the board of examiners) to the Examination Appeals Board against the decision. The appeal procedure is described in the Code of Order of the CBE Breda University of Applied Sciences.

5.15.3 **Disciplinary measures**

- 1 In the event that academic dishonesty is proven, the board of examiners may impose one of the following disciplinary measures:
 - a revoke the student's right to sit one or more examinations, to be designated by the board of examiners, during a term of one year at the most, to be determined by the board of examiners, or
 - b declare the fraudulent examination invalid. In the academic progress system 'Osiris', this will result in a recorded mark of 'FR', or
 - c a combination of a and b.
 Any previous incidents of academic dishonesty will be involved in determining the severity of the disciplinary measure.
- 2 On the proposal of the board of examiners, the Executive Board may decide to definitively terminate the student's enrolment on his study programme in the case of serious academic dishonesty.
- 3 In the event of a case of academic dishonesty, the Executive Board of Breda University of Applied Sciences may file a report with police or justice officials.
- 4 Cases of academic dishonesty established after degree completion will be reported to police or justice officials by Breda University of Applied Sciences. Moreover, the degree certificate will subsequently be declared invalid and/or the degree title will be revoked. The student will promptly return his degree certificate to the institute upon first request. The institute will ensure that the degree awarded will be revoked in all formal registers and that the degree certificate will be destroyed.

Article 5.16 Examination Certificates

WHW article 7.11 paragraph 1

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- 1 As proof of an examination having been passed, the examiner concerned will issue a written piece of evidence. The registration of the confirmed result in Osiris will also be regarded as evidence.
- 2 The student who has passed more than one examination, but to whom a certificate as referred to in article 6.5, section 2 cannot yet be awarded, will receive – upon his own request - a written certified statement from the board of examiners listing the examinations passed. Students have to submit a written request for this statement themselves to the chair of the board of examiners.

Chapter 6 Final Exams

Article 6.1 Exam Concluding the Propaedeutic Phase

WHW articles 7.8 and 7.10

A student will pass the propaedeutic exam, if he has met the completion requirements of all the examinations that go with the courses of the propaedeutic phase of the study programme. This exam is the first exam of the HBO study programme. Passing this exam will earn the student 60 ECTS credits. The compensation possibilities as mentioned in article 6.4 will be applicable in this process.

Article 6.2 Exam Concluding the Main Phase (Final Exam)

WHW article 7.10

6.2.1 Final exam as a part of the HBO bachelor's programme

- 1 A student will pass the final exam of the main phase, if he has passed the propaedeutic exam and if he has met the completion requirements of all the examinations that go with the courses of the main phase. Passing this exam will earn the student 180 ECTS credits. The compensation possibilities as mentioned in article 6.4 will be applicable in this process.
- 2 The final exam is the second exam of the HBO bachelor's programme. If a student has passed both the propaedeutic exam and the final exam, he will have successfully completed the HBO bachelor's programme and have earned 240 ECTS credits in total.
- 3 Contrary to sections 1 and 2, for the student who attends a HBO bachelor's programme with a standard duration of three years, the main phase programme as referred to in section 1 will correspond to 120 ECTS credits, and the study load of the bachelor's programme as referred to in section 2 will amount to 180 ECTS credits.

Article 6.3 Final exam as a part of the associate degree programme

Not applicable.

Article 6.4 Compensation Possibilities

6.4.1 General

- 1 If a compensation arrangement is in effect between courses, the following will apply:
 - the result of a course to be compensated is at least a 5.0,
 - additionally, if a course consists of several partial examinations, a minimum result of 4.5 must have been obtained for these partial examinations.

6.4.2 Additional provisions in the propaedeutic phase

- 1 If a compensation arrangement is in effect for (a part of) the curriculum, the following will apply:
 - the result of a course to be compensated is at least a 5.0;
 - the total of the curriculum within which compensation takes place has a weighted average of at least a 5.5;
 - if the course to be compensated contains any partial tests, a 4.5 or higher must have been

- earned for these partial tests;
 - for the purpose of any compensation, only courses from the same (part of the) curriculum can be used.
- 2 Compensation possibilities in the regular 4-year programme of B Hotel Management:
 The student is allowed, for a total of 6 ECTS, to earn a 5 (5.0 – 5.4) for Core Courses and Languages, provided that the student has a weighted average (weight based on ECTS credits) of 5.5 on the total of Core Courses and Languages
 - 3 Compensation possibilities in the 3-year VWO track of B Hotel Management, from cohort 2017-2018 onwards:
 The student is allowed, for a total of 6 ECTS, to earn a 5 (5.0 – 5.4) for Core Courses, Languages, and the Integrated Project of Revenue Management, provided that the student has a weighted average (weight based on ECTS credits) of 5.5 on the total of Core Courses, Languages and the Integrated Project of Revenue Management.
 - 4 Compensation possibilities in the MHBO programme, B Hotel Management cohort 2018-2019 and earlier:
 The student is allowed, for a total of 6 ECTS, to earn a 5 (5.0 – 5.4) for Core Courses, Languages and, the Integrated Project, provided that the student has a weighted average (weight based on ECTS credits) of 5.5 on the total of Core Courses, Languages, and Integrated Project.
 - 5 Compensation possibilities in the regular 4-year programme of B Facility Management:
 The student is allowed, for a total of 6 ECTS, to earn a 5 (5.0 – 5.4) for Core Courses, English, and FM Specific Course, provided that the student has a weighted average (weight based on ECTS credits) of 5.5 on the total of Core Courses, English, and FM Specific Course.
 - 6 Compensation possibilities in the 3-year VWO track of B Facility Management, from cohort 2017-2018 onwards:
 The student is allowed, for a total of 6 ECTS, to earn a 5 (5.0 – 5.4) for Core Courses, English, FM Specific Course, and the Integrated Project of CREM, provided that the student has a weighted average (weight based on ECTS credits) of 5.5 on the total of Core Courses, English, FM Specific Course, and the Integrated Project of CREM.

6.4.3 Additional provisions in the main phase

- 1 Within a minor, compensation at course level is not possible. Within a course, compensation of a partial examination is possible. In this respect, the minimum mark for the partial examination must be a 4.5.
- 2 Results obtained in an honours or minor programme cannot be used for the purpose of compensation of any other curriculum components (and vice versa).
- 3 Within the ATPM programme, compensation at course level will not be permitted. Within the projects, the partial marks can be compensated, provided that the minimum mark is a 4.5 or higher. Compensation within the modern language courses will not be possible.
- 4 If a compensation arrangement is in effect for (a part of) the curriculum, the following will apply:
 - the result of a course to be compensated is at least a 5.0;
 - the total of the curriculum within which compensation takes place has a weighted average of at least a 5.5;
 - if the course to be compensated contains any partial tests, a 4.5 or higher must have been earned for these partial tests;
 - for the purpose of any compensation, only courses from the same (part of the) curriculum can be used.

- 5 Compensation possibilities in the regular 4-year programme B Hotel Management:
In main phase 1, the student is allowed, for a total of 6 ECTS, to earn a 5 (5.0 – 5.4) for Core Courses, Languages and Integrated Projects, provided that the student has a weighted average (weight based on ECTS credits) of 5.5 on the total of Core Courses, Languages en Integrated Projects.
- 6 In the 3-year VWO programme of B Hotel Management, compensation will not be possible.
- 7 In the main phase of the MHBO track Hotel Management, compensation will not be possible.
- 8 Compensation possibilities in the regular 4-year programme of B Facility Management:
In main phase 1, the student is allowed, for a total of 6 ECTS credits, to earn a 5 (5.0 – 5.4) for Core Courses, English, FM Specific Course, and Integrated Projects, provided that the student has a weighted average (weight based on ECTS credits) of 5.5 on the total of Core Courses, English, FM Specific Course, and Integrated Projects.
- 8 In the 3-year VWO programme of B Facility Management, compensation will not be possible.

6.4.4 Additional provisions in the Associate Degree

Not applicable.

Article 6.5 Announcement of Final Exam Results

WHW article 7.11 paragraphs 2 and 4

- 1 In its exam meeting, the board of examiners will establish the results of the final exams (of the propaedeutic phase, the main phase, or the associate degree programme). The names of the students who comply with the requirements of the final exams (of the propaedeutic phase, the main phase, or the associate degree programme) will be registered in an official report ('proces verbaal') pursuant to the final exam meeting.
- 2 As proof of the final exam having been passed, the board of examiners will issue a degree certificate with attendant list of marks. The board of examiners has been mandated to do so by the Executive Board. Furthermore, students who have passed the final exam of the main phase or the associate degree programme, will be awarded a 'diploma supplement'. Certificates, list of marks, and diploma supplements are in compliance with the regulations and procedures of Breda University of Applied Sciences.
- 3 If the student is attending one or more courses which are not part of the curriculum, the results will be presented in the 'other' category on the list of marks.
- 4 The marks on the list of marks that is attached to the certificate of the propaedeutic phase, main phase, or associate degree phase are rounded to one decimal place (ranging from n.0 to n.9).
- 5 The student's Grade Point Average (GPA) will be included in the list of marks to represent the student's performance compared to international standards.
- 6 The GPA is determined by taking the weighted average of the results obtained within the curriculum. The GPA is expressed on a scale from 1 through 4, to two decimal places accurately. For information about calculating the weighted average, you are referred to appendix 6. An explanation of the GPA value will be included in the diploma supplement. In addition, a complete conversion table (from weighted average to GPA) is available via the portal and on the internet.

Article 6.6 Degrees Conferred

WHW article 7.10a

6.6.1 HBO bachelor's degree

The Executive Board will confer the bachelor's degree on students who have passed the final exams of the propaedeutic phase and of the main phase of the bachelor's programme (see article 1.3, section 5).

6.6.2 Associate degree

WHW article 7.10b

Not applicable.

Article 6.7 'Cum Laude' Distinction

- 1 If a student complies with all the criteria as mentioned in section 2, and has completed the entire study programme (propaedeutic and main phase) within the standard duration of the degree programme + one year, he may receive the designation 'cum laude' for his final exam of the main phase.
- 2 The criteria mentioned in section 1 are:
 - a The weighted average of the results of all courses of the main phase is at least an 8.0.
 - b The student's graduation result is a final mark of at least an 8.0. By this we mean the weighted average of the 'Personalisation' and 'Bachelor's Thesis' components of the graduation phase.
 - c The student passes his Bachelor's Thesis on the first attempt.
 - d The total of exemptions from courses in the main phase granted to the student must not exceed 60 ECTS credits.
 - e The student has never been involved in an incident of fraud, plagiarism or academic dishonesty.
- 3 If the student has passed more than the required courses, only those examination results which are part of the curriculum as specified in the teaching and examination regulations of the study programme in question will be considered.
- 4 If the student has attended courses of the main phase of another study programme, and/or completed a graduation internship, the board of examiners will establish the value and weighting of these courses.
- 5 The designation 'cum laude' will be stated on the degree certificate.

Chapter 7 Committees

Article 7.1 Board of Examiners

WHW article 7.12 and 7.12b

For each study programme or group of study programmes, the Executive Board will form a board of examiners. The guiding principle at Breda University of Applied Sciences is to have a board of examiners for each academy, except for the academic WO study programmes and master's programmes. These study programmes will have separate boards of examiners. The task of a board of examiners is to establish, in an objective and competent manner, whether a student complies with the conditions as outlined in the TER with regard to the knowledge, understanding and skills required to obtain a degree (also see Regulations pertaining to Boards of Examiners).

Article 7.2 Other Committees

Not applicable.

Chapter 8 Adoption and Amendment of the Teaching and Examination Regulations

Article 8.1 Adoption and Entering into Effect

- 1 The academy director, together with the degree programme committee, will evaluate the current TER at least once a year.
- 2 Partially based on the advice of the degree programme committee, the academy director will draw up the draft version of the TER for the new academic year.
- 3 The academy director will submit the TER text, the academy-specific part in particular, to the degree programme committee for agreement.
- 4 After agreement by the degree programme committee, the TER will be submitted for approval to the academy director.
- 5 After this, the TER will be submitted for adoption to the Executive Board.
- 6 The academy director will make sure that students and staff are informed of the TER in time, though no later than 1 September of the academic year to which the TER relate. In any case, the TER must be published no later than 1 September of the academic year to which the TER relate.

Article 8.2 Amendments

- 1 Amendments that apply to the academic year to which the TER relate will only be made if they do not harm the interests of the students. Exceptions in this respect concern amendments that are a direct consequence of a legislative change.
- 2 Amendments will furthermore not affect:
 - Examinations passed;
 - Exemptions granted;
 - Any other decisions, already taken with regard to a student by the board of examiners pursuant to these regulations.
- 3 If an amendment relates to the academy-specific part of the TER, sections 4, 5 and 7 will apply. If an amendment relates to the general TER framework, sections 6 and 7 will apply.
- 4 An academy-specific amendment must not conflict with the TER framework. The decision will require approval from the academy director. Additionally consent from the degree programme committee will be required.
- 5 The proposed amendment will be submitted for adoption to the Executive Board. If the Executive Board rejects the amendment, the original TER will remain in force.
- 6 Any amendments to the TER framework will be submitted to the Executive Board for adoption. The Participation Council will have the right of consent.
- 7 Definitive amendments to the TER will be communicated to the persons concerned through the usual channels within the academy in the form of an overview of amendments (possibly in cumulative form).

Article 8.3 Unforeseen Circumstances

- 1 In situations or circumstances which should be covered by the TER, but which are not, the chair of the board of examiners will decide, in consultation with the academy director. In the written argumentation to the student or students concerned, the situations and/or circumstances, considerations, and decisions will be clarified (and the possibility to appeal will be mentioned).
- 2 Should any differences of opinion arise within the board of examiners with regard to the interpretation of the regulations and procedures in the TER, the academy director will be asked to provide an explanation. Afterwards, the board of examiners will make its decision.

Chapter 9 Additional Provisions

Article 9.1 Hardship Clause

- 1 The board of examiners is authorised to deviate from these regulations if their application leads to extreme unfairness, and to make decisions in situations not provided for in these regulations.
- 2 If a student is of the opinion that there are any cases of extreme unfairness at issue, the student will have to submit a written, well-founded request regarding this matter to the board of examiners. The board of examiners will decide on the request and inform the student of its decision and the reasons it is based on in writing, and of the student's right of appeal.
- 3 To determine whether any case of extreme unfairness is at issue, the board of examiners will carefully weigh the interests of the student and the academy. If an immediate decision is required, the chair of the board of examiners or his replacement will decide, after which the other members of the board of examiners must be notified as soon as possible.

Article 9.2 Retention Periods

Selection List Breda University of Applied Sciences

9.2.1 Retention period of exemption decisions

- 1 The decisions relating to exemptions will be retained for seven years after the date of the decision concerned.
- 2 The seven-year retention period also applies to all underlying documents:
 - Request for exemption
 - Diploma (previous education)
 - Diploma supplement (previous education)
 - Evidence of accredited prior learning ('EVC')
 - Exemption including supporting information

9.2.2 Retention period of study recommendations

The warning regarding the continuation of studies (see article 3.1 section 3) and the recommendation regarding the continuation of studies (see article 3.1 section 1) must be retained for five years after the date of issuance.

9.2.3 Retention period of examinations

- 1 Examination question papers, answer keys, pass criteria, attendance lists, official reports of examinations, and evaluations of examinations must be kept on file for seven years after the date of assessment.
- 2 Examination papers completed by students, assessment results, and second assessment results (if there are any) must be kept on file for two years after the date of assessment.
- 3 Reports on graduation internships and theses and attendant results (in writing) will be kept on file for at least seven years after the year of graduation of the student concerned.

- 4 Personal data, copies of propaedeutic and degree certificates, and attendant lists of marks will be kept on record for 50 years.
- 5 The term mentioned in section 1 may be extended by the board of examiners, should this be necessary.

9.2.4 Retention period of examination certificates

- 1 The certified statement referred to in article 5.16 section 2 must be retained for ten years after the date it was issued.
- 2 The request as referred to in article 5.16 section 2 must be retained for one year after the date it was settled.

9.2.5 Retention period of degree certificates

- 1 The certificate, as referred to in section 2 of article 6.5, belonging to the final exam of the propaedeutic phase, main phase or the associate degree phase, must be retained for 50 years after the date of issuance.
- 2 The 50-year retention period also applies to:
 - Degree statement
 - Diploma supplement
 - Certificate (additional education)
 - Certificate (minor)
- 3 With regard to the propaedeutic exam, the requests and the decisions list of the board of examiners must be retained for five years.
- 4 With regard to the final exam of the main phase and the associate degree, the requests, the assessment of the requests, the assessment of the board of examiners, the decisions list of the board of examiners, and the student's statement of receipt of the degree certificate, must all be retained for seven years.

9.2.6 Retention period of academic dishonesty cases

- 1 The proposal to the Executive Board, as referred to in article 5.15.3 section 2, must be retained for two years after the date of termination of enrolment.
- 2 The retention period of two years after the date of termination of enrolment also applies to:
 - The discovery of academic dishonesty
 - Letter to the student
 - The student's defence statement
 - Revocation of the student's right to sit one or more examinations (if applicable)
 - Declaration of invalidity of the examination (if applicable)

9.2.7 Retention period of appeal cases

The following retention periods apply to the documents pertaining to the procedure as referred to in article 5.12:

- Confirmation of receipt: 1 year
- Notice of appeal, if dealt with: 10 years
- Notice of appeal, if not dealt with: 3 years
- Assessment of amicable settlement: 5 years

Appendix 1 Code of Conduct (English-taught study programmes)

WHW article 7.2

1 General

- 1 Article 2.3 specifies whether the study programme is either fully or partially delivered in English.
- 2 The academy director will be required to attach conditions to the use of the English language with the aim of assuring the quality of the course (or courses) in question, which explicitly includes the language proficiency of the lecturers involved.

2 Additional provisions

- 1 If the study programme is taught in English entirely, academy staff and students are obliged to use the English language in the following cases:
 - a In official education-related documents (like the teaching and examination regulations and study guides)
 - b In the course materials made available by the academy (like lecture notes and readers)
 - c In all teaching / study activities
 - d In all contacts with organisational units of the academy
- 2 If only one or a few courses (such as a minor) is / are delivered in English, academy staff and students are obliged to use the English language in the following cases:
 - a In official documents that relate to the course in question (such as study guides)
 - b In the course materials made available by the academy (like lecture notes and readers)
 - c In all teaching / study activities of this course
- 3 The use of the English language by Dutch students is not obligatory in the following cases:
 - a Contacts with the student counsellor
 - b Contacts with staff members of other academies / study programmes
 - c Contacts with the Executive Board
 - d In the following cases, specified by the academy: not applicable

Appendix 2 Appendix 2 HBO standards of the Economic Domain

Introduction

This profile for the bachelor's graduate was developed in response to the report 'Wendbaar in een duurzame economie' (Agility in a Sustainable Economy) by the Dutch Sent committee. It is a reassessment of the HEO standard (formerly BBA standard) which was established on 15 June 2012 by the General Meeting of the Dutch Association of Universities of Applied Sciences (which was called 'Hbo-raad' at the time).

The Sent committee conducted an exploration in 2014 of the economic domain for which higher economic education trains its students. The developments and trends identified by the committee in its report constitute the guiding principle for the outline of the profile of the future HEO professional. This outline, together with the existing HEO standard and the general HBO bachelor's standard, resulted in the profile of the agile HEO professional, the profile in this document.

This profile was developed in coordination with the 'sectorraad HEO' and the chairs of the various national consultative bodies. It was established by the 'sectoraal adviescollege HEO' and the HEO portfolio holder on 19 May 2017, and as such, it constitutes a mandatory framework in the development of new educational profiles in the HEO sector.

Context

Educational institutes operating in the higher economic education sector train professionals for a wide range of business sectors. The most notable ones are finance, commerce, management, communication and journalism, hospitality and law. However, the creative industry also plays an important role in terms of employment of HEO professionals.

The exploration of the Sent committee revealed that the future of the economic domain is complex and uncertain, and as such, is faced with a major innovation challenge: creating agile and sustainable organisations. According to the committee, this also calls for a HEO sector which is able to respond to external developments in education and research, thus capable of training professionals who are also able to do so. These agile professionals are individuals with a broad-based orientation, who are able to use their expertise in other disciplines than their own, who are inquisitive, who are able to critically reflect on their own actions, who are enterprising, who are able to respond proactively to changes in the external environment, and who have an international outlook.

Profile

A. A thorough theoretical grounding

The theoretical grounding (knowledge, skills and attitude) is accounted for and established, for each study programme, by the 'Landelijk Opleidingsoverleg' in the 'landelijk opleidingsprofiel' (national educational profile).

B. Research abilities

Recently graduated HEO professionals have the research abilities to arrive at innovation of products, services and processes (to be put on the market) through reflection and evidence-based practice. To this end, they have acquired knowledge and experience during their studies with methods and techniques of practice-based research.

Recently graduated HEO professionals are capable of reflecting on research and research results. In this process, they have an understanding of the relativity and limited validity of theories and models and they possess a self-critical and reflective attitude.

In the graduation phase of the study programme, HEO professionals proved to be able to execute these research skills in a specific professional or practice-based situation.

C. Professional expertise

Entrepreneurial attitude

Graduated HEO professionals are capable of taking responsibility for their own actions as well as independently making decisions. They have an ability to act and to implement solutions on the basis of an analysis of a specific professional or practice-based situation.

Agile

Graduated HEO professionals are able to proactively respond to changes in their work and the context of their work. They are able to deal with a lack of structure and uncertain factors: 'knowing what to do, when you don't know what to do.'

To this end, they keep developing their own professionalism and contribute to the development of their profession breadthwise. In this process, HEO professionals are able to marry short-term goals with long-term ambitions, keeping an eye on the rapidly changing external environment and the huge quantities of available information (big data).

Broad-based and international orientation

Graduated HEO professionals have a broad-based, outward orientation, know what's happening in society, and are conversant with innovations that may be relevant to their professional practice.

Due to the increasing importance of the international environment of professional practice, HEO professionals are not only capable of holding their own in an international setting, but also of making use of this setting. HEO professionals are able to translate global developments to their own situation. In this respect, they take cultural differences into account (intercultural awareness).

Interdisciplinary approach

Graduated HEO professionals have the capacity to contribute actively to achieving the objectives of the company or institution where they work, and in this process, they engage in cooperation across the boundaries of their own discipline.

Ability to empathise with customers/target groups/consumers

Graduated HEO professionals have an insight into psychological processes, such as decision-making behaviour and motivation.

Communication skills

Graduated HEO professionals are able to express themselves accurately in the language of communication of the degree programme at least.

D. Professional ethics and social orientation

Graduated HEO professionals are aware of the social context in which they are operating and are able to account for their own social responsibility. To prepare them for this, the degree programme covers topics such as corporate social responsibility, business ethics, and sustainability.

Appendix 3 Curriculum Overview of Hotel Management and Facility Management

The curricula are described in the Education Catalogue. This catalogue can be found in Osiris under the tab 'Course Catalogue'. Moreover, the curricula are published on the LMS system.

Minors within the academy HFM

Hospitality Innovation & Imagineering (EHII.18MINOR)							
COURSE	OSIRIS CODE / TESTS	TOTAL ECTS	VALUE	MIN. GRADE	WEIGHT	Type of examination	YEAR
Imagineering and Business Innovation	EHII4.IBI-01	5		5,5			
EXAM 01	Essay - advice		Grade	4,5	80%	Report	S7
EXAM 02	Literature review		Pass/Fail	4,5	20%	Presentation	S7
Esthetics and Service Design	EHII4.ESD-01	5		5,5			
EXAM 01	Essay - advice		Grade	4,5	80%	Report	S7
EXAM 02	Literature review		Pass/Fail	4,5	20%	Presentation	S7
Trends in Built Environment & Society	EHII4.TBES-01	5		5,5			
EXAM 01	Essay - advice		Grade	4,5	80%	Report	S7
EXAM 02	Literature review		Pass/Fail	4,5	20%	Presentation	S7
TAUGHT IN FINLAND - HAAGA-HELIA University							
COURSE	OSIRIS CODE / TESTS	TOTAL ECTS	VALUE	MIN. GRADE	WEIGHT	Type of examination	YEAR
Managing Experiences	EHII4.ME-01	9		5,5			
EXAM 01	Managing Experiences		Grade	5,5	100%		S8
Creativity and Hospitality Innovation	EHII4.CHI-01	6		5,5			
EXAM 01	Creating and Designing Experiences		Grade	5,5	100%		S8

The maximum number of students of Breda University of Applied Sciences is ten. Also from Haaga Helia a maximum of ten students can participate. This minor has a selection procedure, based on a motivation letter of the student.

The Business of Hotels (EBH.18MINOR)					
COURSE	OSIRIS CODE / TESTS	TOTAL ECTS	VALUE	MIN. GRADE	Type of examination
Certification in Hotel Industry Analytics Exam 01	EBH4.CHIA-01 Certification in Hotel Industry Analytics	2	Grade	5,5	Written exam
Demand and Asset Management Exam 01	EBH4.DAM1-01 Demand and Asset Management	9	Grade	5,5	Assignment
Demand and Asset Management Advanced Exam 01	EBH4.DAM2-01 Demand and Asset Management Advanced	9	Grade	5,5	Assignment
Paper Exam 01	EBH4.PA-01 Paper	10	Grade	5,5	Report

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Appendix 4 Minors, Honours and Other Specialisation Options

Breda University of Applied Sciences offers the following institute wide education:

A Institute-wide minors

- 1 Co-creating Events & Designing Experiences
- 2 Resilient Entrepreneurship
- 3 Modern Business in a changing world
- 4 Making Places & Shaping Destinations
- 5 Sustainability, Social Responsibility and Professional Identity

B Honour Entrepreneurship

C Attraction and Theme Parks Management

D Strategic Business Management and Marketing

A Institute-wide minors

1 Co-creating Events & Designing Experiences (AEDE.18 minor)

Short description/ subjects of the minor	<p>The minor focuses on co-creating events with a variety of stakeholders (including students from different academies). Strategy, Concept design, Branding, City-marketing, (trans&social) Media, Hospitality (including food concepts), Event logistics and Crowd Control are key elements and competencies in this minor. Part of this minor is to set up and organize your own event for a real life commissioner.</p> <p>The developers and organizers of this wide Event minor believe in the strength of events as a strategic marketing tool. We see the benefits of strengthen brands through events and believe that we can empower events by making brands of them. So what is going to happen if you bring all knowledge, experience and skills of the different NHTV academies together, both students and lecturers? Then you can design and organize the “perfect event”! So our aim is to bring together students and professionals from different academies. Of course you should be willing to share your knowledge and experience and furthermore you see the challenge of creating public or business events.</p> <p>Whether these events are green, entertaining, innovative, commercial or in one way or another generates social development, we are going to explore together all the relevant aspects of professional events.</p>
Learning goals/ competencies	<ol style="list-style-type: none"> 1. Learning about different typologies of events: public/private, free/entrance fee, etc. 2. Marketing of events & events as a marketing tool; including developments in transmedia and social media 3. Event design: use of professional instruments like the experience and touchpoint model, customer journey, value research and different Imagineering tools 4. Creating awareness about process design and crowd management concepts in any kind of event 5. Getting insight in hospitality experience design and food concepts 6. Learn about the impact of events on cities and countries and the link between sustainability and events.

	competencies/professional tasks	teaching method (lecture, seminar etc.)	contact hours per method	self-study hours	total ECTS test of course	Test element	weight %	min. grade course	Exam in calendar week	Resit in calendar week	test form	testing time in hours
Core Module 30 erts AEDE4.CCEVD-02	Event organization	supervising group by lecturer	71	260	9	Large assignment (strategy&concept, media, lo	30	5,5	w eek 49	w eek 03	report & presentation 1/2 hour per group	1/2 per group
	Event organization & Execution skills	supervising group by lecturer	60	160	9	Large real life assignment	30	5,5	w eek 43-03	w eek 03	report & real life execution	does not apply
	Analysing & presentation skills	lectures & supervising group by lecturer	8	30	2	Sector analysis	7	5,5	w eek 38	w eek 03	presentation	1/2 hour per group
	Analysing skills	lectures & supervising group by lecturer	8	30	2	Mystery guest experience	7	5,5	w eek 41	w eek 03	report	does not apply
	Event organization, execution & presenting skills	supervising group by lecturer	8	60	4	Participation congressstival	13	5,5	w eek 04	w eek 06	presentation	1/2 hour per group
	All minor competencies	(individual) supervising by lecturer	1	60	4	Oral exam on the basis of a Portfolio	13	5,5	w eekm 05	w eek 06	blog/portfolio	oral end exam 1 hour

2 Resilient Entrepreneurship (AREM.18 minor)

Short description/ subjects of the minor	In the program a link will be made between the creativity discipline (right brain) and the entrepreneurial discipline (left brain). In the course students will be challenged to develop, create and change. Moreover, students will be encouraged to focus on results and outcomes, and ultimately create a feasible business model.
Learning goals/	<p>Creativity and Entrepreneurship are leading themes in the new economy (service-based economy) and the creative industry. Revolving around these themes, the minor in Creative Entrepreneurship builds a bridge between creativity and entrepreneurship</p> <ol style="list-style-type: none"> 1. Understanding creativity (process, generating ideas, individual and in organisations) 2. Understanding innovation (types, sources, barriers (market/organisational, individual) 3. Understanding entrepreneurship (extreme uncertainty, lean start- up, personal characteristics) 4. Developing a concept and strategy fit for a fast-changing marketplace 5. Developing a successful, agile and sustainable business model
Competencies	<ol style="list-style-type: none"> 1. Exploration with an open mind-set 2. Creating new business concepts 3. Developing a vision based on internal and external values 4. Developing sustainable business models

	Coursecode	Name Course	Competencies / professional tasks	Teaching method (lecture, seminar etc)	Contact hours per method	self-study hours	Total ECTS course	Test element	ECTS test element	Weight %	min. grade course	min. grade test	Test form
Courses 30 ECTS	AREM4.BTC-01	Boostcamp	Marketing, Research, Imagineering	Lecture/w orkshops	70	20	2	TEST01 Participation on Level	2	100%	Pass	Pass	Participation
	AREM4.CPR-02	Case Product	Develop a business case	Lecture/w orkshops	80	140	8	TEST01 Team Assignment	8	100%	5,5	5,5	Assignment
	AREM4.DPR-02	Dream Product	Develop a business case	Lecture/w orkshops	80	140	10	TEST01 Individual Assignment	10	100%	5,5	5,5	Assignment
	AREM4.DRV-02	Drive	Entrepreneurship Development	Coach meeting	15	120	5	TEST01 Pre-plan and 'live up to'	5	100%	Pass	Pass	Assignment
	AREM4.ODR-02	Overdrive	Entrepreneurship Development	Coach meeting	15	120	5	TEST01 Pre-plan and 'live up to'	5	100%	Pass	Pass	Assignment

3 Modern Business in a changing world (AMBC.18MINOR)

Short description/ subjects of the minor	You are provided with workshops around five themes: Change Management, Project Management, Behavior, Strategy & Innovation, and Learning & Development.
Learning goals/ competencies	Your overall goal for the change minor is to develop the competence to successfully plan, execute, and evaluate organizational change.

	competencies /professional tasks	teaching method (lecture, seminar etc.)	Test element	weight %	min. grade test	Exam in calendar week	Resit in calendar week
Course 30 ECTS credits	Successful planning, executing, and evaluation of organizational change	Workshops, project work	Exam		Sufficient	38	40
			Intermediate report 1		Sufficient	39	41
			Literature study	20	5,5	43	47
			Intermediate report 2		Sufficient	45	47
			Field research	20	5,5	46	50
			Peer evaluation		Sufficient	47	2
			Portfolio		Sufficient	50	3
			Assessment talk	10	5,5	3/4	5
			Final report	20	5,5	3	5
			Final presentation	30	5,5	4	5

4 Making Places & Shaping Destinations (AMPD.18MINOR)

Short description/ subjects of the minor	<p>Geographical areas (cities, but also natural areas, beaches, etc.) are physical places where residents and visitors meet and interact. The examples of Amsterdam and Barcelona show that this interaction leads to tensions, but also offers possibilities. The minor will focus on the interaction between these actors and zoom in on the way in which geographical places develop and destinations are created and shaped.</p> <p>It includes topics on management, sustainably placemaking & branding, urban design, technology, governance, economics hospitality, digital storytelling and visitor experiences. The minor touches specifically on understanding cultural identities in places, as well as management and online marketing of destinations.</p> <p>To be successful in placemaking and destination management, good analytical skills, a critical sense and understanding of context-related issues, and the ability to deal with that in a strategically way, are crucial.</p> <p>Tourism interacts with (urban) societies at multi-sectoral and interdisciplinary level. Tourism services are the result of combined efforts of different stakeholders or actors (private and public), a complex phenomenon with many interdependencies.</p> <p>The course will be bringing a real-life case study (Rio de Janeiro & Silva Jardim in Brazil, Antwerp, Rotterdam) into education and connect with business partners in cities (experts) to involve their professional expertise. This course will widen and broaden the knowledge of students interested in taking this minor related to placemaking and shaping (tourism) destinations.</p>
Learning goals/ competencies	<ol style="list-style-type: none"> 1. examining the relationship between tourism businesses and the geographical space in which they develop from an economic, environmental and socio-cultural perspective 2. understanding the complexity of destination governance (theory and practice) 3. applying place-making concepts to cities and tourism destinations, 4. analysing and identifying the reasons why places need to adopt different place-making strategies 5. understanding the impact of digital technologies of Destination Management Systems (DMS), related to effective customer journeys 6. acquiring depth of knowledge with regard to internal and external environmental issues and their impact(s) on destination branding strategy 7. to define the public space by mapping its functional and social use - to address shortcomings and improvement plans in public space.

	Coursecode	Name Course	Term		teaching method (lecture, seminar etc.)	contact hours per method	self- study hours	total ECTS course	Test element	ects test element	min. grade course	Exam in calendar week	Registration period Osiris exam	Resit in calendar week	Registration period Osiris resit	test form
			A	B												
Courses 30 ECTS	AMPD4.INT-01	Introduction to each other: Concept, Perspectives, Knowledge Production	X	X	Lecture and presentations	7	49	2	TOETS01 Assignment	2	5,5	44	A 02 oct - 08 oct	3	RESIT-A 04 dec - 10 dec	assignment
	AMPD4.DGE-02	Destination Governance & Economics	X		Lectures and seminars	60	108	6	TOETS01 Assignment 1	6	5,5	44	A 02 oct - 08 oct	3	RESIT-A 04 dec - 10 dec	assignment
	AMPD4.DMP-02	Sustainable Placemaking and Branding	X		Lectures and places visits	70	98	6	TOETS01 Assignment 1	6	5,5	44	A 02 oct - 08 oct	3	RESIT-A 04 dec - 10 dec	assignment
	AMPD4.PLCI-02	Playable City; Urban Design and Digital Technologies	X	X	Lectures and areas visits	60	108	6	TOETS01 Assignment 1	6	5,5	2	B 27 nov - 03 dec	4	RESIT-B 04 dec - 10 dec	assignment
	AMPD4.FIE-01	Fieldwork		X	Synthesis, preparation	31	249	10	TOETS01 Assignment & Presentation	10	5,5	4	B 27 nov - 03 dec	4	RESIT-B 04 dec - 10 dec	assignment & presentation

For competences see the LMS

5 Sustainability, Social Responsibility and Professional Identity (ASSP18.MINOR)

Short description/ subjects of the minor	This minor is based on combining three main topics: sustainability, social responsibility and professional identity. Insights from these three fields are used to develop a clear and deep understanding of what a professional in fields relevant to NHTV could and should pursue from a social responsibility perspective. Students are encouraged and supported in developing their own identity as a professional.
Learning goals	The main learning outcome is for students to develop their own professional identity and for this identity to be supported by broad and in-depth knowledge, skills and attitudes related to social responsibility as a professional.

	coursecode	Name	ECTS credits	Exam	min. grade course	Value	min. grade exam	weight %	test form
Courses 30 ECTS	ASSP4.PPE-02	Learning Journal	10	Intermediate Learning Journal - Assignment 1	5,5	Pass/fail	5,5	0%	Written report
				Final Learning Journal - Assignment 2		Grade	5,5	100%	Written report
	ASSP4.POA-01	Plan of Approach	5	Plan of Approach - Assignment	5,5	Pass/fail	5,5	100%	Written report
	ASSP4.FA-01	Final assignment	15	Final assignment	5,5	Grade	5,5	100%	Written report

B Honour Entrepreneurship (CENT.17HONOURS)

	coursecode	compulsary or elective course	Name	total ECTS course	Test element	weight %	min. grade test	test results	Registration Osiris
COURSES 20 ECTS	AENTH.ESK-01C	elective	Entrepreneurial Skills	6	TOETS01 Entrepreneurial Skills	100%	5,5	VD/NVD	YEAR
	AENTH.BM1-01C	elective	Business Modelling 1	6	TOETS01 Business Modelling 1	100%	5,5	VD/NVD	YEAR
	AENTH.SBI-01C	elective	Sustainable Business Innovation	4	TOETS01 Sustainable Business Innovation	100%	5,5	VD/NVD	YEAR
	AENTH.BM2-01C	elective	Business Modelling 2	4	TOETS01 Business Modelling 2	100%	5,5	VD/NVD	YEAR

C Attractions and Theme Parks Management

Year 2	Name Course	Terms				Competences /professional tasks	Teaching methods	Contact hours	Self study hours	ECTS	Testform	Weight
Course / code		1	2	3	4							
ATPM2.P1IATP-02P ATPM2P1IAT	Project 1: Introductions to the Attractions & Theme Park Industry	x				BA 1, 2, 5	Fieldtrip Lectures , seminars and assignments in teams	45	95	5	Written Assignment	2 tests, minimum grade 4,5 weight 50%-50% P1.1 written test P1.2 assignment
ATPM2.P2PHG-02P ATPM2P2PHG	Project 2: Principles of Hospitality & Guestology	x				BA 3, 4, 5, 6, 9 10	Fieldtrip Mystery-visit Lectures , seminars and assignment in teams	45	95	5	Written Assignment	2 tests. Minimum grade 4,5 weight 50%-50% P1.1 written test P1.2 assignment
ATPM2.P3FSA-02P ATPM2P3FSA	Project 3: Fundamentals of Storytelling in Attractions		x			BA 1, 2, 5, 9, 10	Event Lectures , seminars and assignments in teams	45	95	5	Written Assignment	2 tests. Minimum grade 4,5 weight 50%-50% P1.1 written test P1.2 assignment
ATPM2.PDL-01C ATPM2PDL	Professional Development & Leadership	x	x	x	x	BA 1-10, met name BBA 7,8 en 9	Seminars, training, fieldtrips, discussions, reflection Portfolio	30	138	6	PDL exam written	1 test, minimum grade 5,5
ATPM2.ENG1-02C ATPM2ENG1	English 1	x				B2/C1	Lectures and seminar	16	40	2	Essay	1 test Min cijfer 5,5
ATPM2.ENG2-02C ATPM2ENG2	English 2	x				B2/C1	Lectures and seminar	8	20	1	Written	1 test Minimum grade 5,5
ATPM2.ENG3-02C ATPM2ENG3	English 3		x			B2/C1	Lectures and seminar	8	20	1	Blog	1 test Minimum grade 5,5
ATPM2.PLACE-01 ATPM2PLACE	Stage			x	x	BA 1-10	Placement of 26 weeks			35	Reflectie- rapport + dossier	1 test Minimum grade 5,5

Year 3	Name course	Terms				Competences /Professional tasks	Teaching methods	Contact- hours	Self study hours	ECTS credits	Testform	Weight
Course / code		1	2	3	4							
ATPM3.P4OPM-01P ATPM3P4OPM	Project 4: Operations Management	x				BA 2,3,4, 5,7,9				10	Know legde test Assignment	2 tests, minimumgrade 4,5 w eight 50%- 50% P1.1 w rittten test P1.2 assignment
ATPM3.P4RES-01C ATPM3P4RES	Research project 4	x				BA 1,2				2	Assignment	1 test, minimum grade 5,5 P4 Assignment
ATPM3.P5RMF-02P ATPM3P5RMF	Project 5 Revenue Management & Finance		x			BA 2,4,5, 7,9,10				5 5	Assignment Individual test	assignment minimum grade 4,5 individual test, minimum grade 4,5
ATPM3.P5RES-01C ATPM3P5RES	Research project 5		x			BA 1,2				2	Assignment	1 test P5 opdracht
ATPM3.P6MRC-01C ATPM3.P6MRC	Project 6 Marketing & Communication			X		BA 1,2,4, 5,7,10				10	Know legde test Assignment	2 tests, minimumgrade 4,5 w eight 50%-50% P6.1 w rittten test P6.2 assignment
ATPM3.P6RES-01C ATPM3P6RES	Research project 6			X		BA 1,2				2	Know legde test Assignment	2 tests, minimumgrade 4,5 w eight 50%-50% Assignment 6.3 Quantitative research Test 6.4 SPSS
ATPM3.P7MAN-01P ATPM3P7MAN	Project 7: Managing change in the attractions industry				X	BA 1-10, m.n. BA 6				10	Know legde test Assignment	2 tests, minimumgrade 4,5 w eight 50%-50% P7.1 Oral test P7.2 Assignment
ATPM3.P7RES-01C ATPM3P7RES	Research project 7				X	BA 1,2	w orkshops			2	Assignment	1 test P7 Assignment
ATPM3.PDL1-02	Professional Development & Leadership	x	x	x	x	BA 1-10 m.n. BA 7,8 en 9	Seminars, training, fieldtrips, discussions, reflection, portfolio			3	Written	Written portfolio
ATPM3.CE2-01	Competence exam					BA 1-10				3	Oral	
ATPM3.ENG4-01C	English 4	x				C1	Seminar	4	24	1	Synthesis	
ATPM3.ENG5-01C	English 5	x				C1		12	16	1	Interview	
ATPM3.ENG6-01C	English 6		X			C1	Lectures and seminars	12	16	1	Financial text	
ATPM3.ENG7-01C	English 7			X		C1	Lectures and seminars	12	16	1	Meeting	
ATPM3.ENG8-02C	English 8				x	C1	Lectures and seminars	12	44	2	Business proposal	

D Strategic Business Management and Marketing

Name	Term in which course is held				Teaching method (lecture, seminar etc.)	Contact hours per method	Self-study hours	Total ECTS course	Test element ^{1, 2}	Ects test element	Weight %	Min. grade course	Min. grade test	Test form (written, MC, assignment etc.)
	A	B	C	D										
Research Methods	A				HC, WC	42	42	12	TOETS01 Qualitative Res. Methods	3	25%	6,0	6,0	Written
		B			HC, WC	56	56		TOETS02 Quantitative Res. Methods	4	33%		6,0	Written
			C		HC, WC, Training	60	80		TOETS03 Statistics + SPSS	5	42%		6,0	Written
Introduction into Social Sciences		B			HC	28	56	3	TOETS01 Social-Psych. appr. consumer behavior	3	100%	6,0	6,0	Written
Business Administration	A	B			HC, WC	28	56	9	TOETS01 Strategic Management	6	67%	6,0	6,0	Written
	A				HC, WC, Consult	42	42		TOETS02 Final Appraisal	3	33%		6,0	Written
Adv. Strat. Marketing	A				HC, WC	42	42	12	TOETS01 Advanced Strategic Marketing	3	25%	6,0	6,0	Written
		B			HC	28	56		TOETS02 Marketing Communication & Social Media	3	25%		6,0	Paper
		B			HC, WC	28	56		TOETS03 E- Business	3	25%		6,0	Written
	A				HC	28	56		TOETS04 CRM	3	25%		6,0	Written
Research Practica Training	A	B	C	D	WC	64	160	6	TOETS01 Res. Practica Training ³	6	100%	6,0	6,0	?
Dissertation Research Project	A	B	C	D				18	TOETS01 Dissertation Research Project	18	100%	6,0	6,0	Thesis
Honours programme, dissertation	A	B	C	D				15	TOETS01 Honours programme, dissertation	15	100%	6,0	6,0	

1= Registration by backoffice Osiris; 2= test resultaten numeriek met 1 decimaal; 3= test results: VD/NVD

Appendix 5 Registration for a minor programme

- 1 Timely registration for a minor is a condition for being allowed to take part. To register for a minor, students are to make use of Osiris.
- 2 Registration for minors will be open during the last two weeks of March. The student will be informed of this.
- 3 Every student can register for one minor at the most. If any admission requirements apply to a minor, then these are mentioned in the TER of the academy that offers the minor.
- 4 If the regular registration period has passed, the student is offered the opportunity to register after the registration deadline via the secretarial office of his own academy. This involves service charges (€15). This extra (late) registration possibility is possible up to no later than two weeks after the regular registration period has closed. Breda University of Applied Sciences retains the right to refuse late registration if the available capacity of the minor has been reached.
- 5 Contrary to section 4, the student who indicated in Osiris that he opts for an external minor will be subject to a different registration period should this student register for an minor of Breda University of Applied Sciences after all. The service charges will not apply in this case.
- 6 If it turns out that the number of registrations for a minor is higher than the places available on it, students will be selected by draw. Students who do not get selected, will be notified of this. These students will be given the opportunity to register for another minor (free of charge). In the case of an academy-specific minor, a selection procedure may be applicable too.
- 7 No later than at the beginning of June, all students who registered for a minor¹¹ will receive a confirmation of placement into the minor.
- 8 If registration was impossible due to personal circumstances, the student may request the board of examiners for another possibility to register.

¹¹ Please mind: registration for a minor is not the same as registration for examinations within a minor. This is something that has to be done separately. Article 5.5 applies to registration for examinations.

Appendix 6 Assessment and Completion

- 1 The following rating descriptors are used in the assessment of examinations:
- a numerical descriptor (mark) between 0 and 10, up to one decimal place accurately,
 - a verbal descriptor (with numerical equivalent) as listed in the table below:

Verbal descriptors	Dutch abbreviation	Numerical equivalent	ECTS credits awarded
Zero	N	0	No
Extremely poor	ZS	1	No
Very poor	S	2	No
Poor	ZO	3	No
Unsatisfactory	O	4	No
Weak	Z	5	No
Satisfactory	V	6	Yes
Above average	RV	7	Yes
Good	G	8	Yes
Very good	ZG	9	Yes
Excellent	U	10	Yes

- a pass or fail; without numerical equivalent.

Verbal descriptors	Dutch abbreviation	ECTS credits awarded
Pass	VD	Yes
Fail	NVD	No

- another kind of rating, without numerical equivalent, as listed in the table below:

Verbal descriptors	Dutch abbreviation	ECTS credits awarded
Fraud	FR	No
Missed opportunity	GK	No
Exemption	VRIJ	Yes

- 2 The following is applicable to the rounding and averaging of examination results:
- Marks are entered into Osiris up to one decimal place accurately at the most. This is something that is determined at academy level.
 - If whole marks are entered into Osiris:
 - a 6 or higher will count as a pass for awarding ECTS credits
 - and if marks need to be rounded (to the nearest whole number) before they can be entered, this is done as follows: up to n.50 down (mark will be 'n'), and from n.50 up (mark will be 'n+1').

Example:

Mark	Rounded to whole numbers
5.40	5
5.49	5
5.50	6
5.51	6

- If marks with one decimal place are entered into Osiris:
 - a 5.5 or higher will count as a pass for awarding ECTS credits
 - marks with two (or more) decimal places will be truncated (to numbers with one decimal) before they can be entered. They are truncated after the first decimal digit. Examples of this are:
 - 5.49 becomes 5.4
 - 6.73 becomes 6.7
- Verbal descriptors, without any numerical equivalent, cannot be used in calculating averages (including GPA) and compensation arrangements.

- e All examination results that come with a numerical equivalent can be used in calculating a student's average result.
- f Averages can only be determined as weighted averages based on the number of ECTS credits of the underlying components.

Appendix 7 Transitional Arrangement

Students who have not yet passed the course of 'Strategic Management' and/or 'Investigative Abilities' in main phase 2 in the academic year of 2017-2018 or earlier, will have another two opportunities to complete this course / these courses after all in the first semester of the academic year of 2018-2019. If they fail to complete one or both courses in the first semester of 2018-2019, they will be required to complete the course of 'Sustainable Strategic Business Design'.

Appendix 8 Standard procedure for inspection

Standard procedure for student inspection of exam scripts

This procedure took effect on: 1 January 2017

Inspection: an opportunity for students to gain more detailed insight into the examination and the examination answers.

Goal:

- to support students in their learning process
- Final opportunity to check if correction and grading has been executed correctly

What does this mean?

- To get insight into what the student did wrong/ correct (in order to learn from it)
- To increase transparency
- To increase the quality of the examination (last step in testing cycle: evaluate and improve)

This implies:

- Student should be able to see the exam questions and exam answers given by him/ her
- Student should be able to ask questions and get answers
- Student should be able to give feedback on the exam questions and exam answers

Rules:

- Students must leave all their belongings (coat, bag, mobile phone, watch, pen, pencils, paper, devices) in front of the class (this rule doesn't apply to 'open question' exams. In this case the PIP can decide himself what is applicable)
- Questions from students are discussed plenary
- Students can leave after returning the exam questions + exam answers

N.B. If a student does not obey the rules, the lecturer will request the student to leave the room and the board of examiners will impose an appropriate disciplinary measure.