



TER HBO Master's Programmes ADE
Professional Master in Media Innovation
Master Game Technology

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	ADE
Study programmes	M Professional Master in Media Innovation M Game Technology
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Date of consent/advice from academy degree programme committee	MMI: 3 July 2018 MGT: 25 June 2018
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Based on General TER Framework for master's programmes 2018-2019	
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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.
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.
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.
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 institution 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.
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	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 examinations and establishing examination results, as referred to in article 7.12c paragraph 1 of the WHW.
Executive Board	The governing and policy-making body of Stichting Breda University of Applied Sciences, 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 the 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 only has the right to take examinations and final exams. An <i>extraneus</i> student does not have the right to attend classes/lectures.
Final exam	The total of successfully completed examinations in 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.
Full-time programme	A full-time study programme involves students studying full-time, not taking into account any employment commitments. A full-time study programme does contain practical components like work placements, which represent a certain number of credits.
HBO master's programme	An HBO study programme as referred to in article 7.3a paragraph 2b and/or article 7.3b paragraph b of the WHW. Also see: study programme.
Institute	Breda University of Applied Sciences.
ISAT code	The code under which a study programme is officially registered in CROHO.

¹ In accordance with legislation effective from September 2017.

LMS	Learning Management System (CL Learning, previously N@tschool)
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.
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.
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.
Participation sub-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.
Osiris	The Student Information System.
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.
StraightJacket	LMS developed and used by CMGT and MGT programmes.
Student	A person enrolled as a student 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 article 7.4 paragraph 1 of the WHW.
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 additions made after that date.
WO master's programme	A WO master's programme as referred to in WHW article 7.3a paragraph 1b. 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 'TER Framework for Master's Programmes'. The date when the 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 7.1 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 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 programme(s):

Name of study programme M Professional Master in Media Innovation

English name Professional Master in Media Innovation

ISAT code 49121

Degree title (in full) Master of Arts

Degree title (abbr.) MA

Name of study programme M Game Technology

English name Master Game Technology

ISAT code 49120

Degree title (in full) Master of Science

Degree title (abbr.) MSc

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

- 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 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 master's 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.

Within the master's programmes, each term is structurally evaluated by means of a survey and a round table session.

After a term, a round table session will take place with the coordinator of the master's programme, to which students may be invited as well. If needed, a member of the degree programme committee, the educational advisor or educational manager may attend these sessions. The outcomes of the survey make up the input for these round table sessions.

Rules of the round-tables are compiled by the degree programme committee and published at the beginning of the year of study on the LMS.

The minutes and action items resulting from the round-table sessions will be published on LMS

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

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

The objective of the master's programmes Media Innovation and Game Technology is to ensure that their graduates comply with the relevant professional competencies (see appendix 2).

Article 2.2 Mode of Delivery

WHW article 7.7

- 1 The master's programme MGT is delivered in a full-time mode.
- 2 The master's programme MMI is delivered in a full-time and in a part-time (executive) mode. The full-time mode starts every year on 1 September. The executive/part-time variant starts every year on the first Thursday in February and is offered under the responsibility of Breda University of Applied Sciences in Hilversum. These teaching and examination regulations apply fully to both variants, unless explicitly specified otherwise. The master's programme is delivered in a full-time mode and in a part-time (executive) mode.

Article 2.3 Language

WHW article 7.2

The master's 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).

Article 2.4 Scope and Duration of the Master's Programme(s)

WHW article 7.4, 7.4a and 7.4b

The HBO master's programmes MMI and MGT each correspond to 60 ECTS credits and are concluded by means of a final exam. One ECTS credit represents 28 hours of study. The standard duration of the study programme is one year (study load of 1680 hours).

Article 2.5 Structure of the Study Programme(s)

2.5.1 General

The curriculum of the study programme(s) can be found in appendix 3.

2.5.2 Structure of the Master in Media Innovation

The master's programme consists of four courses, supplemented by an industry case, and is finished by means of a graduation assignment. For the curriculum, see appendix 3.

2.5.3 Structure of the Master Game Technology

The Master's programme consists of four project phases. These phases need to be subsequently executed and if completed successfully, will lead to a final project presentation and an oral exam. All students are expected to write a thesis, supplemented with additional data and evidence.

The project is built upon congruent integration of 4 phases across one year of study, therefore each phase is designated as 'must-pass'. The student has two opportunities to pass a phase of the project. If the student fails a phase after a retake, thus the full project cannot be satisfactorily completed, he will not be allowed to conduct summative assessment in the next phase, thus he will have to restart the project in the next academic year.

Since the components of project phases involve practical exercise that can be demonstrably achieved and individually evaluated only by participating in the planned sessions, the programme sets a requirement for mandatory attendance as a condition for taking part in the phase examinations. The attendance obligation, its conditions including force majeure and the procedure are described in the MGT Student Handbook. The schedule for programme sessions will be published on the LMS.

For the curriculum overview of the Master's programme, see appendix 3.

2.5.4 Graduation

2.5.4.1 Graduation in MMI

- 1 To conclude his MMI programme, the student will be required to complete a graduation project. Two options are available to the student:
 - Pure Thesis: This option is based on pure research into a self-chosen topic. Since this option comprises only 1 document, the document has to be more extensive than that of the 'project-based' option. This thesis will have to be defended in a presentation before a graduation committee. This option is only available to students who achieve a grade of 7 or higher in their research proposal assignment.
 - Project Based: This option comprises 2 documents, i.e. a research report and a product report, hereinafter referred to as the written dissertation. Moreover, this dissertation will have to be defended in a presentation before a graduation committee.
- 2 The graduation report(s) can only be submitted if all courses from the entire master's programme (with the exception of the graduation part itself) have been completed with a 5.5 or higher or a pass (in the case of pass/fail assessments).
- 3 A graduation supervisor will be assigned to every student who starts on his graduation track. The graduation coordinator will be in charge of the process of assigning supervisors to students. The graduation supervisor will monitor the student's progress throughout the graduation period and will be the first point of contact for all graduation-related issues.
- 4 Students are to hand in their graduation report(s) to the programme coordinator before a certain deadline.
- 5 The deadline of the graduation report(s) can only be postponed on the basis of a written and substantiated request to the board of examiners. The board of examiners will notify the students of its decision in writing. Any arrangements made with or promise made by the lecturers of the master's programme are no guarantee.
- 6 If the graduation project / thesis 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).
- 7 The master's programme offers two graduation opportunities.
- 8 The first graduation opportunity will be in the first or second week of July, with a second opportunity in the last week of August, only for candidates who have

already made use of the first opportunity in July. Students who do not make use of the graduation opportunity in July, will be excluded from participation in the second opportunity in August. The next regular graduation opportunity will be offered in the next academic year. This will require a valid enrolment status (against payment of the then applicable tuition fee). More information about graduating and the graduation programme (including deadlines for submitting the graduation report(s)) will be published in advance via the LMS.

- 9 Contrary to the provisions of section 8, the following applies to the student who attends the full-time/executive MMI variant: the first and second opportunity take place within 12 months after the start of the study programme. More information about graduating and the graduation programme (including deadlines for submitting the graduation report(s)) will be published in advance the LMS.

2.5.4.2 Graduation in MGT

- 1 The graduation track of MGT consists of the four phases spread across the academic year. Each phase follows a time path of one term. Each term corresponds to 15 ECTS and is concluded with a summative assessment. In the last term, D, the student finalises the graduation track and the final assessment takes place.
- 2 To be eligible to take part in the final assessment in term D, the student needs to meet the requirements as stated in 2.5.3.
- 3 At the beginning of the academic year, a supervisor, co-reader and possible industry consultant is assigned to the student, befitting of the subject of the graduation track and the phase of the track. With a view to the different phases in the graduation track, a new supervisor may be assigned to the student; this is held in consultation with the student. The graduation supervisor(s) monitors the student's progress throughout the graduation track and is the first point of contact for all graduation-related matters.
- 4 The student will store their work on the school's servers and make this available through their playlist in StraightJacket. This will be used to keep track of progress and feedback. Students are required to actively update their work and keep their supervisor(s) up to date throughout each term. At a set deadline the playlist will be locked, to enable their work for that term to be assessed.
- 5 If the graduation project / thesis 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).
- 6 The first graduation opportunity takes place in the final weeks of term D; the second opportunity is provided in the last week of August and is only available for the candidates who have made use of the first graduation opportunity in the final weeks of term D.
- 7 In case the candidate does not use the first graduation opportunity as stated in section 6, the next graduation opportunity will be offered at the end of term D in the next academic year. This will require a valid enrolment status (against payment of the then applicable tuition fee). More information about graduating and the graduation programme will be published in advance via the LMS.

Article 2.6 Transitional Arrangement Relating to Curriculum Changes

Not applicable.

Chapter 3 Student Counselling and Student Progress

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

Article 3.1 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'. These regulations are part of the Students' Charter.

Article 3.2 Student Counselling within the Academy / Study Programme

The master's programmes MMI and MGT provide a system of student counselling. Students can request a talk with the programme coordinator to discuss their academic progress and study-related issues. If there are any personal circumstances that might affect a student's study results, the student will also have to request a talk with the student counsellor (see article 3.4).

Article 3.3 Personal Circumstances

WHW article 7.51 paragraph 2

Personal circumstances² 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 3.4 Personal Circumstances and the Student Counsellor's Role

- 1 If the student is of the opinion that personal circumstances, as referred to in article 3.3, 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.
- 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.

² See internet for more information.

Article 3.5 Studying with a Disability³

- 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 mentioned 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 well-founded decision in writing (or via Osiris).
- 5 In principle, facilities will be provided for the duration of an entire study programme, 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. This provision is not applicable to students enrolled on TDM (intake year of 2016 and earlier) or IMA.

Article 3.6 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 involved.
- 3 Academic progress data will be recorded in compliance with the provisions of the 'Privacy Regulations; Processing of Student Personal Data'.

³ For more information check the website of Breda University of Applied Sciences, www.buas.nl.

Chapter 4 Examinations

Article 4.1 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 4.6. 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 work 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 (orally or in writing).
- 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 4.7.1),
 - b the weighted average of the results obtained for the partial examinations is at least a 5.5 (there are no possibilities for compensation of these partial examinations),
 - 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 4.2 Sequence of Examinations

- 1 For the Master in Media Innovation there is no mandatory sequence in which examinations should be taken.
- 2 For the Master Game Technology, the examination of the next phase may only be taken if the examination of the previous phase has successfully been completed and assessed with a grade of a 5.5 or higher.

Article 4.3 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 4.5 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 2.6.
- 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, if the student has earned a 5.5 or higher for this.

Article 4.4 Registration for Examinations and Resit Examinations

4.4.1 Regular procedure

- 1 The secretarial office will handle all registrations for examinations.
- 2 If a person is not enrolled as a student (any more), but still takes part in an examination, then the result will be declared invalid and will not be entered into Osiris.

4.4.2 Possibility to register after the registration period

Not applicable.

4.4.3 Possibility to cancel registration

Cancellation of registrations for examinations in Osiris is exclusively handled by the secretarial office.

Article 4.5 Inability to Attend an Examination

- 1 If a student is registered 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 majeure⁴ 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 4.6 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.
- 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 4.14).
- 4 There are several additional rules that apply to written examinations. These are described 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 4.7 Assessment of Examinations

4.7.1 General

- 1 All examinations will be assessed by the examiners 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 not be allowed to assess students, unless 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, the way in which this is done is described in the relevant study guide.
- 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

⁴ Public transport delays, traffic jams, etc. are NOT regarded as force majeure.

- 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 4.1).
- 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 4.
 - 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.

4.7.2 Assessment of placement and practical assignment

Not applicable.

4.7.3 Assessment of graduation internship / graduation project / thesis

4.7.3.1 Assessment of MMI graduation work

- 1 A graduation committee will be composed for each graduation candidate and will consist of two lecturer assessors and one external examiner.
- 2 The two lecturer assessors in the graduation committee will act as examiners and will separately assess each of the student's graduation work with a mark between 1 and 10. All partial and finished products delivered should be assessed with at least a 5.5.
- 3 Starting from the provisions in article 4.3, sections 1 and 2, the graduation candidate who fails the graduation assessment as stated in section 2, will lose one of the two graduation opportunities that he has.
- 4 In the case of a satisfactory assessment of his written work, the student will be invited to an oral defence (see 4.7.3.2).
- 5 In the case of an unsatisfactory assessment of his written work, the student will be invited to a feedback session. The student may request the board of examiners to have this session take place via video conferencing.
- 6 In the case of a feedback session, the graduation supervisor will ensure that the outcome of the feedback session is laid down in an official report, which is to be filed at the secretarial office.
- 7 All three members of the graduation committee of the failed candidate, as well as the secretary of the board of examiners, will be sent a copy of the official report that is drawn up at the feedback session. The student will receive a detailed feedback report from his graduation supervisor.
- 8 Based on this feedback report, the student will write a plan of approach for the purpose of his second attempt.

4.7.3.2 MMI oral defence

- 1 The external examiner will chair the graduation committee and will monitor the procedure to be followed during the oral defence and the determination of the final graduation mark. The external examiner will not assess the student's work as a lecturer does, but will present his/her opinion as advice in the final assessment of the student.
- 2 Each of the two lecturer assessors in the graduation committee will individually assess the defence presentation with a mark between 1 and 10 based on the grading rubric in the Student Handbook on the LMS. Each mark should be at least a 5.5 in order for the student to pass. For the final mark for the oral defence, the weighted average of both assessments is the point of departure.
- 3 The oral defence or panel presentation will last no more than 60 minutes.
- 4 The oral defence always takes place at Breda University of Applied Sciences in the physical presence of the candidate and the complete graduation committee.

4.7.3.3 Determination of MMI final graduation mark

- 1 The overall final mark will be calculated based on all available partial marks and communicated to the student directly after the oral defence. The final mark for the graduation report(s) will account for 70%, the final mark for the oral defence will account for 30%. Both marks should be at least a 5.5. For an extensive grading rubric, see the Graduation Manual as published on the LMS.
- 2 The graduation committee will determine partial marks (to 1 decimal place) for all graduation components, and will register these partial marks in Osiris. From these partial marks, Osiris will calculate a final mark (to 1 decimal place), based on the guidelines in appendix 3, section 2.

4.7.3.4 Assessment of MGT graduation track

- 1 The MGT programme consists of a project that covers the entire academic year. This means that the graduation track covers the whole academic year. The year is divided into four terms or phases; each phase is concluded by a summative panel assessment. Each term (phase) should be assessed with a pass mark to allow the student to continue their Master study.
- 2 An graduation committee will be composed for each panel assessment and each graduation candidate; it will consist of two lecturers and may include an external examiner (to be always present at the panel assessment of the fourth phase).
- 3 The external examiners will only provide their professional advisory and qualitative feedback on the student's performance (achievement of learning outcomes / exit qualifications) during final panel assessment. Their feedback will be recorded as a part of final panel feedback.
- 4 The two lecturer assessors in the panel will act as examiners. They will assess the student's (graduation) work and will reach consensus on a mark between 1 and 10, based on the grading rubric as published in the MGT Student Handbook on the LMS. The final mark should be at least a 5.5 to pass.
- 5 Starting from the provisions in article 4.3, sections 1 and 2, the graduation candidate who fails a graduation term, as stated above in section 4, will lose one of the two graduation opportunities that he has per term.
- 6 A panel assessment will last a maximum of 60 minutes.

- 7 Panel assessments always take place at Breda University of Applied Sciences in the physical presence of the candidate and the complete (graduation) committee.
- 8 If a student fails a graduation term first time, there will be a second opportunity scheduled. The student will be asked to address the advice and feedback as brought forward in the panel assessment.

4.7.3.5 Determination of MGT final graduation mark

- 1 The final mark will be communicated to the student immediately after the panel presentation. The final mark will be awarded based on the (graduation) work and the panel presentation. The final mark should be at least a 5.5. For the assessment criteria, see the MGT Student Handbook as published on the LMS.
- 2 The graduation committee will determine a mark (to 1 decimal place) for all graduation components together, and will register this mark in Osiris.

Article 4.8 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 academy will finalise the results (in definitive form) in Osiris within five working days after the inspection period of examinations (see article 4.10). 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.
- 4 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 4.10 section 1 should be taken into account. Any arrangements to the contrary should also be communicated to the students in time.
- 5 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.

Article 4.9 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 2.6.
- 2 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 master's programme.

- 3 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 4.10 Inspection

- 1 During a period of 10 working days after the announcement of the 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 4.14).

Article 4.11 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 CBE Breda University of Applied Sciences.

Article 4.12 Individual Exemptions

Not applicable.

Article 4.13 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 4.14 Academic Dishonesty and Plagiarism

WHW article 7.12b paragraph 2

4.14.1 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.
- 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.

4.14.2 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.

4.14.3 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 as 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 4.15 Examination Certificates

WHW article 7.11 paragraph 1

Selection list Breda University of Applied Sciences

- 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 5.4 section 2 cannot yet be awarded, will receive – upon his own request - a written certified statement from the board of examiners in which the examinations passed are listed. Students have to submit a written request for this statement themselves to the chair of the board of examiners.

Chapter 5 Final Exam

Article 5.1 Master's Exam

WHW articles 7.8 and 7.10

A student will pass the master's exam, if he has met the completion requirements of all the examinations that go with the courses of the master's programme. Passing this exam will earn the student 60 ECTS credits.

Article 5.2 Compensation Possibilities

Not applicable.

Article 5.3 Conditions to Successfully Completing the Final Exam

Prior to granting a student access to the final exam of the master's programme, the board of examiners will check whether this student has successfully completed all the courses of the master's programme.

Article 5.4 Announcement of Final Exam Results

WHW article 7.11 paragraphs 2 and 4

- 1 In the meeting on the final exams, the board of examiners will establish the results of the final exams of the master's programme. The names of the students who comply with the requirements of the master's exam will be registered in an official report ('proces verbaal') pursuant to the final exam meeting.
- 2 As proof of the master's 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 master's 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 The marks on the list of marks that is attached to the certificate of the master's exam are rounded to one decimal place (ranging from n.0 to n.9).
- 4 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.
- 5 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 4. 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 5.5 Degree Conferred

WHW article 7.10a

The Executive Board will confer the master's degree on students who have passed the final exam of the master's programme, clearly specifying the discipline or professional field to which the degree relates (see article 1.3, section 5).

Article 5.6 'Cum Laude' Distinction

- 1 If a student complies with all the criteria as mentioned in section 2, he will receive the designation 'cum laude'.
- 2 The criteria mentioned in section 1 are:
 - a The weighted average of the results of the master's exam is at least an 8.0.
 - b The student's graduation result is a final mark of at least an 8.0.
 - c The student graduated on the first attempt.
 - d The total of exemptions granted to the student from courses that make up the master's programme must not exceed 15 ECTS credits.
 - e The student has never been involved in an incident of fraud or academic dishonesty.
 - f The master's degree has been completed within two years' time.
- 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 for the 'cum laude' designation.
- 4 If the student has attended courses of the master's programme at another education institution, and/or completed a final management placement, the board of examiners will establish the value and weighting of this course / these courses.
- 5 The designation 'cum laude' will be stated on the degree certificate.

Chapter 6 Committees

Article 6.1 Board of Examiners

WHW article 7.12 and 7.12b

- 1 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).
- 2 For communication with the ADE board of examiners and the procedures it applies in the handling of requests, you are referred to appendix 5.

Article 6.2 Assessment Committee

6.2.1 The board of examiners institutes a permanent assessment committee.

- 1 The assessment committee falls under the direct competence of the board of examiners.
- 2 The assessment committee consists of a representative cross-section of all study programmes represented within the academy. This cross-section arises by the number of students studying the study programmes.
- 3 The board of examiners proposes members for the assessment committee, after which they are appointed and facilitated by the academy director.
- 4 The board of examiners appoints one of its members as chair of the assessment committee A maximum of two members of the assessment committee are also members of the board of examiners.
- 5 The term of the members on the assessment committee comprises two academic years. After the term has passed, members may be eligible for reappointment.
- 6 The educational officer/advisor of the academy is involved in the work of the assessment committee to ensure the implementation and quality assurance of the Assessment Policy and liaise coordination of respective activities.

6.2.2 Tasks

- 1 The assessment committee provides solicited and unsolicited advice to the board of examiners with regard to quality assurance and quality policy relating to final exams and interim examinations. In issuing advice, as referred to above in section 1, lecturer members of the assessment committee will be under the obligation not to give evidence with regard to courses or parts of courses which they are involved in themselves as (responsible) lecturers.
- 2 As a guiding principle in forming its advice and viewpoints, the assessment committee carries out cyclical checks of all interim examinations offered to students within the academy.
- 3 The checks mentioned in section 3 are based on a cycle of three academic years, in which

the cycle is cancelled if the subject, content and/or form of assessment are changed.

- 4 The assessment committee carries out its work by order of, for the purpose of, and under the responsibility of the board of examiners.
- 5 The assessment committee regularly reports its findings and results to the board of examiners and confers with the board of examiners about the details of its duties arising from these conferrals.
- 6 Every year, the assessment committee confers with the board of examiners about the possible updating of the assessment policy as it is used within the academy. Any changes in the assessment policy will always be applicable as from 1 September in any calendar year.

Chapter 7 Adoption and Amendment of the Teaching and Examination Regulations

Article 7.1 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 7.2 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 (to the detriment of the students):
 - 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 7.3 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 8 Additional Provisions

Article 8.1 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 8.2 Retention Periods

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8.2.1 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

8.2.2 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.

8.2.3 Retention period of examination certificates

- 1 The certified statement referred to in article 4.15 section 2 must be retained for ten years after the date it was issued.
- 2 The request as referred to in article 4.15 section 2 must be retained for one year after the date it was settled.

8.2.4 Retention period of degree certificates

- 1 The propaedeutic certificate and the degree certificate, as referred to in article 5.4, 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)
- 3 With regard to the master's exam, 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.

8.2.5 Retention period of academic dishonesty cases

- 1 The proposal to the Executive Board, as referred to in article 4.14.3 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)

8.2.6 Retention period of appeal cases

The following retention periods apply to the documents pertaining to the procedure as referred to in article 4.11:

- 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 3.2 specifies whether the degree programme is either fully or partially delivered in English.
- 2 The academy director is under the obligation 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 contacts with all 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 all courses.
- 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 Competencies / Exit Qualifications

2.1 Competency matrix for the Master in Media Innovation

Within the Master of Media Innovation, the guiding principle is made up of competencies, described as professional roles in the industry. A total of 8 professional roles with accompanying skills have been defined for the Master's programme:

NO	Professional Role	Skills
1	Researcher	Is able to identify market opportunities, trends and developments for an international market, describe information needs (with an academic approach) and can brief a researcher based on these insights and is able to interpret research results critically.
2	Innovator	Is able to operate as an innovator in a digital media and entertainment environment, prepare a product and/or market development plan which is targeted at the future and which anticipates and responds to the wishes of the target group and the possibilities of new technologies, using scientific theory.
3	New business developer	Is able to manage business processes to ensure that organisation delivers outputs that meet customers and stakeholders' needs, and organisational and legal requirements.
4	Content strategist	Is able to manage and monitor the creation of content design of interactive media products and services.
5	User experience Designer	Is able to monitor and manage the design of overall product concept, and specify this through appropriate documentation
6	Interface/Interaction Designer	Is able to manage and monitor the design of the "look and feel" of the user interface.
7	Consumer insight manager	Is able to manage and monitor research and testing procedures regarding social behavior, individual preferences and media literacy with respect to the innovation.
8	Self and Team Manager	Is able to manage oneself effectively and develop productive working relationships with internal ad external parties, understanding the relevant industry, corporate, technological and creative domains and is able to continuously update skills and knowledge in these domains.

2.2 Competency matrix for the Master in Game Technology

Competencies, elaborated as professional roles in the industry, make up the point of departure or the Master in Game Technology.

#	Professional Role	Competency
1	Researcher	Is able to identify market opportunities, trends and developments for an international market, describe information needs (with an academic approach) and can brief a researcher based on these insights and is able to interpret research results critically.
2	Innovator	Is able to operate as an innovator in a production environment, prepare a product and/or market development plan which is targeted at the future and which anticipates and responds to the wishes of the target group and the possibilities of new technologies, using scientific theory.
3	Project manager	Is able to manage the creation, development and production of interactive media products and services, understanding technological backgrounds.
4	Organizer	Is able to identify if narrowing or broadening the scope is necessary in order to be able to have a publishable piece of work at the end of the programme.
5	Polisher	Is able to critical look at one's own work and identify the points that need polishing before it is ready for publication. Knows who to ask for feedback in order reach this goal.
6	Communicator	Is able to present the end product in a manner that shows structure and creativity. One communicates appealing for both a public with and without the in depth background knowledge.
7	Craftsman	Is able to apply and convert previous knowledge, skills and attitude into a game oriented artefact of excellent standard. The product (practice or research oriented) is ready for public.

Appendix 3 Curriculum Overview of Master MMI and Master MGT

Master MMI

2018-2019 Course code	Unit of study	Competencies / Professional tasks <small>(if applicable)</small>	Teaching method	Contact hours	Self-study hours	ECTS credits	Type of test	Weighting factor of the partial tests	Test moment
FMI.MT1-04	Media Theory	1,2,4,8	Lecture, Discussion, Group work, Blended learning	120	188	11	Written Essay Group Report	50% 50%	Module 1 Module 1
FMI.MT2-01	Media Technology	1,2,5,6	Lecture, Discussion, Group work, Blended learning	80	228	11	Product Design Product Evaluation	60% 40%	Module 2 Module 2
FMI.BM-05	Business	1,2,3,4,7,8	Lecture, Discussion, Group work, Blended learning	96	212	11	Group presentation Written Essay Group Report	28% 45% 27%	Module 3 Module 3 Module 3
FMI.CS-06	Research & Communication	1,2,4,8	Lecture, Discussion, Group work, Blended learning	115	193	11	Presentation Group Report	40% 60%	Module 2 Module 3
FMI.IA-02	Industry Assignment	1,2,3,4,5,6,7,8	Lecture, Discussion, Group work, Blended learning	10	74	3	Group Report	100%	Module 3
FMI.GR-02	Graduation	1,2,8	Lecture, Discussion, Group work, Blended learning	25	339	13	Written Work Oral Defence	70% 30%	Graduation Period Graduation Period

Master MGT

2018-2019 Course code	Term	Competencies / Professional tasks (if applicable)	Teaching method	Contact hours (per week)	Self-study hours (per week)	ECTS credits	Type of test	Test moment
FGT.P1-01 Concept	1		Lecturers, presentations, tutorials	1 hour with supervisor 4 hours classes 4 hours workshops	31	15	Panel	End of term
FGT.P2-01 Pre-Production	2		Lecturers, presentations, tutorials	1 hour with supervisor 4 hours classes 4 hours workshops	31	15	Panel	End of term
FGT.P3-01 Production	3		Lecturers, presentations, tutorials	1 hour with supervisor 4 hours classes 4 hours workshops	31	15	Panel	End of term
FGT.P4-01 Release	4		Lecturers, presentations, tutorials	1 hour with supervisor 4 hours classes 4 hours workshops	31	15	Panel	End of term

NB: Course codes are not final

Appendix 4 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 5 Procedures of the ADE Board of Examiners

5.1 In general

1 The board of examiners is an official body, consisting of lecturers from the four study programmes that come under the umbrella of the Academy for Digital Entertainment, which has been charged by the Executive Board of Breda University of Applied Sciences with the ultimate responsibility for the quality of education and unconditional compliance with the relevant procedures.

The ADE board of examiners applies a maximum time limit of six weeks for receipt of complaints, taking into account the provisions of article 5.2, subsections 5 and 6. Complaints that the board of examiners receives after six weeks have passed will be regarded as inadmissible.

- 2 Initially, the board of examiners within ADE has the authority to:
- Issue or withdraw binding recommendations regarding the continuation of studies;
 - Ratify and award degrees;
 - Conduct investigations with regard to complaints and/or differences of opinion;
 - Make changes to the programme, procedures, or assessment systems with regard to irregularities, miscommunications, or procedural blameworthiness on the part of the educational organisation;
 - Allow participation in external minors;
 - Honour requests for second opinions in the case of assessment-related issues;
 - Establish or confirm academic dishonesty and implement a penalizing policy;
 - Amend predetermined test/examination timetables and submission deadlines;
 - Grant exemptions or agree to requests for postponement or other kinds of deviations from a programme's standard curriculum.
- 3 The board of examiners is not to be approached for:
- Reporting problems regarding registrations for examinations and/or resit examinations, of whatever nature;
 - Submitting requests for leniency for forgetting to register in Osiris, if there is no situation of force majeure or any special personal circumstances;
 - Submitting unfounded or unsubstantiated complaints, whatever the form or contents.
- 4 For all matters and/or problems relating to Osiris and the student progress monitoring system, you are referred to osiris@buas.nl. If there are any questions with regard to registrations for examinations or resit examinations, you are referred to examsade@buas.nl. E-mail correspondence that is not sent to these addresses, will not be taken into consideration.
- 5 For all questions about regulations, possibilities and impossibilities, procedures, consequences, and so on, students must first consult the TER, before contacting the board of examiners. If answers to these questions can be found in the TER and its appendices, and these questions do not fall into the sphere of activity of the board of examiners, the board of examiners will not consider these questions. Questions that are rightly sent to the board of examiners, will be answered as and when the occasion arises. Also see section 5.2, subsection 4 of this appendix.
- 6 For answers to simple procedural questions, as referred to in section 5, see the LMS
- OER 2018-2019
 - Curriculum / curricula 2018-2019, also see appendix 3
 - Student Handbook
 - If you cannot find a document, please contact adeoperations@buas.nl

5.2 Communicating with the board of examiners

- 1 All initial/general communication with the ADE board of examiners should be sent via boardofexaminersade@buas.nl. Please note: requests should be submitted by means of the online form that can be found on the LMS:
Management->New->Board of Examiners ADE ->Request form board of examiners ADE
or on Intranet:
Organisation->Complaints Service Point->Board of Examiners->Academy for Digital Entertainment->Request form
Letters are to be addressed to the chair of the board of examiners. All communication should be in English.
- 2 Letters or e-mail messages that are sent directly to members of the board of examiners or that are sent erroneously in any other way, will not be considered as having been received.
- 3 With regard to questions or requests (via e-mail or otherwise) to which the student should be able to find the answer himself relatively easily, through the usual communication channels, the board of examiners will retain the right not to answer these questions or request (via e-mail or otherwise). Also see section 5.1, subsection 6 of this appendix.
- 4 After submitting a request in the appropriate manner (via the application form on the LMS or via Intranet (Complaints Service Counter)), the student will receive an automatically generated confirmation of receipt stating the date on which the request will be dealt with. If the request is insufficiently substantiated and/or insufficiently complete for the board of examiners to be able to deal with it adequately, the secretary will indicate which information or documents are missing. If the request is complete and substantiated, the case will be put on the agenda and the student will be informed of the outcome within 10 working days (except national holidays and school holidays) after the board of examiners has discussed the request.
- 5 By 'completeness' of the request, complaint or comment is meant that the letter to the board of examiners is substantiated, stating the grounds on which it is based, and supplied with correct and complete basic information. This basic information consists of:
 - The student's name
 - The student's code
 - Full postal and e-mail address outside the institution, conform Osiris, ST-address
 - The correct and complete course code (including the correct version number) belonging to the current academic year to which the communication relates
 - The correct and complete name of the course
 - The lecturer responsible for the course to which the communication relates
 - All documents and evidence, which are requested in the relevant passages in the OER from an 'onus of proof' viewpoint;
 - All relevant e-mail communication to show that, in the case of a difference of opinion with a lecturer, the student has already taken the necessary action to solve the problem.
- 6 Incomplete requests, as referred to in section 4 of this article, will not be considered by the board of examiners.
- 7 The form of communication is always in writing via Osiris and takes place within the set time limit for reply of 10 working days (except national holidays and school holidays) after the decision. After a hearing, the board will orally inform the student of the outcome, after which this decision will also be communicated to the student in writing via Osiris within 10 working days.