

## Teaching and Examination Regulations (TER)

### Academy for Tourism

#### Degree programmes:

**HBO Bachelor Tourism Management (successor of HTRO)**

**HBO Bachelor Profession-Oriented Tourism and Recreation**

**Associate Degree Tourism Management (successor of AD FBTR)**

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.*

		Amended version
Academy	Academy for Tourism	
Study programmes	Bachelor Tourism Management (successor of HTRO), Bachelor FBTR, AD Tourism Management (successor of AD FBTR)	
Date of consent/advice from degree programme committee	31 May 2018	26 November 2018
Date of approval by academy director	28 May 2018	26 November 2018
Date of adoption by CvB	10 July 2018	26 November 2018
<b>Based on General TER Framework for HBO bachelor's programmes 2018-2019</b>		
Date of proposed decision to adopt general framework by CvB	14 November 2017	
Date of consent to general framework from MR	19 December 2017	
Date of adoption of general framework by CvB	16 January 2018	

## **Explanation of amended version**

The information about the final assessment of the Associate degree Tourism Management appeared not to be correct in appendix 11 of the TER. With the amendments the appendix is now up-to-date.

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# Chapter 1 General

## Article 1.1 Definitions

When applying these regulations, the following is meant by:

<b>Academic year</b>	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.
<b>Academy</b>	Organisational unit as referred to in article 10.3a WHW, which offers one or more study programmes.
<b>Academy director</b>	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.
<b>Academy participation council</b>	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.
<b>Accreditation</b>	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.
<b>Area of specialisation</b>	A coherent whole of educational units relating to a specific discipline in the main phase of a study programme.
<b>Assessment</b>	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.
<b>Assessment results</b>	A collection of academic results registered by the examiner(s). This collection is recorded in the Osiris student progress monitoring system.
<b>Assessor</b>	A lecturer employed by the institute appointed by the board of examiners, as well as an expert from the professional field, and/or another type of expert, who is charged with conducting assessments in compliance with article 7.12 of the WHW.
<b>Associate Degree programme</b>	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).
<b>Binding recommendation (regarding the continuation of studies)</b>	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.

<b>Board of examiners</b>	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.
<b>Cluster</b>	A set of courses (courses / training courses / projects / learning arrangements / modules).
<b>Coach</b>	An employee of the academy whose task it is to coach and supervise a group of students.
<b>Cohort</b>	The group of students enrolled, on the same reference date and for the first time, on a study programme of Breda University of Applied Sciences.
<b>Competency</b>	A competency is, based on knowledge, skills and attitudes, competent acting and meta-acting, in a certain role and professional context, and at a certain level.
<b>Competency-based education</b>	A type of education in which the final objectives are expressed in terms of competencies.
<b>Coordinator</b>	An employee charged by the management with the organisation and coordination of a certain part of the study programme.
<b>Course</b>	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.
<b>CROHO</b>	The Central Register of Higher Education Programmes in the Netherlands, as referred to in article 6.13 paragraph 1 of the WHW.
<b>CROHO domain</b>	Classification by education sectors.
<b>Curriculum</b>	All course content for a particular study programme, i.e. an interrelated set of courses and course content.
<b>Degree certificate</b>	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.
<b>Degree programme committee</b>	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 <sup>1</sup> and the right to prior consultation with regard to parts of the TER. Also see the Regulations pertaining to Degree Programme Committees.
<b>Diploma</b>	The degree certificate as referred to in article 7.11 of the WHW.
<b>Diploma supplement</b>	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

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<sup>1</sup> In accordance with legislation effective from September 2017.

supplements are drafted in the English language and comply with the standard European format.

<b>Double Degree</b>	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.
<b>ECTS credit</b>	A unit which expresses the study load for a student. One ECTS credit is equivalent to a study load of 28 hours of study.
<b>Examination</b>	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.
<b>Examinations Appeals Board (CBE)</b>	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.
<b>Exam meeting</b>	A meeting of the board of examiners to establish final exam results.
<b>Examiner</b>	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.
<b>Executive Board</b>	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.
<b>Extraneous student</b>	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 extraneous student does not have the right to attend classes/lectures.
<b>Final exam</b>	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.
<b>Force majeure</b>	Any unforeseeable exceptional situation or event beyond a person's control – and not attributable to error or negligence on this person's part - which prevents this person from fulfilling his obligations.
<b>Graduation committee</b>	Committee that evaluates the graduation project / graduation internship / thesis under the auspices of the board of examiners (including the oral defence presentation of the final exam).
<b>HBO bachelor's programme</b>	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'.
<b>Institute</b>	Breda University of Applied Sciences.
<b>ISAT code</b>	The code under which a study programme is officially registered in CROHO.



<b>Learning arrangement</b>	An interrelated set of thematic courses comprising study material and academic support, designed to help students develop competencies. A variety of teaching methods are used. Learning arrangements are applicable in the FBTR study programme.
<b>LMS</b>	Learning Management System (CL Learning, previously known as N@tschool).
<b>Main phase</b>	The second part of the bachelor's programme which follows the propaedeutic phase, as referred to in article 7.30 of the WHW.
<b>Management and administrative regulations</b>	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.
<b>Management team</b>	The staff members of an academy who are responsible for academy policy and have been appointed for this purpose by the Executive Board.
<b>Manual</b>	A study manual for the student containing – for each course (project, course, training course, learning arrangement, placement, graduation) - the goals, entry requirements, organisation, structure and method, (planning of) the exams, regulations regarding inspection, testing/assessment criteria, and feedback. Study manuals are usually published on the LMS system.
<b>'MHBO' track / tailor-made track for 'HAVO' graduates</b>	A programme developed for HAVO graduates, which consists of an MBO study programme at De Rooi Pannen (Tilburg or Breda) and consecutively, a 3-year HBO study programme at Breda University of Applied Sciences.
<b>Minor</b>	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).
<b>Module</b>	This is what a course is called within the new curriculum of the Bachelor and AD in Tourism Management within the Academy for Tourism.
<b>Numerus fixus</b>	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.
<b>NVAO</b>	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.
<b>Osiris</b>	The Student Information System.
<b>Participation Council</b>	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.
<b>Project</b>	A course which involves a group of students (usually) working on an issue/assignment secured from professional practice in which a variety of teaching methods are applied.

<b>Propaedeutic exam and final exam</b>	See 'Final exam'.
<b>Propaedeutic phase</b>	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.
<b>Selection list</b>	The list which describes how long the institute is obliged to retain archive records.
<b>Semester</b>	A consecutive period of 20 lecture weeks.
<b>Specialisation</b>	Specialisation options in the third and fourth years of the main phase programme of the Bachelor in Tourism Management.
<b>Standard duration of studies</b>	Number of study load hours of the study programme divided by 60 ECTS credits, expressed in years.
<b>Student</b>	A person enrolled on Breda University of Applied Sciences, as referred to in WHW article 7.32.
<b>Student counsellor</b>	An officer whose core task is to guide, inform and advise current and prospective students in the area of education and studying.
<b>Student handbook</b>	A handbook for students containing information about a particular year of study (or combination of years of study), such as the structure of the programme, a short description of the module, the annual planning, reading list, and any obligations to attend. The student handbook is usually included in the LMS system.
<b>Study coach / mentor</b>	A staff member of the academy charged with coaching and guiding a group of students.
<b>Study load</b>	The study load expressed in ECs, as referred to in WHW article 7.4 paragraph 1.
<b>Study programme</b>	An interrelated whole of courses, as referred to in WHW article 7.3.
<b>Team manager</b>	An employee who has been charged by the management with the execution of a particular programme component.
<b>Term</b>	A continuous period consisting of a number of lecture weeks. An academic year consists of several terms.
<b>WHW</b>	The Dutch Higher Education and Research Act (WHW), including any changes.
<b>WO bachelor's programme</b>	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:

<b>Name of study programme</b>	B Functiegericht Bachelor in Toerisme en Recreatie (B FBTR)
<b>English name</b>	B Profession-Oriented Tourism and Recreation
<b>ISAT code</b>	39271
<b>Degree title (full)</b>	Bachelor of Arts
<b>Degree title (abbreviation)</b>	BA

<b>Name of study programme</b>	Ad Tourism Management (successor of Ad Functiegerichte Bachelor in Toerisme en Recreatie (Ad FBTR))
<b>English name</b>	Ad Tourism Management
<b>ISAT code</b>	80009
<b>Degree title (full)</b>	Associate degree
<b>Degree title (abbreviation)</b>	Ad

<b>Name of study programme</b>	B Tourism Management (successor of Hoger Toeristisch Recreatief Onderwijs (HTRO))
<b>English name</b>	B Tourism Management
<b>ISAT code</b>	35524
<b>Degree title (full)</b>	Bachelor of Arts
<b>Degree title (abbreviation)</b>	BA

Names of the English-taught and Dutch-taught variants:

**Study programme name** (Dutch-taught variant)      Tourism Management (TM)

**Study programme name** (English-taught variant)      International Tourism Management (ITM)

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).

- 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.

Quality assurance within the bachelor's programmes takes place according to the Plan-Do-Check-Act approach. The Check is carried out by means of:

- Quantitative evaluations (via Qualtrics) and qualitative evaluations (round table sessions), according to an annual schedule per academic year.
- Evaluation talks in lecturer teams.

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

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

- 1 The objective of the bachelor's degree programme in Tourism Management (formerly HTRO) is to ensure that its graduates comply with the relevant professional competencies (see appendix 2).
- 2 The objective of the bachelor's degree programme FBTR is to ensure that its graduates comply with the relevant professional competencies (see appendix 2).
- 3 The objective of the AD programme in Tourism Management (formerly AD-FBTR) is to ensure that its graduates comply with the relevant professional competencies (see 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 – Dutch-taught ((240 ECTS credits)
  - Regular 4-year programme – English-taught (240 ECTS credits)
  - Accelerated 3-year VWO programme – Dutch-taught (180 ECTS credits)
  - Accelerated 3-year VWO programme – English-taught (180 ECTS credits)
  - Short 3-year MBO programme / tailor-made track for HAVO graduates – Dutch-taught (240 ECTS credits)
  - Short 3-year MHBO programme / tailor-made track for HAVO graduates – English-taught (240 ECTS credits)
- 3 The Associate Degree programme (also see article 2.9) has the following variants:
  - Regular 2-year programme – Dutch-taught (120 ECTS credits)
  - Short 1-year MHBO programme / tailor-made track for HAVO graduates – Dutch-taught (60 ECTS credits). This variant will no longer be offered with effect from the academic year of 2019/2020.

### Article 2.3 Language

WHW article 7.2

- 1 The following applies to the Bachelor in Tourism Management: the study programme is taught in Dutch and in English; the examinations are administered in Dutch and in English too. Where the use of the English language is concerned, a code of conduct is in effect (appendix 1).
- 2 The following applies to AD Tourism Management and the Bachelor FBTR: the degree programme is taught in Dutch; the examinations are administered in Dutch too.
- 3 Contrary to the provisions of section 1, the target language is also used in modern language courses.
- 4 The following applies to the Dutch-taught programmes:
  - as for years 1, 2 and 3 (short and accelerated tracks: years 1 and 2), certain parts of a module may be executed in English (e.g. study material, literature, guest lectures, digital

support programmes); written and spoken language of instruction and examinations however, are always in Dutch,

- as for the graduation year, part of the minor may be offered in English entirely, including written and spoken language of instruction and examinations. See article 2.7.1 Minors. With effect from the academic year of 2019/2020, all minors will be fully English-taught.

## **2.4 Regular 4-year programme of the Bachelor in Tourism Management (formerly HTRO) and the Bachelor FBTR**

WHW articles 7.4 and 7.4b

Please note: as for B FBTR, only article 2.4.1 (excluding section 4) and article 2.4.4 apply.

### **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 study programme(s) can be found in one or more student handbooks. The provisions in these student handbooks are an integral part of these TER.
- 4 The academic year is divided into two semesters. In years 1, 2 and 3, each semester consists of 3 terms.  
See annual planning for details (appendix 13).
- 5 A part of the Bachelor in Tourism Management and the Bachelor FBTR study programmes involves modern language courses (abbreviated to 'MVT' in Dutch). A student can choose an MVT, in addition to English, from the language course offerings of the study programme. A restriction is that a student may not choose a language if his level of proficiency already exceeds the exit level of the MVT courses. Should there be reason to do so, additional restrictions may be imposed on the student's language choices.
- 6 The programme is constructed of several elective components. If there are not enough participants for a certain elective component, the management may decide to cancel the component concerned. The student numbers required for the elective components will be determined by the management in time, and will be communicated to the students.

### **2.4.2 Propaedeutic phase**

- 1 The propaedeutic programme is offered in a Dutch-taught and an English-taught variant, which have near-similar structures.
- 2 In the first semester of the propaedeutic phase, students opt for a modern language (MVT). Switching language levels afterwards (within the language course opted for) will only be permitted under strict conditions. See appendix 14 for more information. It is not permitted for students to change their choice for a language course.

### **2.4.3 Years 2 and 3**

- 1 The curriculum of year 2 has three sector areas: Recreation & Hospitality, Travel Industries en Tourism Destinations. Each variant has 6 sector area modules, 6 general modules, 5 language modules (English and MVT) and the programme for Personal and Professional Development. A student will attend one of the three sector areas mentioned. Students will make their choice for a sector area in the propaedeutic phase.
- 2 In addition to the sector areas mentioned, students can also opt for Attractions and Theme Parks Management in the curriculum of years 2 and 3 (see article 2.7.8). Students will make their choice for this in the propaedeutic phase.
- 3 The programme of year 4 has the following specialisation areas, for which students make a choice in year 2: Tourism Design&Development, Tourist Experience, Tourism Business, E-Tourism. A work placement is part of all specialisation areas. See article 2.7.4 for more information.
- 4 Additionally, the student can choose from the building blocks specified in article 2.7.3. The student may also opt for an honours programme (see article 2.8).
- 5 In year 2 students will continue on the programme of the modern language (MVT) which they opted for in the propaedeutic phase. Language course choices cannot be changed in the interim. In year 3 students may either continue on their MVT programme of year 2 or continue with English. They will make their choice for this in year 2.
- 6 As for resit examinations or second opportunities for year 2 curriculum components failed (academic year of 2016/2017 and earlier), and for year 3 curriculum components failed (academic year of 2017/2018 and earlier), you are referred to the Transitional Arrangement in appendix 7.

### **2.4.4 Graduation year**

- 1 In the first semester of the graduation year, the curriculum consists of a minor. See article 2.7.1 (minors) and article 2.7.2 (external minor).  
The minor can be part of an exchange programme. See article 2.7.3.
- 2 In the second semester of the graduation year, the programme consists of the execution of a graduation assignment, on which a thesis is written. See article 2.7.5.
- 3 In the graduation year, several specific options are offered to students: see article 2.7.6 (own business), article 2.7.7 (double degree) and article 2.7.9 (SBM).

## **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 study programme(s) can be found in one or more student handbooks. The provisions in these student handbooks are an integral part of these TER.



- 4 The academic year is divided into two semesters. In years 1 and 2, each semester consists of 3 terms. See annual planning for more details (appendix 13).
- 5 A part of the Bachelor in Tourism Management and the Bachelor FBTR study programmes involves modern language courses (abbreviated to 'MVT' in Dutch). A student can choose an MVT, in addition to English, from the language course offerings of the study programme. A restriction is that a student may not choose a language if his level of proficiency already exceeds the exit level of the MVT courses. Should there be reason to do so, additional restrictions may be imposed on the student's language choices.
- 6 The programme is constructed of several elective components. If there are not enough participants for a certain elective component, the management may decide to cancel the component concerned. The student numbers required for the elective components will be determined by the management in time, and will be communicated to the students.

### **2.5.2 Propaedeutic phase**

- 1 The propaedeutic programme is offered in a Dutch-taught and an English-taught variant, in which the curriculum is the same as that of year 2 of the regular 4-year programme (article 2.4).
- 2 In the propaedeutic phase, students opt for a modern language (MVT). Switching language levels afterwards (within the language course opted for) will only be permitted under strict conditions. See appendix 14 for more information. It is not permitted for students to change their choice for a language course.
- 3 As for resit examinations or second opportunities for failed components of the propaedeutic curriculum of the academic year of 2016/2017 and earlier, you are referred to the Transitional Arrangement in appendix 7.

### **2.5.3 Year 2**

- 1 Year 2 has a curriculum which is the same as that of year 3 of the regular 4-year programme (article 2.4).
- 2 As for resit examinations or second opportunities for failed components of the year 2 curriculum of the academic year of 2017/2018 and earlier, you are referred to the Transitional Arrangement in appendix 7.

### **2.5.4 Graduation year**

See article 2.4.4.

## **Article 2.6 Short 3-Year HBO Programme**

### **Programme for students from the tailor-made track for HAVO graduates**

WHW articles 7.4 and 7.4b

#### **2.6.1 General**

- 1 By the tailor-made track for HAVO graduates, the MHBO track is meant, the first two years of which consist of an MBO programme delivered by De Rooi Pannen, followed by a short, 3-year HBO programme delivered by Breda University of Applied Sciences.

- 2 Based on this tailor-made track, the student will be exempted from the requirement that a propaedeutic certificate is needed for admission into the main phase of the Bachelor in Tourism Management. On the basis of this tailor-made track, students will also be exempted from the first year of AD Tourism Management (which will cease to exist as per the academic year of 2019/2020) for the academic year of 2018/2019.
- 3 The short Bachelor in Tourism Management programme consists of a main phase comprising 180 ECTS credits. One academic year consists of 60 ECTS credits (1680 hours of study). The short AD Tourism Management programme consists of 60 ECTS credits (1680 hours of study). This programme will no longer be offered with effect from the academic year of 2019/2020.
- 4 The curriculum of the study programme(s) can be found in one or more student handbooks. The provisions in these student handbooks are an integral part of these TER.

### **2.6.2 Year 1**

- 1 The short Bachelor in Tourism Management is offered in a Dutch-taught and an English-taught variant, in which the curriculum is the same as that of year 2 of the regular 4-year programme (article 2.4).  
The short AD Tourism Management programme is offered in Dutch, in which the curriculum is similar to that of year 2 of the regular 2-year programme (article 2.4).
- 2 For year 1 of the Bachelor in Tourism Management, students opt for a modern language (MVT). Switching language levels afterwards (within the language course opted for) will only be permitted under strict conditions. See appendix 14 for more information. It is not permitted for students to change their choice for a language course.
- 3 As for resit examinations or second opportunities for failed components of the year 1 curriculum of the academic year of 2016/2017 and earlier, you are referred to the Transitional Arrangement in appendix 7.

### **2.6.3 Year 2**

- 1 The curriculum of year 2 of the Bachelor in Tourism Management is similar to that of year 3 of the regular 4-year programme (article 2.4).
- 2 As for resit examinations or second opportunities for failed components of the year 2 curriculum of the academic year of 2017/2018 and earlier, you are referred to the Transitional Arrangement in appendix 7.

### **2.6.4 Graduation year**

See article 2.4.4

## **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. If a student is attending a minor offered by another academy, the standards and guidelines for examination and assessment of that particular academy will be applicable.

3 Breda University of Applied Sciences offers the following broadening minors in the academic year of 2018-2019. These are offered in English:

<b>Minor</b>	<b>Academy responsible</b>
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. These minors are offered in English.

4 The Academy for Tourism offers the following programme-specific minors and student training companies:

	Restricted number of participants <sup>2</sup> and admission procedure? (for admission requirements, see section 6)
▪ Aviation Management (English-taught)	Yes
▪ Customer Relationship Management & Bedrijfscommunicatie (Dutch-taught)	No
▪ E-Travel (English-taught)	No
▪ Experience Design Lab: Destinations & Branding (Dutch-taught)	Yes
▪ Leisure Design Lab (Dutch-taught)	Yes
▪ 4th year specialisation ITM (English-taught)	No
• Student training company Newways (Dutch-taught / English-taught)	Yes
• Student training company Young Tourism Professionals at Work (Dutch-taught)	Yes

See appendix 3 for more detailed information on the minor programmes. In the academic year of 2019/2020, the minor offerings will change.

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. These requirements are: motivation and prior knowledge / education.

<sup>2</sup> In the information sessions on the minors, these numbers are announced.

### **2.7.2 External minor<sup>3</sup>**

- 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 A selection procedure may apply to participation in the exchange programme mentioned in section 1 of this article.
- 3 Taking part in an exchange programme is permitted in the periods as stated in appendix 12.
- 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 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, within the scope of crisis prevention.
- 2 The regulations regarding work placements are described in appendix 8.

### **2.7.5 Graduation internship / project / thesis**

- 1 In the final year of his studies, the student has to carry out a graduation project and write a thesis about this. The graduation project may lead to three types of professional products:
  - An advisory report
  - A design / end product
  - A research reportMore detailed information on these professional products can be found in the Graduation Manual. Carrying out the graduation project, on which the student write a thesis, has a study load of 30 ECTS.
- 2 Depending on the area of specialisation, and/or the chosen programme, students from intake year 2012 or earlier and students (from intake year 2013 or earlier) who have attended a 3-year HBO programme, will still be permitted to graduate by means of a graduation internship. A condition in this respect is that they must have attended the graduation year of the academic year of 15/16 or earlier (graduation study load of 40 ECTS).

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<sup>3</sup> As of 2019-2020 Breda University of Applied Sciences will participate in 'Kies op Maat'. Enrolment for an external minor will be part of this programme, see [www.buas.nl](http://www.buas.nl) for more information.

In the case of a graduation internship, the student will also carry out a graduation project and write a thesis about it. In addition, the student will receive an assessment for his internship and write a process report for this purpose.

- 3 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.
- 4 Conditions for being allowed to start on the graduation project (or graduation internship), including any entry requirements, as well as any other regulations pertaining to the execution of the graduation project, are described in appendix 9.

### **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 a double degree agreement with:
  - Thompson Rivers University, Kamloops, Canada

### **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 of B Tourism Management. The programme is not an option for students of AD Tourism Management.

- 3 To be admitted to ATMP, 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 BA 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 BA 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 The board of examiners has not specified any additional conditions for attending the SBM pre-master's track in the graduation year.
- 6 A detailed description of the programme of the SBM pre-master's track is presented in appendix 4.
- 7 Specific and deviating arrangements with regard to SBM:
  - a. In accordance with appendix 6, part 2: in SBM all marks are determined to 0.1 accurately and they are not rounded to whole numbers.
  - b. Contrary to article 5.2 section 7a, the examination of a course is passed if a mark of 6.0 or higher has been obtained for it.
  - c. Contrary to appendix 9, in calculating the final mark for the thesis including oral defence, the following formula is applied: thesis 70%, oral defence 30%. The final mark is determined to one-tenth accurately.

- d. All results of the fourth-year SBM programme will be calculated into one average mark. This mark will be determined to one-tenth accurately. The weighted average of the results for all courses (theory) accounts for 50% of this mark, and the assessment for the thesis including oral defence (as referred to at c) accounts for the other 50%.
- e. A student will be given a maximum of 2 years to complete the SBM programme, counting from the moment when the student starts the programme. After that, this student will have to complete the bachelor's programme via an adjusted programme.
- f. A student who failed to obtain a satisfactory assessment for the thesis including oral defence (or in other words, a student who 'failed the final exam') will be given no more than one extra opportunity to request participation in the final exam (SBM thesis).

## **Article 2.8 Honours Programme<sup>4</sup>**

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).
- 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.

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<sup>4</sup> In study year 2018-2019 no new enrolment for the honours programme is possible.

- 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

### **2.9.1 General**

- 1 The total Associate Degree programme corresponds to a total of 120 ECTS credits. The standard duration of the programme is two years. One year of study consists of 60 ECTS credits (1680 hours of study).
- 2 The curriculum of the study programme can be found in one or more student handbooks. The provisions in these handbook(s) are an integral part of these TER.
- 3 As for article 2.7 (Building Blocks), only article 2.7.4 (Work Placements) will apply.

### **2.9.2 Exemptions for students with an Associate Degree**

- 1 Within Breda University of Applied Sciences students with an Associate Degree, obtained within the Academy for Tourism, will be permitted to continue studying on a bachelor's programme within the Academy for Tourism. Students may contact the student counsellor to discuss the possibility of exemptions.
- 2 The following applies to students who started the regular 2-year Associate Degree programme in the academic year of 2016/2017 or 2017/2018 and to students who started the short, one-year Associate Degree programme in the academic year of 2017/2018 at the Academy for Tourism: they will also be permitted to continue studying on a bachelor's programme within the Academy for Tourism. Based on the results they obtained in the AD programme, a specific programme will be composed for them. This group will also have permission to move on to the Bachelor in Tourism Management without having obtained the Associate Degree certificate.
- 3 The student, as referred to in section 1, will be exempted from examinations from years 1 and 2, adding up to a total of 120 ECTS credits.

### **2.9.3 Further study for the student after obtaining an Associate Degree**

- 1 For the possibilities concerning further study, students may contact the study coach / student counsellor.
- 2 The following applies to students who want to transfer in the academic year of 2018-2019 to the Bachelor in Tourism Management at Breda University of Applied Sciences:
  - The student will enter the bachelor's programme in year 3 and attend an adapted programme. The adapted programme consists of two third-year specialisations (see article 2.4.3 section 3) which are worth 24 ECTS credits each. Parallel to these specialisations, the student will attend a specific programme which corresponds to 12 ECTS credits.
  - The student will not do another placement.
  - The next year (fourth year) will be equal to the fourth year of the regular programme of the bachelor's curriculum.



#### **2.9.4 Structure and conclusion of the study programme**

- 1 The first year of the Associate Degree in Tourism Management is offered in the Dutch language.  
Note: Contrary to 2017/2018 and earlier, the programme of the first year is no longer similar to that of the four-year Bachelor in Tourism Management.
- 2 As for the second year of the Associate Degree in Tourism Management programme, the first semester consists of the programme of the first semester of the second year of the regular four-year Bachelor in Tourism Management, however, without the module of Foreign Languages. Instead of that, students will attend a module which is specific to the Associate Degree programme. The second semester consists of a work placement.  
Note: as per the academic year of 2019/2020, the programme of the second year of the Associate Degree programme will change.
- 3 At the end of the second semester, an assessment will take place to conclude the degree programme.  
Note: as per the academic year of 2019/2020, the programme of the second year of the Associate Degree programme will change.

#### **2.9.5 Short Associate Degree programme**

##### **Short programme for students from the tailor-made track for HAVO graduates.**

Contrary to article 2.9.1, students from the tailor-made track for HAVO graduates may also attend a short AD programme. Based on this tailor-made track, students will be exempted from the first year of the AD programme. This possibility will cease to exist with effect from the academic year of 2019/2020.

#### **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 of the Bachelor's programme and Associate Degree programme 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 the Bachelor's programme and the Associate Degree 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 than<sup>5</sup> 1 February 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 less than 18 ECTS credits have been obtained.
- 5 The board of examiners will issue a positive recommendation if:
  - at the end of the first year of the Bachelor in Tourism Management, the student has passed the propaedeutic exam;
  - at the end of the first year of the Associate Degree programme, the student has earned at least 60 ECTS credits, and as such, is deemed qualified for the study programme. This rule also applies to students whose recommendation has been postponed. See chapter 6 Final Exams.
- 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.

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<sup>5</sup> 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.

- 10 The rejection as referred to in section 6 only relates to the study programme on which the student is enrolled. Contrary to this, the following applies to the student cohort of 2017/2018 or earlier:
- a negative BSA for HTRO also applies to FBTR, AD FBTR<sup>6</sup> and Tourism Management
  - a negative BSA for FBTR also applies to HTRO, AD FBTR<sup>7</sup> and Tourism Management
  - a negative recommendation for AD FBTR also applies to HTRO, FBTR and Tourism Management
- 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.
- 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.

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<sup>6</sup> This also applies after a name change of this study programme.

<sup>7</sup> This also applies after a name change of this study programme.

## 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 / supervisor / coach, 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'<sup>8</sup>. These regulations are part of the Students Charter.

### Article 4.2 Student Counselling within the Academy / Study Programme

- 1 The study programmes of the Academy for Tourism have a system of study coaching in place. The relevant study manual describe when there are contacts between a coach and his students (as a group or individually) and what is discussed during these contacts or meetings. In addition, the study manuals specify which activities a student has to undertake (e.g. to prepare for the contacts and meetings mentioned above), the number of ECTS credits involved in study career coaching, and the criteria that are set. Furthermore, the study manuals describe when students have to contact their coach themselves.
- 2 All formal communication with the student is effected via e-mail (the student's school e-mail address).

### Article 4.3 Personal Circumstances

WHW article 7.51 paragraph 2

Personal circumstances<sup>9</sup> 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

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<sup>8</sup> 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.

<sup>9</sup> 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 Disability<sup>10</sup>**

- 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<sup>11</sup>'.

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<sup>10</sup> See the website of Breda University of Applied Sciences for more information, [www.buas.nl](http://www.buas.nl).

<sup>11</sup> 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 Competency-based Education and Earning ECTS credits

In the study programmes Bachelor in Tourism Management, AD Tourism Management (and its predecessor AD FBTR), and Bachelor FBTR, competencies are assessed during the regular examinations.

### 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 Study load (in terms of ECTS) and justification of this study load,
  - d Type/form of the examination or partial examinations,
  - e The sequence in which the partial examinations have to be taken (if applicable),
  - f Any materials that students are permitted to use while taking the examination,
  - g If applicable, attendance and participation requirements relating to the course or parts of the course,
  - h Assessment criteria of end products and tests,
  - i The procedure regarding student inspection of examinations assessed,
  - j 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.
- 9 If students do not contribute sufficiently to the completion of group work and/or are otherwise not functioning adequately, the academy can take measures as set out in the module manual (the 'Red Alert' procedure, which has been published on the LMS 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.
- 3 Within the Associate Degree programme, 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. If a student wishes to use the second opportunity in the year concerned, he will be required to use the opportunity which has been designated as the second opportunity for the group of students of which he is part.
- 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 work placement, if the student has earned a 5.5 or higher for these components.
- 8 Written examinations will take place in periods especially designated for this purpose, as laid down in the annual planning (appendix 13).

## **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 open at least 4 lecture weeks before the examination period in question begins and will close 2 lecture weeks before the examination period in question begins. The registration period for second opportunities may be shorter or different. Registration periods for examinations and resit examinations are laid down in the annual planning.
- 3 Students will be notified of this via e-mail 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 secretarial office will handle registration in Osiris for examinations of the following courses:
  - work placements
  - propaedeutic phase: first term of the academic year

### **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. The student will have to report in person during the opening hours of the secretarial office. Registration will be finalised after payment of the service charges.
- 4 The possibility to register, as referred to in section 1, is not possible for the final exam of the main phase.



### **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).

### **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 majeure<sup>12</sup> 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.
- 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.

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<sup>12</sup> Public transport delays, traffic jams, etc. are NOT regarded as force majeure.

## **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**

See appendix 8 'Regulations concerning work placements'.

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

See appendix 9 'Regulations concerning the execution of graduation assignments and thesis assessment procedure'.

## **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.
- 6 If the examination scripts of an examination taken go missing, the lecturer concerned will notify the board of examiners of this. The board of examiners will contact the parties involved, including the student(s) concerned, and will organise hearings to hear both sides of the argument.

#### **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 or the assessment of AD Tourism Management (formerly AD FBTR).
- 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 In the case of a paper/report, an inspection opportunity will be given to the authors/compiler of the paper/report. In the case of a written examination, a plenary inspection opportunity will be organised. As and when the occasion arises, lecturers may also organise individual inspection opportunities.

## **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

Selection list Breda University of Applied Sciences

- 1 At the student's written request, the board of examiners may grant exemption from the propaedeutic exam or one or more interim examinations, subject to the provisions in sections 7, 8 and 9 of this article.
- 2 Requests for exemptions from examinations must be submitted within one lecture week after the start of the course from which exemption is requested.
- 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 In the propaedeutic programme of B Tourism Management and the first year of AD Tourism Management, the following applies: exemption can only be requested on the basis of knowledge and skills previously acquired in obtaining a propaedeutic certificate of another HBO or WO programme or in the main phase of another HBO or WO programme of which the propaedeutic certificate was obtained. Furthermore:
  - Exemptions from language courses will not be granted; not even to native speakers
  - In the first year of short study tracks, as referred to in 2.6.2, no additional exemptions will be granted.
- 8 In the main phase programme of B Tourism Management and the first year of AD Tourism Management, the following applies: exemptions from language courses will not be granted, even if the student requesting exemption is a native speaker of the language concerned.
- 9 If after passing the examination of education attended previously, based on which the exemption is requested, 3 years have passed (reference date: 1 September of the academic year in which exemption is requested), exemption will not be granted by definition.

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

The board of examiners will evaluate, based on the submitted documents as mentioned in article 5.13.1 section 3, to what extent the student has already met the study objectives of the course for which exemption is being requested.

### **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.
  
- 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 Propaedeutic Exam as part of the HBO Bachelor

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 Final Exam (of the main phase) as part of the HBO Bachelor

WHW article 7.10

- 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.
- 4 A student can apply for participation in the final exam, as well as the oral defence presentation, at the dates/times as listed in the annual planning. After application for the main phase exam (registration in Osiris), the thesis (and the process report in the case of a graduation internship) also has to be handed in and submitted for assessment at the scheduled dates/times. The student will give a defence presentation on the thesis. At the moment of registering for the final exam, all study components of the propaedeutic phase and main phase must have been successfully completed, apart from the thesis and oral defence presentation of the thesis. The procedures to be followed, rules and assessment, including the determination of the final mark, are described in appendices 9 and 10. With regard to registration for the final exam, article 5.5.2 (Possibility to register after the registration period), section 4 is applicable.
- 5 The opportunities to take the final exam in the main phase, including the oral defence presentation of the thesis, are mentioned in the annual planning (appendix 13). Article 5.4, sections 1 and 2, are applicable.

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

A student will pass the final exam of the associate degree programme, if he has met the completion requirements of all the examinations that go with the courses of the curriculum. Passing this exam will earn the student 120 ECTS credits. The compensation possibilities as mentioned in article 6.4 will be applicable in this process

An assessment will be part of the final exam. The regulations regarding the conducting of the assessment have been laid down in appendix 11.



## 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 4.5,
  - additionally, if a course consists of several partial examinations, a minimum result of 4.5 must have been obtained for these partial examinations.
- 2 For the purpose of any compensation, the student will only be allowed to use courses from the same (part of the) curriculum with the same (or higher) study load.

### 6.4.2 Additional provisions in the propaedeutic phase of the HBO Bachelor

- 1 The following compensation arrangement applies to the propaedeutic phase (of the regular 4-year programme and of the short and accelerated 3-year programmes) of the HTRO and FBTR programmes:
  - a credits are awarded to a curriculum component (Course / Project / Skills Training / Language / Learning Arrangement / Module) for which the student has earned a final mark between 4.5 and 5.4, provided that this student has earned a mark of 6.5 or higher for another component within the same cluster.
  - b compensation will only be possible within specific, designated clusters (see sections 2, 3 and 4).
- 2 The following applies to the propaedeutic curriculum of the year 2017-2018 and later of the regular 4-year programme and of the short and accelerated 3-year programmes of the HTRO programme: compensation will be possible in the following clusters, as referred to in section 1b:
  - Modules (12 modules of 4 ECTS credits each), in which a maximum of two modules may be compensated
  - Language modules (5 language modules of 2 ECTS each), in which a maximum of one module may be compensated

Please note:

- Compensation is not permitted in Personal and Professional Development (PPD).
- For the ATPM programme, see article 6.4.3.
- As for the first year of the short, 3-year programmes (see article 2.6), compensation will not be permitted.

- 3 The following applies to the propaedeutic curriculum of the year 2016-2017 of the regular 4-year programme of the HTRO/FBTR programme: compensation will be possible in the following clusters, as referred to in section 1b:
  - Modules (12 modules of 4 ECTS credits each), in which a maximum of one module may be compensated.
  - Language modules (5 language modules of 2 ECTS each), in which a maximum of one module may be compensated.

Please note:

- Compensation is not permitted in Personal and Professional Development (PPD).

- 4 The following applies to the propaedeutic curriculum of the short or accelerated, 3-year programme of 2016-2017:

HTRO (predecessor of the Bachelor in Tourism Management):

One component of no more than 3 ECTS may be compensated in each of the following clusters:

- HTRO; MT; 3-year programme: cluster 'Courses and Projects' and cluster 'Languages'

- HTRO; ITM/ITMC: cluster 'Courses & Skills' and cluster 'Languages'
- HTRO; ITM/ITTI: cluster 'Projects & Courses' and cluster 'Languages'

#### B FBTR:

The clusters referred to in section 1b, within which compensation is permitted, are: cluster 'Learning Arrangements' and cluster 'Languages', in which a maximum of one component per cluster may be compensated..

### 6.4.3 Additional provisions in the main phase of the HBO Bachelor

- 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 In the main phase of B Tourism Management, compensation at course level is not permitted starting from the academic year of 2017/2018.
- 4 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.
- 5 In the main phase curriculum of B FBTR of the regular 4-year programmes, which started in the academic year of 2016/2017 or earlier, compensation between components (Learning Arrangements or Languages) will not be possible.  
This also holds true for the main phase curriculum of B FBTR of the accelerated or short 3-year HBO programme, which started in the academic year of 2017/2018 or earlier.
- 6 In the HTRO (predecessor of B Tourism Management) main phase programme of the regular 4-year programmes, which started in the academic years from 2013/2014 up to and including 2016/2017, a compensation scheme is in place, in which the following applies:
  - a credits are awarded to a curriculum component (Course / Project / Skills Training / Language / Learning Arrangement) for which the student has earned a final mark between 4.5 and 5.4, provided that this student has earned a mark of 6.5 or higher for another component within the same cluster.
  - b compensation will only be permitted within special, designated clusters (see sections 6 and 7)
  - c in each designated cluster, a maximum of one component of no more than 3 ECTS credits may be compensated
- 7 The clusters referred to in section 5b, in the second and third years of the HTRO programme (predecessor of B Tourism Management), within which compensation is permitted, are:
  - In HTRO; ITM/ITMC: cluster 'Courses & Skills' and cluster 'Languages'
  - HTRO; ITM/ITTI: cluster 'Projects & Courses & Skills' and cluster 'Languages'
  - Up to and including main phase intake year of 2014-2015: In HTRO; MT: cluster 'Courses & Projects' and cluster 'Compulsory Languages'
  - From main phase intake year 2015-2016 onwards: In HTRO; MT; cluster 'Courses & Projects & Skills' and cluster 'Compulsory Languages'
- 8 The following applies to the HTRO (predecessor of B Tourism Management) main phase programme of the 3-year short or accelerated HBO programme, which started in the academic years from 2013/2014 up to and including 2016/2017:
  - a credits are awarded to a curriculum component (Course / Project / Skills Training / Language / Learning Arrangement) for which the student has earned a final mark between 4.5 and 5.4, provided that this student has earned a mark of 6.5 or higher for another component within the same cluster.

- b this compensation scheme is applied as follows:
- In HTRO; ITM/ITMC: it is permitted to compensate one component of a maximum of 3 ECTS credits within either the cluster 'Languages' or the cluster 'Courses & Skills'
  - In HTRO; ITM/ITTI: it is permitted to compensate one component of a maximum of 3 ECTS credits within either the cluster 'Languages' or the cluster 'Projects & Courses & Skills'
  - Up to and including intake year of 2014-2015: In HTRO; MT: it is permitted to compensate one component of no more than 3 ECTS within either the cluster 'Compulsory Languages' or the cluster 'Courses & Projects'
  - From intake year 2015-2016 onwards: In HTRO; MT: it is permitted to compensate one component of no more than 3 ECTS credits within either the cluster 'Compulsory Languages' or the cluster 'Courses & Projects & Skills'
- 9 Within the one-year track of SBM (pre-master's track in Strategic Business Management and Marketing) compensation between courses will not be possible.

#### 6.4.4 Additional provisions in the Associate Degree

- 1 The following compensation arrangement applies to the first year (of the regular 2-year programme and the short 1-year programme):
- a credits are awarded to a curriculum component (Course / Project / Skills Training / Language / Learning Arrangement / Module) for which the student has earned a final mark between 4.5 and 5.4, provided that this student has earned a mark of 6.5 or higher for another component within the same cluster.
- b compensation will only be possible within specific, designated clusters (see sections 2, 3 and 4).
- 2 The following applies to the first year of the AD programme of the regular 2-year programme and the short 1-year programme: compensation will be possible, with effect from the academic year of 2017/2018 in the following clusters, as referred to in section 1b:
- Modules (12 modules of 4 ECTS credits each), in which a maximum of two modules may be compensated
  - Language modules (5 language modules of 2 ECTS each), in which a maximum of one module may be compensated
- Note:
- Compensation is not permitted in Personal and Professional Development (PPD).
- 3 The following applies to the propaedeutic phase of the AD programme of the regular 2-year programme of the academic year 2016-2017: compensation will be possible in the following clusters, as referred to in section 1b:
- Modules (12 modules of 4 ECTS credits each), in which a maximum of one module may be compensated.
  - Language modules (5 language modules of 2 ECTS each), in which a maximum of one module may be compensated.
- Note:
- Compensation is not permitted in Personal and Professional Development (PPD).
- 4 The following applies to the propaedeutic phase of the AD programme of the 1-year programme of the academic year 2016-2017:  
The clusters referred to in section 1b, within which compensation is permitted, are: cluster 'Learning Arrangements' and cluster 'Languages', in which a maximum of one component per cluster may be compensated.
- 5 In year 2 of AD Tourism Management, with effect from the academic year of 2017-2018, compensation at course level is not permitted.

## **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

The Executive Board will confer the Associate Degree on students who have passed the final exams of the Associate Degree programme. The discipline or professional field to which the degree relates will be linked to the degree (see article 1.3, section 5).

## **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 (HBO bachelor: propaedeutic phase 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 or the Associate Degree exam.

- 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. As for AD Tourism Management, this applies to all courses of years 1 and 2.
  - b The student's graduation result is a final mark of at least an 8.0. In AD Tourism Management, this applies to the assessment.
  - c The student graduated on the first attempt. In AD Tourism Management, this applies to the assessment
  - d The total of exemptions from courses in the main phase granted to the student must not exceed 60 ECTS credits. In AD Tourism Management, a maximum of 40 ECTS applies.
  - 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: Assessment Committee

#### Composition

- 1 The board of examiners institutes a permanent assessment committee.
- 2 The assessment committee falls under the direct competence of the board of examiners.
- 3 The assessment committee consists of a representative cross-section of all study programmes represented within the academy.
- 4 The board of examiners, in consultation with the assessment committee, proposes new members for the assessment committee, after which they are appointed and facilitated by the academy director.
- 5 The term of the members on the assessment committee comprises three academic years. After the term has passed, members may be eligible for reappointment

#### 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.
- 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 2 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 The assessment committee periodically confers with the board of examiners about quality assurance of the assessment policy as it is used within the academy. The outcomes of these conferrals will be sent as outcomes to the academy director.

**Article 7.3 Other Committees: Degree Programme Committee**

For the degree programme committee, you are referred to the 'Regulations concerning Degree Programme Committees'<sup>13</sup>.

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<sup>13</sup> These regulations will become part of the 'Regulations concerning Staff and Student Participation in Decision-Making'

## **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

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#### 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 m)
  - b In the course materials made available by the academy (like lecture notes and readers)
  - c In the following teaching / study activities:
    - lectures
    - seminars
    - instructions
    - practical training
    - examinations/partial examinations
    - project meetings
    - study career talks
    - presentations
    - reports
    - work placements
  - 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 manuals)
  - b In the course materials made available by the academy (like lecture notes and readers)
  - c In the following teaching / study activities of this course:  
(unless the study group consists of Dutch students exclusively):
    - lectures
    - seminars
    - instructions
    - practical training
    - examinations / partial examinations
    - project meetings
    - presentations
    - reports
- 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:
    - in contacts with the student administration officers
    - during excursions / field trips to Dutch companies
  - e In all other cases, where there is a good reason to prefer the use of the Dutch language over the use of the English language.

## Appendix 2 Competencies

### Bachelor in Tourism Management (formerly: Hoger Toeristisch en Recreatief Onderwijs)

The professional competency profile of the study programme Bachelor in Tourism Management is based on the competencies of the economic domain and consists of the following elements:

- 1 Developing a vision of external changes and trends and building relationships, networks and coalitions.
- 2 Analysing policy questions, translating policy objectives and alternatives into actions, and preparing decision-making processes.
- 3 Applying Human Resource Management practices and knowledge in keeping with the organisation's strategy.
- 4 Organising, managing and improving business or organisational processes.
- 5 Analysing financial and legal aspects, internal processes and the business' or organisation's external environment in order to enhance cohesion and interaction.
- 6 Developing, implementing and evaluating change processes.
- 7 Social and communicative competence (intrapersonal, organisation) independent and enterprising.
- 8 Self-managing competencies (intrapersonal, practitioner or professional).
- 9 Balancing People, Planet and Profit.
- 10 Initiating, creating and marketing products and services.

More detailed information on these competencies can be found in the professional training profile of HTRO (predecessor of the Bachelor in Tourism Management).

### Bachelor in Profession-Oriented Tourism and Recreation

The professional competency profile of the Bachelor in Profession-Oriented Tourism & Recreation is based on the competencies of the economic domain and consists of the following elements:

- 1 Developing a vision of external changes and trends and building relationships, networks and coalitions.
- 2 Analysing policy questions, translating policy objectives and alternatives into actions, and preparing decision-making processes.
- 3 Applying Human Resource Management practices and knowledge in keeping with the organisation's strategy.
- 4 Organising, managing and improving business or organisational processes.
- 5 Analysing financial and legal aspects, internal processes and the business' or organisation's external environment in order to enhance cohesion and interaction.
- 6 Developing, implementing and evaluating change processes.
- 7 Social and communicative competence (intrapersonal, organisation) independent and enterprising.
- 8 Self-managing competencies (intrapersonal, practitioner or professional).
- 9 Balancing People, Planet and Profit.
- 10 Initiating, creating and marketing products and services.

The competency profile of the programme B Profession-Oriented Bachelor in Tourism and Recreation with the accompanying element numbers comprises four levels:

- Operational activities and/or daily operations of an organisation in the tourism/recreational industry (4, 7 and 10)
- Tactical performance/leadership in the day-to-day business of an organisation in the tourism/recreational industry, directing people, means and processes goal-oriented and according to a strategic plan (3, 4, 5, 7 and 8).

- Strategic performance/showing entrepreneurship and establishing goals for a company, branch or department in the tourism/recreational industry (2, 6 and 10).
- Policy-oriented performance/directing and correcting an organisation on policy level in order to position it optimally in the market with the ability to proactively respond to international developments in the political and economic sphere of the organisation and current trends in the tourism/recreational sector (1, 5, 8, 9 and 10).

## AD Tourism Management (formerly AD-FBTR)

The professional competency profile of the programme AD Tourism Management is based on competencies of the economic domain and consists of the following elements:

- 1 Developing a vision of external changes and trends and building relationships, networks and coalitions.
- 2 Analysing policy questions, translating policy objectives and alternatives into actions, and preparing decision-making processes.
- 3 Applying Human Resource Management practices and knowledge in keeping with the organisation's strategy.
- 4 Organising, managing and improving business or organisational processes.
- 5 Analysing financial and legal aspects, internal processes and the business' or organisation's external environment in order to enhance cohesion and interaction.
- 6 Developing, implementing and evaluating change processes.
- 7 Social and communicative competence (intrapersonal, organisation) independent and enterprising.
- 8 Self-managing competencies (intrapersonal, practitioner or professional).
- 9 Balancing People, Planet and Profit.
- 10 Initiating, creating and marketing products and services.

The competency profile of the programme AD Tourism Management with the accompanying element numbers comprises two levels:

- Operational activities and/or daily operations of an organisation in the tourism/recreational industry (4, 7 and 10)

Tactical performance/leadership in the day-to-day business of an organisation in the tourism/recreational industry, directing people, means and processes goal-oriented and according to a strategic plan (3, 4, 5, 7 and 8).

## **Appendix 3 Curriculum Overviews**

The curriculum overviews have been worked out in separate documents, the student handbooks. These student handbooks are published on the internet and intranet and are deemed to be part of these TER.

Please note:

For resit opportunities for incomplete / failed parts of the curriculum of year 2 of the academic year of 2016/2017 and earlier, and of year 3 of the academic year of 2017/2018 and earlier, you are referred to the Transitional Arrangement in appendix 7.



## **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)

<b>Short description/ subjects of the minor</b>	<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&amp;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 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>
<b>Learning goals/ competencies</b>	<ol style="list-style-type: none"> <li>1. Learning about different typologies of events: public/private, free/entrance fee, etc.</li> <li>2. Marketing of events &amp; events as a marketing tool; including developments in transmedia and social media</li> <li>3. Event design: use of professional instruments like the experience and touchpoint model, customer journey, value research and different Imagineering tools</li> <li>4. Creating awareness about process design and crowd management concepts in any kind of event</li> <li>5. Getting insight in hospitality experience design and food concepts</li> <li>6. Learn about the impact of events on cities and countries and the link between sustainability and events.</li> </ol>

	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
<b>Core Module 30 ects</b> 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)

<b>Short description/ subjects of the minor</b>	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.
<b>Learning goals/</b>	<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"> <li>1. Understanding creativity (process, generating ideas, individual and in organisations)</li> <li>2. Understanding innovation (types, sources, barriers (market/organisational, individual)</li> <li>3. Understanding entrepreneurship (extreme uncertainty, lean start- up, personal characteristics)</li> <li>4. Developing a concept and strategy fit for a fast-changing marketplace</li> <li>5. Developing a successful, agile and sustainable business model</li> </ol>
<b>Competencies</b>	<ol style="list-style-type: none"> <li>1. Exploration with an open mind-set</li> <li>2. Creating new business concepts</li> <li>3. Developing a vision based on internal and external values</li> <li>4. Developing sustainable business models</li> </ol>

	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
<b>Courses 30 ECTS</b>	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)

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

	<b>competencies /professional tasks</b>	<b>teaching method (lecture, seminar etc.)</b>	<b>Test element</b>	<b>weight %</b>	<b>min. grade test</b>	<b>Exam in calendar week</b>	<b>Resit in calendar week</b>
<b>Course 30 ECTS credits</b>	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)

<b>Short description/ subjects of the minor</b>	<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 &amp; 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 &amp; 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>
<b>Learning goals/ competencies</b>	<ol style="list-style-type: none"> <li>1. examining the relationship between tourism businesses and the geographical space in which they develop from an economic, environmental and socio-cultural perspective</li> <li>2. understanding the complexity of destination governance (theory and practice)</li> <li>3. applying place-making concepts to cities and tourism destinations,</li> <li>4. analysing and identifying the reasons why places need to adopt different place-making strategies</li> <li>5. understanding the impact of digital technologies of Destination Management Systems (DMS), related to effective customer journeys</li> <li>6. acquiring depth of knowledge with regard to internal and external environmental issues and their impact(s) on destination branding strategy</li> <li>7. to define the public space by mapping its functional and social use - to address shortcomings and improvement plans in public space.</li> </ol>

	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												
<b>Courses 30 ECTS</b>	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)

<b>Short description/ subjects of the minor</b>	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 the institution could and should pursue from a social responsibility perspective. Students are encouraged and supported in developing their own identity as a professional.
<b>Learning goals</b>	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
<b>Courses 30 ECTS</b>	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
<b>COURSES 20 ECTS</b>	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
		1	2	3	4							
Course / code												
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 w ritten 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 w ritten 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 w ritten 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 w ritten	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 w eeks			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
		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	Assignment	assignment 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 <sup>1, 2</sup>	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 <sup>3</sup>	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 minor<sup>14</sup> 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.

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<sup>14</sup> 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

### 1 **Failed/incomplete curriculum components from the new curriculum**

(introduced with effect from the propaedeutic phase of the academic year 2016/2017 (2017/2018 for short/accelerated track)

Students who are attending a main phase programme of the new curriculum, may have failed or failed to complete one or more curriculum components in the year in which these are offered. The failed/incomplete curriculum component will have to be completed in the years that follow. In this process, there may be three situations:

- 1 The failed/incomplete curriculum component will be offered in the following year again. In this case: the student will take part in these examinations.
- 2 The curriculum component will be adjusted, and its ECTS and form of assessment will remain the same, as will the its content and teaching method. In this case: the student will have to acquaint himself with any changes and take part in these examinations.
- 3 The curriculum component will no longer be offered, and/or be replaced by another component with a different number of ECTS, and/or different content, and/or different teaching method, and/or form of assessment. In this case:
  - a) In the year following the year (year n+1) after the component was offered for the last time, 2 examinations will take place, in accordance with article 5.4 section 5, which the student should make use of, unless he is unable – due to special circumstances, such to be assessed by the student counsellor – to complete the component concerned by means of independent study. This student will follow the procedure of step b.
  - b) In the following year (year n+2), when a student failed to complete the curriculum component concerned after 4 opportunities (in the year n+2), the student will be required to complete a substitute curriculum component. After consultation with the student counsellor (if necessary), the student will contact the team manager responsible for the programme. The team manager will make a proposal for a substitute module and will submit this proposal for approval to the board of examiners. After that, the ‘procedure regarding substitute curriculum components’ under ‘2. Failed/incomplete curriculum components from the old curriculum’ will apply.

### 2 **Failed/incomplete curriculum components from the old curriculum**

Students who are attending a programme of the old curriculum and who have failed or failed to complete one or more curriculum components in the year in which these were offered, will be required to remedy these academic deficiencies. The procedure to be followed is described below:

#### **Remedying academic deficiencies in FBTR**

1. In the year after a student started a curriculum component (the year n+1), the student will take part in the two resit opportunities which are offered (opportunities 3 and 4), unless the student deems himself incapable of completing the component concerned by means of independent study. This student will start the following procedure;
2. When a student failed to complete a curriculum component from the old curriculum after four opportunities (in the year n+2), this component will be replaced by one or more modules from the

new curriculum. To this end, the student will follow the 'procedure regarding substitute curriculum components' (see below). Please note: a student who wants to make use of a resit opportunity (step 1) will register as usual for the resits of the examination components concerned.

### **Remedying academic deficiencies in HTRO**

1. In the year after a student started a curriculum component (the year  $n+1$ ), the student will take part in the two resit opportunities which are offered (opportunities 3 and 4), unless the student deems himself incapable of completing the component concerned by means of independent study. This student will start the following procedure;
2. When the student fails to complete the curriculum component, the student will take part in the following year ( $n+2$ ) in the two resit opportunities which are offered (opportunities 5 and 6), unless the student deems himself incapable of completing the component concerned by means of independent study. The student will start the following procedure;
3. When a student failed to complete a curriculum component from the old curriculum after six opportunities, this component will be replaced in the following year (in the year  $n+3$ ) by one or more modules from the new curriculum. To this end, the student will follow the 'procedure regarding substitute curriculum components' (see below).

Please note: a student who wants to make use of a resit opportunity (steps 1 and 2) will be required to register as usual for the resits of the examination components concerned.

### **Procedure regarding substitute curriculum components**

1. A student who has to substitute components from his original curriculum for modules from the new curriculum will contact, after consultation with the student counsellor if necessary, the coordinator of the main phase of the original curriculum that the student is attending;
2. The coordinator of the main phase of the old curriculum:
  - a. will make a proposal for adjustment of the curriculum of the student concerned, in which components from the old curriculum are replaced by one or more modules from the new curriculum. This coordinator will do so in consultation with the team manager of the sector area / specialisation which the module belongs to.
  - b. will submit this proposal for the adjusted curriculum (including a specification of the adjustments made and an explanation thereof) to the board of examiners for approval.
3. The board of examiners will make a decision on whether or not to adjust the curriculum:
  - a. If the proposal is approved, the board of examiners will notify the Osiris key user of the adjustment to be made (for the purpose of processing the adjustment) and will inform the student of this, as well as the coordinator of the main phase of the old curriculum;
  - b. If the proposal is rejected, step 2 of the procedure must be taken again.

Conditions for making adjustments to a curriculum:

- The competencies of the substitute module have to be comparable to the original curriculum component, however, the content of the module may be different;
- As for the choice of a substitute module, a conversion table is used.
- The study credit deficit has to be determined on the basis of the substitute module/modules. In other words, if a substitute module has fewer study credits than the original curriculum component, more than one substitute module will need to be completed.
- If the substitute module has more credits than the original component, these study credits will be registered as extracurricular credits;
- Incomplete components can only be substituted as a whole (partial marks will become void);
- Study credits already earned will continue to be valid;

- If more than 50% of the curriculum is replaced by modules of the new curriculum, the student concerned will switch to a programme of the new curriculum.

Guiding principle:

The student's programme contains courses completed from the old curriculum as well as substitute courses from the new curriculum.

Other implementing instructions

- If the student is going to attend modules in the new curriculum, this will be reported by the coordinator of the main phase to the team manager concerned (so, a language coordinator in the case of a language module).

### **3 Assessment/marketing and compensation of old curricula**

For information on assessment/marketing and compensation schemes of old curricula, not mentioned in these TER, you are referred to the relevant appendix of the TER 2017/2018. In this process, the provisions in the TER 2018-2019 will be the guiding principle in the event of any conflicts arising in respect of the rules in the TER 2017-2018.

## Appendix 8 Regulations regarding Work Placements

Please note: the regulations below apply to all placements of the study programmes of B FBTR, B Tourism Management (and its predecessor HTRO), and AD Tourism Management (and its predecessor AD FBTR).

- 1 All students are required to do a 20-week work placement representing 30 ECTS credits in third year (AD students: in the second year), unless a work placement is not part of the curriculum.
- 2 The following applies to the bachelor's programme: the student can start his work placement if the propaedeutic phase has been completed successfully and if the student has earned at least two-thirds of the ECTS credits that belong to the main phase programme that takes place prior to the placement. For the AD programme (up to the student cohort of 17/18) the following applies: a student can start his placement if at least 10 ECTS credits from the second-year programme have been earned.
- 3 The student is allowed to do his work placement in the Netherlands or abroad.
- 4 The student can apply for a placement position of the list of positions available provided by the Placement Office. In addition, in the case of a placement abroad, the student may try to secure a placement position himself. In that case, the placement position (including placement assignment(s)) must be approved by the placement coordinator.
- 5 All students will be supervised by a lecturer who is employed in the bachelor's programme, and or the associate degree programme of the student (the supervising lecturer). The work placement coordinator ensures that each student has an supervising lecturer. The supervising lecturer keeps track of the progress of the work placement and is the contact person for all matters related to the work placement
- 6 Students will be required to hand in a placement plan to their supervising lecturer and arrange a meeting with their supervising lecturer to discuss this plan. The student will only be allowed to start his work placement after approval of the draft placement plan. The final, definitive placement plan must be approved no later than 2 weeks after commencement of the work placement.
- 7 The student will be required to keep his supervising lecturer informed of all developments and progress regarding the work placement by sending in interim progress reports every 4 weeks.
- 8 At some point during the placement period, a 'placement experience day' will be organised for students who are completing their work placements in the Netherlands and in the border region. On this 'placement experience day' students can talk with other students on placement and with their supervising lecturer about how their placement is going.
- 9 The supervising lecturer pays at least one visit to the placement host company, that is if the placement takes place in the Netherlands or in the border region. If the work placement is situated abroad (excluding the border region) the supervising lecturer will contact the host company by telephone at least three times.
- 10 Within ten working days after the end of the work placement, the student has to hand in a placement report on the everyday activities carried out, the placement assignment(s), and a reflection on the placement process. The Placement Office may issue additional instructions as regards the contents of the reports, how and where they are to be handed in, and the number of copies to be handed in. These additional instructions will be communicated to the students prior to the placement period in the Placement Manual.
- 11 The supervising lecturer will assess the work placement, which will result in two marks: one for the placement activities and one for the placement report (including placement assignments). In the assessment of the placement activities, the supervising lecturer will include the assessment carried out by the company supervisor.
- 12 The assessment will be discussed by the supervising lecturer with the student, in the process of which the entire placement process will be evaluated too. The outcome of this meeting will



be laid down on the assessment form (involving the student) and the evaluation form (involving the placement).

- 13 If a student has completed the entire placement period, but earned an unsatisfactory mark, or if he ends his placement prematurely, he will have to do the placement again (either fully or partially). Decisions regarding this matter are taken by the placement coordinator, after consulting the supervising lecturer.
- 14 If the placement report is assessed as unsatisfactorily, the placement report will have to be improved by means of the feedback provided by the supervising lecturer.

## **Appendix 9 Regulations regarding the execution of the graduation assignment and the thesis assessment procedure**

*About these regulations:*

1. *These regulations apply to B Tourism Management, its predecessor B HTRO, and B FBTR; the four-year pre-master's track SBM deviates from these regulations in certain points (see framed text at the end of this appendix).*
2. *The 'oral defence' mentioned in these regulations are also referred to as the 'final exam' in actual practice.*
3. *Depending on the area of specialisation, and/or the minor chosen (see the Graduation Manual of the academic year of 15/16), students of intake year 2013 or earlier and students who attended a short or accelerated, 3-year bachelor's programme of intake year 2014 or earlier, will be permitted to graduate by means of a graduation internship. A condition in this respect is that they completed the minor of 15/16 or earlier (graduation study load of 40 ECTS). In the case of a graduation internship, the student will also carry out a graduation assignment, about which he writes a thesis. In addition, the student will receive an assessment for his internship and he will write a process report for this purpose.*

### **1 Entry requirements and conditions for execution of the graduation assignment (or graduation internship)**

- 1 If the student has a study credit deficit of more than 10 ECTS from the propaedeutic programme and the second and third year (propaedeutic programme and year two in the case of three-year programmes), he will not be allowed to start on his graduation project (graduation internship or thesis). The student who wants to start on his graduation project should therefore have earned at least 170 ECTS from the programme of the first, second and third year. Students who are attending a short or accelerated programme, should have earned at least 110 ECTS from the programme of the first and second year.
- 2 A graduation internship (see note 4 above) will only be permitted if it takes place in the Netherlands or the border region. (Completing graduation abroad automatically means opting for the thesis.)

### **2 Organisation of the graduation assignment (or graduation internship)**

- 1 The graduation phase consists of carrying out a graduation assignment, about which a thesis is written, or completing a graduation internship (see note 4 above). In the case of a graduation internship, the student will also carry out a graduation assignment, about which he writes a thesis. In addition, the student will receive an assessment for his internship and he will write a process report for this purpose.
- 2 Students who have opted for a particular graduation track offered by parties other than the Academy for Tourism, will need permission for this from the board of examiners. The student may be faced with additional requirements and/or assessment standards. This is described in more detail in the study manual belonging to the tracks in question. Choosing a track of this kind implies knowledge of and agreement with these additional requirements.
- 3 In exceptional cases, students may be required to complete group work or group projects, e.g. in the context of work placement companies. In these cases, in sections 5 until 10 inclusive, below, the designations "student" or "students" will apply to all students in the group.
- 4 In principle, it is the student's own responsibility to find a graduation assignment, and if relevant, a graduation host company. The student will be required though, to ask permission for his plans before he starts on his graduation. The procedure to be followed in this respect is described in the study manual.

- 5 Every student will be assigned an internal supervisor: the graduation supervisor. The graduation coordinator will be in charge of the process of assigning graduation supervisors to students.
- 6 The supervisor keeps track of the progress of the graduation assignment, gives substantive advice if necessary and is the contact person for all matters related to graduation. If necessary, the supervisor can advise the student, after consultation with him/her, to terminate the assignment.
- 7 All students will submit their thesis before a date to be set by the chair of the board of examiners (in the case of a graduation internship: the thesis and the process report). The chair may issue further requirements regarding the contents of the thesis, the manner of submission and the number of copies to be submitted. The chair of the board of examiners is authorised to grant an extension of the deadline for submission if necessary. More detailed instructions about the submission of the thesis can be found in the Graduation Manual. All theses will be screened for plagiarism.
- 8 All students must defend their thesis in an oral defence. In case of a graduation internship, students must give a presentation as a part of the oral defence. The oral defence will take place before a graduation committee, which will be constituted by the department for each student individually. It will consist of three examiners, i.e. the student's graduation supervisor, a second lecturer (other than the graduation supervisor), and an external member (or his replacement), who will also chair the meeting. The presentation and/or defence may be attended by a representative of the graduation host company (the external supervisor). The defence (including the presentation, in the case of a graduation internship) will last no more than 60 minutes.
- 9 The thesis (or thesis and project report in the case of graduation internships) will be assessed by the graduation committee as described in the previous section. The external examiner will only be allowed to give an assessment if he/she has been appointed as an examiner by the board of examiners. The committee will use the criteria as specified in appendix 10. In the case of a graduation internship, the application of the assessment criteria will be different (see explanation of criteria in appendix 10). The committee members will determine the mark among themselves. In the assessment, each of the committee members will have equal vote. After the mark has been determined, the student will be called in. The graduation supervisor will inform the student of the mark and explain the reasons on which it is based. The graduation committee will lay down the assessment, supported by reasons, in writing (see article 4 for a more detailed explanation).
- 10 The mark for part I (main phase, exclusive of the graduation internship or thesis) and part II (graduation internship or thesis) of the exam will be determined in two separate meetings of the board of examiners. During the first it will be established whether part I has been completed successfully and whether the student may be admitted to part II. During the second meeting the mark for part II and the end result will be determined. During these meetings (the exam meetings) the board of examiners may consult lecturers and/or student counsellors.

### **3 Thesis (or graduation internship): pass or fail**

The ECTS credits for the graduation assignment (or the graduation internship) will be awarded if the final mark for the thesis (or graduation internship) is at least a rounded 6.0. This mark consists of a mark for the thesis (or thesis and process report in the case of graduation internships), as well as an assessment of the oral defence. In the awarding of marks, only whole and half numbers are permitted.

The assessment procedure is described in further detail below.

## 4 Assessment procedure of the thesis (or graduation internship)

### **Step 1: First assessment of the thesis submitted (or thesis and process report submitted in the case of graduation internships), prior to the oral defence**

The examiners will note on a standard form whether they consider the thesis satisfactory (mark of 6.0 or higher; the mark 5.5 is not permissible) in order for the student to be admitted to the oral defence, or whether they believe further consultation to be desirable.

The student will be admitted to the oral defence without further consultation if all examiners have awarded a satisfactory mark to the thesis. In that case, the mark for the thesis must be at least a 6.0. In all other cases and in case of doubt, the examiners will have a consultation meeting prior to the exam. The supervisor is responsible for organising this meeting, during which the following rules will be applied:

- 1) The committee initially aims for a joint decision, made by mutual consultation. If they are unable to do so, rules 2 and 3 will apply;
- 2) Students will be admitted to the oral defence if at least two of the examiners agree that the thesis is worthy of a mark of 6.0 or higher;
- 3) Students will not be admitted to the oral defence if at least two of the examiners agree that the thesis is worthy of a mark lower than 6.0;

In all other, unforeseen, cases the chair of the board of examiners, or his replacement, will determine whether or not the student will be admitted. If a consultation meeting took place, the graduation supervisor will see to it that minutes of the meeting are taken and deposited at the departmental secretary's office. The other two examiners (including the external examiner) and the chair and secretary of the board of examiners will also be sent a copy of the minutes; a copy of the minutes will also be filed in the exam file for the external examiner. If the student is not admitted to the oral defence: see step 3.

#### **In the case of a graduation internship: Assessment of the internship activities and the process report**

Apart from a satisfactory mark for the thesis, the process mark also has to be satisfactory in order for the student to be admitted to the oral defence.

The graduation supervisor assesses the internship and determines the process mark based on his observations, the 3-weekly progress reports submitted by the student, the process report itself, and the assessment form filled in by the company supervisor.

In this process, a mark of 5.5 is not permissible. Students receiving a mark of 6.0 or higher for their process report will be admitted to the assessment procedure of the thesis. Students who receive a process mark lower than a 6.0; see step 3.

### **Step 2: Assessment of the thesis (or thesis and process report in the case of graduation internships) and oral defence**

If a student is admitted to the oral defence (see step 1), the final assessment of the thesis (or thesis and process report in the case of graduation internships), the assessment of the oral defence, and the determination of the final mark part II will take place as follows:

- The thesis:  
Prior to the oral defence, the graduation supervisor will propose a mark. In consultation, the graduation committee will determine the mark, in which only whole and half numbers are permitted and in which the mark should be at least a 6.0. In the assessment, each of the three members of the graduation committee will have equal vote.
- **In the case of a graduation internship:** the process report  
Prior to the oral defence, the graduation supervisor will announce which mark he gives to the duties/activities performed and the process report (the process mark). In this process, only whole and half numbers are permitted and the mark should be at least a 6.0.

- The oral defence:  
The oral defence will be discussed in the committee and the mark will be determined in consultation. Only whole and half numbers are permitted. For the oral defence, the mark of 5.5 is permitted. If the mark for the oral defence is lower than a 4.5, the student will not pass the final exam, even when his average (see next item) is a satisfactory mark. In the assessment, each of the three members of the graduation committee will have equal vote.
- The final mark part II:  
The final mark is the average of the mark for the thesis (or thesis and process report in the case of graduation internships) and the mark for the oral defence and will be rounded to whole or half points (n or n ½ or n.0 or n.5). The result and the grounds on which it is based will be laid down in writing.

If the student fails (final mark lower than a rounded 6.0 or mark for oral defence lower than 4.5): see step 3.

### **Step 3: After the oral defence**

#### A. If the student passes the final exam:

The student will be invited to take receipt of the diploma (degree certificate) at a designated time and place. There will be no second opportunity for the final exam.

#### B. If the student fails the final exam:

- If the student's mark for the thesis is not at least a 6.0:  
If the graduation committee is of the opinion that the thesis CANNOT be revised to an acceptable standard, the student will be instructed to write a new thesis on a new (or renewed) topic. If the graduation committee is of the opinion that the thesis CAN be revised to an acceptable standard, the student will be given instructions in terms of which adjustments he will have to make to the thesis. Depending on the adjustments to be made, the graduation committee determines whether it believes it will be possible for the student to make these adjustments before the first following final exam opportunity, or whether this will be possible before a second or later following final exam opportunity. The graduation committee will provide the student with a binding recommendation regarding this matter. These instructions will be laid down in writing by the supervising lecturer. A copy of these instructions is attached to the protocol. The qualification of 'O' (Unsatisfactory) will be entered into Osiris.
- If a student fails the final exam owing to an unsatisfactory result for the oral defence, as a result of which the final mark is not at least a rounded 6.0 and/or or when the mark for the oral part is lower than a 4.5:  
The student will be given a second opportunity to do the oral defence at a next round of exams. The student will be given instructions from the graduation committee in terms of which improvements he will have to make. These instructions will be laid down in writing by the graduation supervisor. A copy of these instructions is attached to the protocol.
- **In the case of a graduation internship:** If a student fails to earn a satisfactory process mark of at least a 6.0 (only applicable in the case of a graduation internship):  
The student will be required to do the placement again, either with the same host company or another one, for a duration to be determined by the graduation coordinator, and/or carry out additional activities or assignments in consultation with the graduation coordinator.

Contrary to the rules and procedures set out in this appendix, the following applies to the pre-master's programme SBM:

- The student will only be allowed to start on his graduation assignment if he does not have any credit deficit.
- The thesis has a study load of 33 ECTS credits.
- The criteria applied in the assessment of the thesis are different than the ones described in this appendix.
- In the calculation of the final mark for the thesis and oral defence, the following weighting is used: thesis 70%, oral defence presentation 30%. The final mark will be presented to one-tenth accurately.

## Appendix 10 Assessment Criteria of the Thesis and the Defence Presentation

*Please note: for the assessment of the thesis belonging to a graduation internship, the criteria below will also apply, however, their application may differ slightly. For more detailed information, see the framed text at the end of this appendix.*

Criteria	Contents	Comments
Problem analysis	<ul style="list-style-type: none"> <li>• Description of a situation/context which involves a clear management problem.</li> <li>• Research problem, research objective, and research questions have been clearly formulated, and substantiated in their interrelatedness.</li> </ul>	Explanation:
Methodology	<ul style="list-style-type: none"> <li>• The methodology/working method applied is adequate and well applied</li> <li>• Primary and secondary sources have been used sufficiently and adequately.</li> </ul>	Explanation:
Results	<ul style="list-style-type: none"> <li>• A substantial amount of high-quality information has been obtained.</li> <li>• A good analysis of the results has been made, in which evaluation is given precedence over description.</li> </ul>	Explanation:
Conclusions, recommendations and implementation	<ul style="list-style-type: none"> <li>• The conclusions constitute the foundation for good recommendations which can be used to tackle the management problem.</li> <li>• The recommendations are relevant and have been substantiated in financial terms as much as possible.</li> <li>• As a part of the recommendations, attention has been paid – as specifically as possible – and depending on the nature of the management problem – as to the way in which the recommendations can be implemented.</li> </ul>	Explanation:
Literature	<ul style="list-style-type: none"> <li>• Relevant theories have been used in the various phases.</li> </ul>	Explanation:
Presentation	<ul style="list-style-type: none"> <li>• The report has a logical structure.</li> <li>• Good writing style (language aspects and communication skills)</li> <li>• Correct source references</li> <li>• Well-organised layout.</li> <li>• Concise and clear summary</li> </ul>	Explanation:
Overall	<ul style="list-style-type: none"> <li>• Degree of difficulty</li> <li>• Has the problem been dealt with creatively and proactively (with flair)?</li> <li>• Reflection on process/result</li> </ul>	

**Explanation:****Difference in assessment between a thesis with or without a graduation internship**

The criteria applied are the same, but because the student can only spend half of his time on producing a professional product in a graduation internship, the criteria are slightly less stringent. This is mainly reflected in the following.

- **Problem analysis:**  
In a thesis without a graduation internship, the problem is usually more complex, because it involves something new or innovative, or because it is closely related to other aspects (placing in a framework). An example of this is that both a graduation internship and a thesis may involve a customer satisfaction survey, but that where the thesis is concerned, the student will be required to present a broader-based quality management framework.  
As a consequence of this, the theoretical orientation (also see the following criterion 'Methodology/literature') will be more extensive in a thesis than in a graduation internship, because a greater number of theoretical models and resources (scientific/academic articles, handbooks) are compared against each other.
- **Methodology / literature:**  
In a graduation internship, the use of a limited number of sources and literature is acceptable. The student is able to, reasoning from an existing professional framework, set to work straight away on the elaboration of the graduation assignment. In a thesis without a graduation internship, students are expected to compare several approaches/theories against each other, and – based on argumentation – opt for a course of action, or design a course of action. Furthermore, in a thesis without a graduation internship, there will be more room than in a thesis with a graduation internship for applying several research methods at the same time. The argumentation to use certain research methods is also more extensive in a thesis without a graduation internship.
- **Conclusions and recommendations:**  
The complexity and extensiveness of the assignment obviously determines the room available for presenting detailed recommendations. In this area, more may be expected of a student writing a thesis without a graduation internship than of a student performing a graduation internship (since it is also a matter of available time).

**Assessment criteria of the oral defence presentation**

	worse ←-----	Consistent with the level of the thesis	-----> better
Capable of substantiating the research method chosen			
Capable of placing the results in a wider perspective			
Capable of answering questions convincingly			
The presentation adds value to the thesis	no	n/a	yes
Other comments regarding the oral defence presentation:			



## Appendix 11 Final Assessment of the Associate Degree

The Associate Degree in Tourism Management (hereinafter referred to as 'AD') programme concludes with an individual final assessment. The AD final assessment is the final test, as comprehensive as possible, at level 5 NLQF of the knowledge acquired and skills practised in the first and second years.

Objective of the AD final assessment:

The objective of Breda University of Applied Sciences with regard to the AD final assessment is as follows:

*'The student demonstrates that he/she has attained the required competencies at associate degree level in the context of tourism and recreation in order to be allowed to enter the world of work as an entry-level professional.'*

What is meant by associate degree level, is described in the study manual 'Graduating from the AD FBTR programme' (for student cohorts of September 2016 or earlier) and the study manual 'Final assessment of the Associate Degree (for student cohorts of September 2017 or later).

The AD programme, and consequently, the AD final assessment, have been changed in the past few years. That is why different conditions and test content apply to different cohorts.

1. The following conditions for being admitted to the final AD assessment apply to all student cohorts that started on the regular programme in September 2015 or earlier and to student cohorts that started on the tailor-made track for 'havo' graduates (second year of the AD programme) in September 2016:

For the entire degree programme, the student has successfully completed at least:

- 24 learning arrangements (regular programme);
- 12 learning arrangements (short or accelerated programme);
- all test components of both modern languages. In addition: all tasks of the SLC track belonging to the first year of the main phase must have been completed successfully and assessed in the concluding final AD assessment.

**All conditions, competencies, deliverables, test content and test details can be found in the FBTR Study Manual of the AD Assessment 2017-2018.**

2. The following conditions for being admitted to the final AD assessment apply to all student cohorts that started on the regular programme in September 2016 and to student cohorts that started on the tailor-made track for 'havo' graduates (entry into the second year of the AD programme) in September 2017:

For the entire degree programme, the student has:

- earned at least 118 ECTS (regular programme);
- earned at least 58 ECTS (tailor-made track for 'havo' graduates).

*and:*

The student has successfully completed all test elements of CMT2-ADCA-01 (PPD and AD module).

*and:*

The student has submitted the report on the 'Centrale Schoolopdracht Stage' (CSS; placement report; see appendix 1, study manual of the AD final assessment) no later than on the last day of the placement via e-mail to the coordinator of AD Tourism.

#### **Study credits of the final assessment of AD Tourism**

The final mark for the final assessment of AD Tourism is entered in Osiris under CMT2-ADAS-01. A final mark of at least a 5.5 for the final assessment of AD Tourism is a condition for being awarded the 2 ECTS of the CMT2-ADCA-01 module, provided that all other conditions have been met too.

**All conditions, competencies, deliverables, test content and test details can be found in the FBTR Study Manual of the AD Assessment 2017-2018.**

3. The following conditions for being admitted to the final AD assessment apply to all student cohorts that started on the regular programme in September 2017 and to student cohorts that started on the tailor-made track for 'havo' graduates (entry into the second year of the AD programme) in September 2018:

For the entire degree programme, the student has:

- earned at least 119 ECTS (regular programme);
- earned at least 59 ECTS (tailor-made track for 'havo' graduates)

In addition:

The student has submitted the report on the 'Centrale Schoolopdracht Stage' (CSS; placement report) no later than on the last day of the placement via e-mail and on the LMS to the coordinator of AD Tourism Management.

#### **Study credits of the final AD assessment**

The final mark for the final AD assessment is entered in Osiris under the CTM2-ADAS-02 module. A final mark of at least a 5.5 for the final AD assessment is a condition for being awarded the 1 ECTS of this module.

#### **Deliverable of the AD final assessment**

During the final AD assessment, the student will take an aptitude test.

By means of the 'Centrale Schoolopdracht Stage' (CSS) and a practical case, the graduating student demonstrates that he/she has attained the competencies of an entry-level professional and that he/she is capable of:

- mastering and applying to practice the theories and skills acquired, and operating effectively in a professional context;
- understanding, formulating and analysing a problem, and suggesting solutions to the problem as outlined in the practical assignment;
- describing his/her personal qualities within the framework of the implementation of the solution;
- describing his/her learning experiences, including personal strengths and weaknesses.

## **Competencies**

All competencies at operational and tactical level, as established for the AD degree programme will be applicable to the AD final assessment. An overview of these competencies is presented in the Study Manual of the AD Assessment.

## **Test content**

At the AD final assessment, a case will be presented to the student. The student will have 1.5 hours to study and prepare this case, which is specific to the relevant specialisation area. In this process, the student will not be allowed to use any aids or devices such as books, notes, computer or mobile phone. In addition, the student has already submitted a CSS (see appendix 1, study manual of the final AD assessment). After the student's preparations, an oral final assessment of approximately 1 hour will take place. The assessment is administered to each student individually.

- approximately 10 minutes: presentation of the solution of the case by the student;
- approximately 30 minutes: the student defends, explains and accounts for the CSS and his/her work on the case;
- approximately 20 minutes: finalisation, during which the assessors establish the mark and subsequently inform the student of this mark and explain the considerations on which it is based.

This AD assessment result will be a mark with 1 decimal place.

## **Test details**

The mark for the AD final assessment will be determined by the assessors by means of the following three aspects:

- CSS;
- solution of the case;
- use of Dutch language and presentation skills.

All aspects to be assessed will be assessed, in which a maximum of 100 points per aspect can be obtained. The final mark is the average of the total of points for the aspects assessed, in which all aspect marks carry the same weight. The final mark will be obtained by dividing the total number of points by 3 and then by 10. The final mark will be established immediately after the final assessment and communicated to the student. A student will pass the final assessment if the average mark is at least a 5.5. The assessment form that is used in the final assessment can be found in appendix 2 of the study manual of the final AD assessment.

## Appendix 12 Exchange Programmes

### Periods when it is permitted for students to go on exchange programmes:

Intake up to and including the academic year of 2015/2016:

FBTR:	first semester of year 4 (short 'MBO' programme or accelerated 'VWO' programme: first semester of year 3)
Ad-FBTR:	no permission for exchange programme
HTRO/MT:	both semesters of year 2 and the second semester of year 3 (short 'MBO' programme: both semesters of year 2; accelerated 'VWO' programme: second semester of year 2, after permission from the coordinator of the specialisation area)
HTRO/ITTI:	second semester of year 2, first semester of year 3 (short 'MBO' or accelerated 'VWO' programme: second semester of year 1, first semester of year 2)
HTRO/ITMC:	both semesters of year 2 (second semester only after permission from the coordinator of the specialisation area), first semester of year 3 (short 'MBO' or accelerated 'VWO' programme: second semester of year 1, first semester of year 2)

Intake from 2016/2017 onwards:

Ad Tourism Management

- exchange programme is not permitted

Regular bachelor's programme:

- Year 2, first and second semester
- Year 3: semester in which the specialisation programme takes place (first or second semester, but never instead of the work placement)
- Year 4, first semester: minor abroad

Short or accelerated bachelor's programme:

- Year 2 (= third-year programme): semester in which the specialisation programme takes place (first or second semester, but never instead of the work placement)
- Year 3 (= fourth-year programme), first semester: minor abroad

### Conditions

A condition for going on an exchange programme is that students will be selected. This selection procedure will take place according to the following steps:

Step 1: average mark (see digital learning environment LMS for the way in which the average mark is calculated)

Step 2: in the case of equal average marks, the following criteria will be applied:

- Choice of destination
- Language proficiency (of the language of the exchange host country)
- Return to country of origin
- Motivation
- Year of study

An additional condition is that the student, before departure, must not have a study credit deficit of more than 6 ECTS, and that the student has successfully completed the propaedeutic phase.

Please note: as from the academic year of 17/18, successful completion of the propaedeutic phase is no longer a condition.

# Appendix 13 Annual Planning

## ACADEMIC YEAR 2018-2019

week	date	Aft year 1	TM & ITM year 2	Ad year 2	Aft year 3 Tourist Experience & Design&Development	Aft year 3 Tourism Business & E-Tourism	Resits HTRO year 2 & 3	Resits FBTR year 2 & 3 / Ad-FBTR assessments	Aft year 4	SBM
33	13/08-17/08	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday
34	20/08-24/08									
35	27/08-31/08	introduction	introduction for new students	introduction for new students			resits (ITI/ITMC)	resits		week 1 term 1
36	03/09-07/09	block 1 week 1	block 1 week 1	block 1 week 1	placement week 1	block 1 week 1			minor week 1	week 2 term 1
37	10/09-14/09	block 1 week 2	block 1 week 2	block 1 week 2	placement week 2	block 1 week 2			minor week 2	week 3 term 1
38	17/09-21/09	block 1 week 3	block 1 week 3	block 1 week 3	placement week 3	block 1 week 3			minor week 3	week 4 term 1
39	24/09-28/09	block 1 week 4	block 1 week 4	block 1 week 4	placement week 4	block 1 week 4			minor week 4	week 6 term 1
40	01/10-05/10	block 1 week 5	block 1 week 5	block 1 week 5	placement week 5	block 1 week 5			minor week 5	week 7 term 1
41	08/10-12/10	exams block 1	exams block 1	exams block 1	placement week 6	exams block 1			minor week 6	week 7 term 1
42	15/10-19/10	autumn holiday	autumn holiday	autumn holiday	placement week 7	autumn holiday	autumn holiday	autumn holiday	autumn holiday	study week
43	22/10-26/10	block 2 week 1	block 2 week 1	block 2 week 1	placement week 8	block 2 week 1			minor week 7	study week
44	29/10-02/11	block 2 week 2	block 2 week 2	block 2 week 2	placement week 9	block 2 week 2	resits block A year 2 and 3	resits block A year 2 and 3	exams minor 8 / oral defence graduation 5th year students and older	exams term 1
45	05/11-09/11	block 2 week 3	block 2 week 3	block 2 week 3	placement week 10	block 2 week 3			minor week 8	week 1 term 2
46	12/11-16/11	block 2 week 4	block 2 week 4	block 2 week 4	placement week 11	block 2 week 4			minor week 9	week 2 term 2
47	19/11-23/11	block 2 week 5	block 2 week 5	block 2 week 5	placement week 12	block 2 week 5			minor week 10	week 3 term 2
48	26/11-30/11	exams block 2	exams block 2, resits block 1	exams block 2, resits block 1 / Ad-assessments 27/11	placement week 13	exams block 2, resits block 1		Ad-assessments 27/11	minor week 11	week 4 term 2
49	03/12-07/12	block 3 week 1	block 3 week 1 / Study Choice	block 3 week 1	placement week 14	block 3 week 1			minor week 12	week 5 term 2
50	10/12-14/12	block 3 week 2	block 3 week 2	block 3 week 2	placement week 15	block 3 week 2			minor week 13	week 6 term 2
51	17/12-21/12	block 3 week 3	block 3 week 3	block 3 week 3	placement week 16	block 3 week 3			minor week 14	week 7 term 2
52	24/12-28/12	X-mas holiday	X-mas holiday	X-mas holiday	placement week 17	X-mas holiday	X-mas holiday	X-mas holiday	X-mas holiday	X-mas Break
1	31/12-04/01	X-mas holiday	X-mas holiday	X-mas holiday	placement week 18	X-mas holiday	X-mas holiday	X-mas holiday	X-mas holiday	study week
2	07/01-11/01	block 3 week 4	block 3 week 4	block 3 week 4	placement week 19	block 3 week 4	resits block B year 2 and 3	resits block B year 2 and 3	exams minor B	exams term 2
3	14/01-18/01	block 3 week 5	block 3 week 5	block 3 week 5	placement week 20	block 3 week 5	resits block C year 2 and 3	resits block C year 2 and 3	resits minor A	re-exams term 1 + 2
4	21/01-25/01	exams block 3	exams block 3, resits block 2 / resits block 3 for incoming and outgoing exchange students	exams block 3, resits block 2	hand in report	exams block 3, resits block 2 / resits block 3 for incoming and outgoing exchange students	resits block D year 2 and 3	resits block D year 2 and 3	resits minor B	week 1 term 3

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week	date	Aft year 1	TM & ITM year 2	Ad year 2	Aft year 3 Tourist Experience & Design&Development	Aft year 3 Tourism Business & E-Tourism	Resits HTRO year 2 & 3	Resits FBTR year 2 & 3 / Ad-FBTR assessments	Aft year 4	SBM
5	28/01-01/02	resits block 1 & 2	Professional Development Week	departure week		departure week			thesis	week 2 term 3
6	04/02-08/02	block 4 week 1	block 4 week 1	placement week 1	block 4 week 1	placement week 1			thesis	week 3 term 3
7	11/02-15/02	block 4 week 2	block 4 week 2	placement week 2	block 4 week 2	placement week 2	resits blok A & B year 2 and 3	resits blok A & B year 2 and 3	thesis	week 4 term 3
8	18/02-22/02	block 4 week 3	block 4 week 3	placement week 3	block 4 week 3	placement week 3			thesis	week 5 term 3
9	25/02-01/03	block 4 week 4	block 4 week 4	placement week 4	block 4 week 4	placement week 4			thesis	week 6 term 3
10	04/03-08/03	mid-term holiday	mid-term holiday	placement week 5	mid-term holiday	placement week 5	mid-term holiday	mid-term holiday	thesis	study week / mid-term holiday
11	11/03-15/03	block 4 week 5	block 4 week 5	placement week 6	block 4 week 5	placement week 6			thesis	week 7 term 3
12	18/03-22/03	exams block 4, resits block 3	exams block 4, resits block 3	exams block 4, resits block 3 / Ad-assessments 19/3	exams block 4	placement week 7	resits block C & D year 2 and 3	resits block C & D year 2 and 3 / Ad-assessments 19/3	thesis / oral defence graduation 5th year students and older	week 8 term 3
13	25/03-29/03	block 5 week 1	block 5 week 1	placement week 8	block 5 week 1	placement week 8			thesis	week 9 term 3
14	01/04-05/04	block 5 week 2	block 5 week 2	placement week 9	block 5 week 2	placement week 9			thesis	fieldwork
15	08/04-12/04	block 5 week 3	block 5 week 3	placement week 10	block 5 week 3	placement week 10			thesis	fieldwork
16	15/04-19/04	block 5 week 4	block 5 week 4 / fieldtrip	placement week 11	block 5 week 4	placement week 11			thesis	fieldwork
17	22/04-26/04	block 5 week 5	block 5 week 5 / fieldtrip	placement week 12	block 5 week 5	placement week 12			thesis	fieldwork
18	29/04-03/05	mid-term holiday	mid-term holiday	placement week 13	mid-term holiday	placement week 13	mid-term holiday	mid-term holiday	thesis	fieldwork
19	06/05-10/05	exams block 5, resits block 4	block 5 week 6	placement week 14	block 5 week 6	placement week 14			thesis	fieldwork
20	13/05-17/05	fieldtrip	exams block 5, resits block 4	placement week 15	exams block 5, resits block 4	placement week 15			thesis	fieldwork
21	20/05-24/05	block 6 week 1	block 6 week 1	placement week 16	block 6 week 1	placement week 16			thesis	fieldwork
22	27/05-31/05	block 6 week 2	block 6 week 2	placement week 17	block 6 week 2	placement week 17			hand-in thesis	fieldwork
23	03/06-07/06	block 6 week 3	block 6 week 3	placement week 18	block 6 week 3	placement week 18			preperation	fieldwork
24	10/06-14/06	block 6 week 4	block 6 week 4	placement week 19	block 6 week 4	placement week 19			preperation	submission thesis
25	17/06-21/06	block 6 week 5	block 6 week 5	placement week 20	block 6 week 5	placement week 20			preperation	submission article
26	24/06-28/06	exams block 6	exams block 6, resits block 5	hand in report	exams block 6, resits block 5	hand in report		Ad-FBTR assessments 25/6	oral defence	
27	01/07-05/07	resits block 5 and 6	resits block 6	Ad assessments	resits block 6	resits block 3			oral defence	oral defence + graduation 5/7
28	08/07-12/07	binding recommendation	binding recommendation							
29	15/07-19/07	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday
30	22/07-26/07	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday
31	29/07-02/08	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday
32	05/08-09/08	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday
33	12/08-16/08	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday	summer holiday
34	19/08-23/08									
35	26/08-30/08			Ad assessments				Ad-FBTR assessments 27/8	resit oral defence	
36	02/09-06/09	week 1 Academic year 2019-2020	week 1 Academic year 2019-2020		week 1 Academic year 2019-2020	week 1 Academic year 2019-2020	week 1 Academic year 2019-2020	week 1 Academic year 2019-2020	week 1 Academic year 2019-2020	week 1 Academic year 2019-2020

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# Appendix 14 Language Programme

Jaar 1							Jaar 2							Jaar 3 -stage semester 2							Jaar 3 -stage semester 1															
		Blok	1	2	3	4	5	6			Blok	1	2	3	4	5	6			Blok	1	2	3	4	5	6			Blok	1	2	3	4	5	6	
		Niveau									Niveau									Niveau									Niveau							
Spaans	Beginner	voorzichting			SP-1	SP-2		SP-3	Spaans	Beginner		SP-4		SP-5	fieldtrip	SP-6	Spaans	Beginner		SP-7	SP-8		stage	stage	stage	Spaans	Beginner		stage	stage	stage	SP-7		SP-8		
	False beginner	voorzichting			SP-6	SP-7		SP-8		False beginner		SP-9		SP-10	fieldtrip	SP-11		False beginner		SP-12	SP-13		stage	stage	stage		False beginner		stage	stage	stage	SP-12		SP-13		
	Gevorderd	voorzichting			SP-11	SP-12		SP-13		Gevorderd		SP-14		SP-15	fieldtrip	SP-16		Gevorderd		SP-17	SP-18		stage	stage	stage		Gevorderd		stage	stage	stage	SP-17		SP-18		
Frans	Beginner								Frans	Beginner							Frans	Beginner							Frans	Beginner										
	False beginner	voorzichting			FR-1	FR-2		FR-3		False beginner		FR-4		FR-5		FR-6		False beginner		FR-7	FR-8		stage	stage		stage	False beginner		stage	stage	stage	FR-7		FR-8		
	Gevorderd	voorzichting			FR-3	FR-4		FR-5		Gevorderd		FR-6		FR-7		FR-8		Gevorderd		FR-9	FR-10		stage	stage		stage	Gevorderd		stage	stage	stage	FR-9		FR-10		
Duits	Beginner	voorzichting			DU-1	DU-2		DU-3	Duits	Beginner					fieldtrip	DU-6	Duits	Beginner					stage	stage	stage	Duits	Beginner					DU-7		DU-8		
	False beginner	voorzichting			DU-1	DU-2		DU-3		False beginner		DU-4		DU-5	fieldtrip	DU-6		False beginner		DU-7	DU-8		stage	stage	stage		False beginner		stage	stage	stage	DU-7		DU-8		
	Gevorderd	voorzichting			DU-4	DU-5		DU-6		Gevorderd		DU-7		DU-8	fieldtrip	DU-9		Gevorderd		DU-10	DU-11		stage	stage	stage		Gevorderd		stage	stage	stage	DU-10		DU-11		
Ita/Chi	Beginner	voorzichting			IT/CH-1	IT/CH-2		IT/CH-3	Ita/Chi	Beginner			IT/CH-4	IT/CH-5	fieldtrip	IT/CH-6	Ita/Chi	Beginner			IT-CH-7	IT-CH-8		stage	stage	stage	Ita/Chi	Beginner			stage	stage	stage	IT/CH-7		IT/CH-8
	Slow	voorzichting			Dutch-S-1	Dutch-S-2		Dutch-S-3		Slow		Dutch-S-4		Dutch-S-5	fieldtrip	Dutch-S-6		Slow		Dutch-S-7	Dutch-S-8		stage	stage	stage	Slow			stage	stage	stage	Dutch-S-7		Dutch-S-8		
Engels	Regular	voorzichting			Dutch-R-1	Dutch-R-2		Dutch-R-3	Engels	Regular			Dutch-R-4	Dutch-R-5	fieldtrip	Dutch-R-6	Engels	Regular			Dutch-R-7	Dutch-R-8		stage	stage	stage	Engels	Regular			stage	stage	stage	Dutch-R-7		Dutch-R-8
					EN-1			EN-2				EN-3		EN-4									EN-5	EN-6		stage		stage	stage					stage	stage	stage
FASTTRACK *							FASTTRACK *							FASTTRACK *																						
Spaans	Beginner				SP-1		SP-2	fieldtrip	SP-3	Spaans	Beginner				SP-4	SP-5		stage	stage	stage	Spaans	Beginner				stage	stage	stage	SP-4		SP-5					
	False beginner										False beginner												False beginner													
	Gevorderd										Gevorderd												Gevorderd													
Ita/Chi	Beginner				IT/CH-1		IT/CH-2	fieldtrip	IT/CH-3	Ita/Chi	Beginner				IT/CH-4	IT/CH-5		stage	stage	stage	Ita/Chi	Beginner				stage	stage	stage	IT/CH-4		IT-CH-5					
	Slow				Dutch-S-1		Dutch-S-2	fieldtrip	Dutch-S-3		Slow				Dutch-S-4	Dutch-S-5		stage	stage	stage		Slow				stage	stage	stage	Dutch-S-6		Dutch-S-7					
	Regular				Dutch-R-1		Dutch-R-2	fieldtrip	Dutch-R-3		Regular				Dutch-R-4	Dutch-R-5		stage	stage	stage		Regular				stage	stage	stage	Dutch-R-6		Dutch-R-8					

\* Student die in jaar 1 Dutch kiest is toegestaan, in jaar 2 en 3 een taal te kiezen zoals Fastrackers

\* Fastracker sluit aan bij programma jaar 2 of maakt keuze uit CH/IT/SP/Dutch (mits >16)

\* Indien in jaar 2 beginnerstaal gekozen: verplicht door in jaar 3

Opmerking: Het wisselen van taal is niet toegestaan  
 Het wisselen van taalniveau (binnen de gekozen taal) is enkel onder strikte voorwaarden toegestaan:  
 - Het verzoek tot wisseling taalniveau dient ingediend te worden bij de examencommissie  
 - Bij de behandeling van het verzoek vraagt de examencommissie de taalcoördinator(en) om advies  
 - Het verzoek wordt alleen dan toegekend als:  
 - de wisseling taalniveau niet leidt tot een verwachte studievertraging  
 - plaats beschikbaar is in de klas van de te kiezen taal