



**UNIVERSITY**  
.....  
**OF APPLIED SCIENCES**

## **Exemptions policy**

**Department of Education, Research and Quality assurance**

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## 1. Purpose and content of document

This policy applies only to students enrolled at HZ University of Applied Sciences, at Vlissingen and Middelburg locations<sup>1</sup>.

The Course & Examination Regulations HZ (CER HZ), meaning the CER HZ Bachelor's, the CER Associate Degrees HZ, the CER Experiment Learning Outcomes Bachelor's and the CER Experiment Learning Outcomes Associate Degrees<sup>2</sup>, and the Regulations on Application and Admission to Higher Education describe the prior education requirements that a person wishing to be admitted to a Bachelor's or Associate degree programme at HZ University of Applied Sciences must meet (article 2 CER HZ Ba, CER HZ EL Ba, CER HZ EL AD, CER HZ AD). See also: <https://hz.nl/en/about-hz/organisation/regulations-and-documents>.

When a student has followed a previous programme (or form of programme) at the same level and/or already has knowledge, insights and skills associated with one or more teaching unit(s) in the CER HZ implementation regulation of the programme, a student may request exemption from taking one or more assessments and/or examinations associated with these teaching unit(s). This policy describes the conditions a request for exemption must meet.

If a student thinks he is eligible for exemption from taking one or more assessments (in short: exemption), he can submit a request to the examination board (DEX)<sup>3</sup>. The present exemption policy is used as a framework by the examination board (DEX)<sup>4</sup> and the examination boards of the HZ when assessing the exemption request.

The HZ programmes use the form 'Request for exemption' when implementing the exemption policy. To do so, go to MyHZ, widget 'request exemptions': <https://apps.hz.nl/vrijstellingen/>.

### Reading guide

In the second chapter, this document sets out the HZ policy in relation to exemptions, thus giving substance to the articles in Chapter 4 of the CER relating to exemptions. It then describes the application procedure, which sets out the components of an exemption request.

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<sup>1</sup> This exemption policy does NOT apply to applying for an exemption examination prior to any enrolment.

<sup>2</sup> Students taking the Master River Delta Development programme are not eligible for exemptions, CER Master River Delta Development 4.4.

<sup>3</sup> Examination board (DEX) set up per domain by the examination board. See also [article 1.8 HZ Examination Board Regulations](#).

<sup>4</sup> The examination board, as referred to in article 7.12 paragraph 2 of the WHW. See also [article 1.7 HZ Examination Board Regulations](#).

## **2. Exemptions policy**

### **2.1. Definition**

2.1.1. By 'exemption', HZ University of Applied Sciences means exemption from taking one (or more) assessment(s) and/or examination(s).

### **2.2. Individual basis**

- 2.2.1. If someone wants to be eligible for exemption from taking one (or more) assessment(s) and/or exam(s), he or she will have to demonstrate individually, with the help of evidence, that he or she possesses the knowledge, insights and skills associated with the unit of study in the implementation regulation CER HZ of the programme (CER HZ Ba / CER HZ EL Ba / CER HZ EL AD / CER HZ AD).
- 2.2.2. For each assessment and/or examination for which an exemption is requested, the examination board (DEX) weighs the nature and content of the knowledge, insights and skills already acquired by the student against the assessment(s) and/or examination(s) for which exemption is requested. After the above weighing, the examination board (DEX) grants or does not grant an exemption. Assessing such a request and granting one or more exemptions is done on an individual basis.

### **2.3. Submitting a request for exemption**

- 2.3.1. The procedure for submitting a request for exemption including deadlines is contained in the application procedure for a request for exemption (Chapter 3). Requests submitted according to the application procedure will be considered.
- 2.3.2. A request for exemption is made per assessment(s) and/or examination(s) of one or more teaching units.

### **2.4. Involvement study programme in an exemption request**

2.4.1. To clarify the feasibility of the exemption request before it is submitted to the examination board (DEX), consultation between the applicant and the programme takes place, starting with the study career coach (SLC). This consultation aims to clarify which assessment(s) and/or examination(s) may be eligible for exemption based on the knowledge, insights and skills already present in the applicant. In this consultation, the programme will also indicate which examiner(s) the applicant can approach, whose advice is a mandatory part of the exemption request. Based on this consultation, the applicant may decide to submit (an) exemption request(s) to the examination board. The application procedure for an exemption request is described in Chapter 3 of this exemption policy.

### **2.5. Requirements for exemptions to be granted**

2.5.1. The examination board (DEX) assesses, based on advice from the examiner(s) involved, whether the burden of proof (see article 2.2.1) is in line (related) with the contents, scope and level of the assessment(s) and/or examination(s) for which exemption is requested.

- 2.5.2. HZ only grants exemptions on the basis of previously acquired qualifications (EVK) and/or due to an experience certificate awarded by a recognised EVC institution (article 4.6.3 CER HZ Ba, article 4.6.3.a CER HZ EL Ba, article 4.7.3a CER HZ EL AD, article 4.5.3 CER HZ AD).
- 2.5.3. If previously acquired qualifications (EQF) concern one or more examinations which the applicant for exemption has passed in a programme of HZ prior to enrollment in the programme for which the exemption is applied for, the credits awarded and the results (marks) for the examinations passed at that time will be recognized for that programme if the exact same examinations are part of (the examination of) that programme.
- 2.5.4. If the burden of proof on the basis of which exemption is requested consists of the results of previously taken assessments or examinations, only those (previously taken) assessments or examinations of which the assessment is at least a 5.5 or (in alphanumerical terms) satisfactory or met will be considered.

## 2.6. Maximum number of exemptions to be granted

- 2.6.1. Exemptions are granted for a maximum of 180 credits for a four-year bachelor's programme, a maximum of 120 credits for a three-year bachelor's programme and for an associate degree programme, with the exception of the credits awarded for graduation (article 4.6.2 CER HZ Ba and CER HZ Ba EL, CER HZ AD 4.5.2 and 4.5.5 and CER HZ EL AD 4.7.2).
- 2.6.2. As an exception to the previous paragraph, the Examination Board may, at the student's request and under special circumstances, while the student also has an experience certificate and taking into account the advice received in this respect from the domain director, grant exemption for
  - a. maximum 210 credits for a four-year bachelor's programme,
  - b. maximum 150 credits for a three-year bachelor's programme and
  - c. credits from the Associate Degree programme that do not involve graduation
- 2.6.3. Graduation cannot be exempted.

## 2.7. Exclusions

- 2.7.1. There may be study components within the programme that are excluded from exemption. If this is the case, an overview is included in the CER of the programme concerned.

## 2.8. Consequences for special mention 'with honours' exam

- 2.8.1. The examination board disregards exemptions granted when determining whether an endorsement "cum laude" is granted for the Associate degree examination and/or the bachelor's degree examination (article 6.10 CER HZ Ba, article 6.10 CER HZ EL Ba, article 6.9 CER HZ EL AD, article 6.8 CER HZ AD) except for exemptions granted pursuant to Article 2.5.3.

## 2.9. Impact on length of study programme

- 2.9.1. In principle, exemptions do not lead to a reduction in the duration of study. If the extent of the exemptions granted and the organizability of the study programme to be followed warrant it, the programme may offer the student an individual study route.

## 2.10. Period of validity of exemptions granted

- 2.10.1. The exemption is not effective until the decision of granting the exemption is communicated to the applicant by the examination board.
- 2.10.2. Credits that belong to assessments and/or examinations for which exemption has been granted may be withdrawn by the examination board if the knowledge or insight tested is demonstrably out of date, or if the skills tested are demonstrably out of date<sup>5</sup>. For each study programme, the implementation regulations for the CER HZ will indicate when this is the case and about the way in which, in limiting it, reasonable account is taken of a special circumstance as mentioned in [article 7.51 paragraph 2 WhW](#). In the event of special circumstances as referred to in [Article 7.51, paragraph 2, of the WHW](#), the period of validity of assessments and/or examinations for which exemption has been granted for taking them will be extended by at least the duration of the financial support granted pursuant to [Article 7.51, paragraph 1, of the WHW \(Regulation Profileringsfonds HZ 2021\)](#).

## 2.11. Resits of request for exemptions

- 2.11.1. Once a person has submitted a request for exemption from one (or more) assessment(s) and/or examination(s) and the exemption request has been rejected, a new exemption request cannot be submitted thereafter for the same assessment(s) and/or examination(s).

## 2.12. Objection procedure

- 2.13.1. The student may appeal the decision of the examination board (DEX) (article 5.5 CER HZ Ba, CER HZ EL Ba, CER HZ EL AD, CER HZ AD). Please refer to the regulations on legal protection for students and external students (available at: <https://hz.nl/en/about-hz/organisation/regulations-and-documents>).

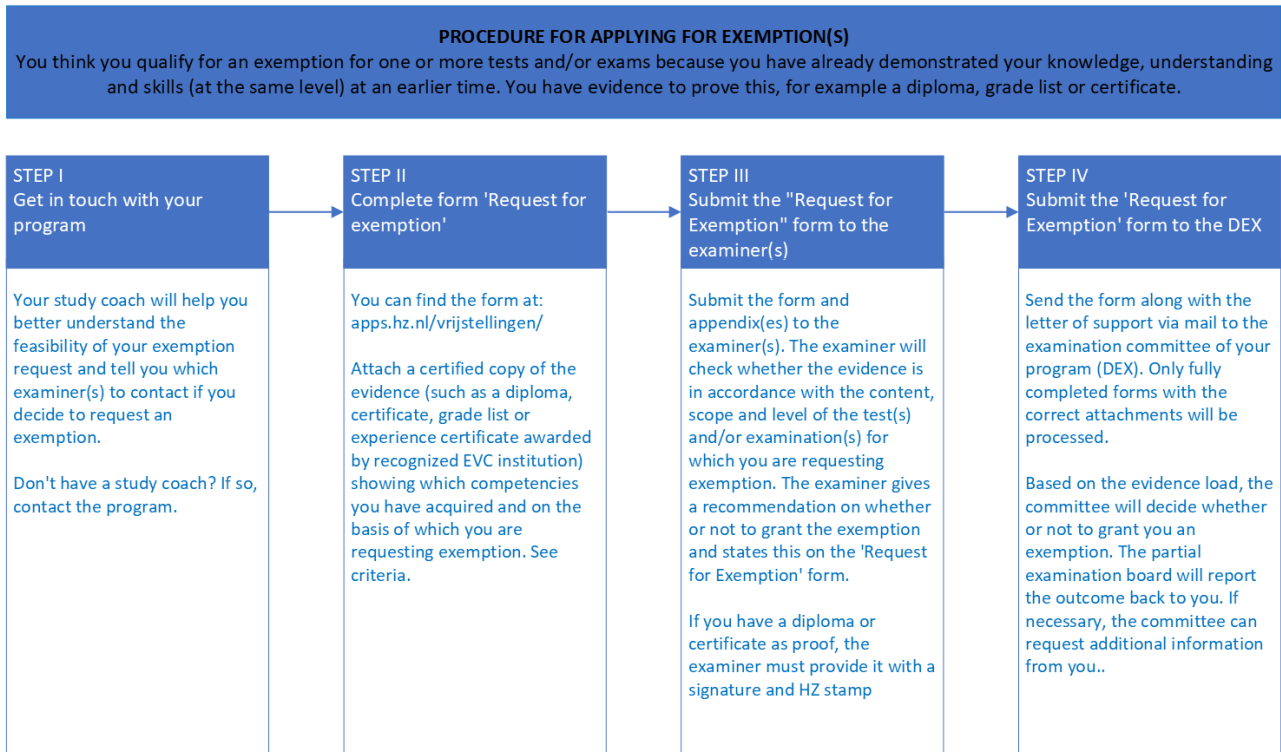
## 2.13. Other provisions

- 2.13.1. The examination board (DEX) is free to reject a request for exemption on reasoned grounds.

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<sup>5</sup> See: [Article 7.10, paragraph 4, WHW](#).

### 3. Application procedure for a request for exemption



*Schematic diagram of procedure for applying for exemption(s)*

HZ applies the following application procedure for a request for exemption. This application procedure stems from the applicable exemption policy and is published on the HZ website ([www.hz.nl](http://www.hz.nl)).

To request an exemption for one or more assessment(s) and/or examination(s), follow steps I to IV below. The programme, the Examination Board (DEX) and the administrative support body of the Examination Board (DEX) may mutually agree on a different step-by-step plan. In that case, the programme will inform you of that step-by-step plan.

#### **Step I. Get in touch with your programme.**

Get in touch with your study career coach (SLC). If you are not yet studying at HZ, this procedure does NOT apply to you. In that case, please contact the programme.

The study career coach (SLC)/programme will help you compare your previously acquired qualifications and competences with the assessment of a unit of study for which you want to request an exemption. This will give you more insight into the feasibility of your exemption request. The programme will also tell you which examiner(s) you can approach if you decide to request an exemption. Every request must be accompanied by a recommendation from one or more examiners.

After this consultation, you may decide to submit one or more requests to the Examination Board (DEX). The Examination Board (DEX) is an independent body that assesses whether the evidence on the basis of

which exemption is requested is in line with the content, scope and level of the assessment(s) and/or examination(s) for which exemption is requested.

**Step II. Complete the 'Request for exemption' form.**

The 'Request for Exemption' form can be found here: <https://apps.hz.nl/vrijstellingen/>

An example of the form can be found in Appendix 1 of this document. If you need help completing the form, please contact your study career coach.

Complete the form and attach a certified copy of the evidence, such as a diploma, certificate, grade list or experience certificate awarded by a recognised EVC institution showing which competences you have acquired and on the basis of which you are applying for exemption.

If you have only one copy of your diploma or certificate, you can make a copy of it. As proof that an HZ examiner (see article 2.4 of this document) has seen the original, the copy should -at the next step- be stamped with an HZ stamp and signed by the examiner.

If the attachment is a grade list of credits obtained, a course manual of the course obtained on the basis of which you are applying for exemption should also be enclosed. This must meet the criteria below:

- the material is demonstrably from the applicant's trainer;
- the material is demonstrably from the applicant's period of study;
- it is clear from the course manual what the objectives/learning goals of the course are;
  - course name corresponds to the course on the grade list;
  - the number of credits is clearly stated (when not on the mark list);
  - the literature covered is clearly stated.

**Step III. Submit the 'Request for Exemption' form to the examiner(s).**

Submit the form and appendix(es) to the examiner(s). The examiner will check whether the evidence on the basis of which exemption is requested is in line with the content, scope and level of the assessment(s) and/or examination(s) for which exemption is requested.

On this basis, the examiner advises the Examination Board (DEX) whether or not to grant exemption. The examiner records this advice on the exemption form.

**Step IV. Submit the 'Request for Exemption' form to the Examination Board (DEX).**

Send the completed form together with the proof to the Examination Board (DEX) of the domain within which your study programme falls.

- Business and management studies: [dex.bvh@hz.nl](mailto:dex.bvh@hz.nl)
- Technology, water and environment studies - location Middelburg: [dex.twe-m@hz.nl](mailto:dex.twe-m@hz.nl)
- Technology, water and environment studies - location Vlissingen: [dex.twe-v@hz.nl](mailto:dex.twe-v@hz.nl)

See also: <https://hz.nl/en/secure/for-students/rules-for-education-and-exams/examination-board>



**Note:**

- Submit the form and attachments on time.
- Only fully completed forms with appropriate attachments will be considered.

The Examination Board (DEX) assesses whether the evidence on the basis of which exemption is requested is in line with the content, scope and level of the assessment(s) and/or examination(s) for which exemption is requested. Based on this assessment, the Examination Board (DEX) will grant you exemption or not.

You will receive confirmation that your request has been received. If your request for exemption has been declared admissible (the 'request for exemption' form is fully completed and the burden of proof is also complete), you will receive a decision on your request for exemption within eight weeks. If a request requires additional information, you will be notified accordingly.

## Frequently asked questions/FAQ

### ***In what situation(s) can I apply for an exemption<sup>6</sup> ?***

You can submit a request for exemption from one (or more) assessment(s) and/or examination(s) if you feel you have already passed a unit of study with comparable content, level and scope and can also demonstrate this with evidence. In general, this means that you can submit a request for exemption in the following situations:

- I. when you have acquired certain competences at college level in practice and have demonstrated this through an experience certificate awarded by a recognised accreditation body;
- II. when you have earned credits or a diploma for a related course and/or training respectively and can provide relevant evidence for this;
- III. when you change programme(s) within HZ and you have completed one or more units of study in your previous programme(s) that also appear in your new programme(s), or that are related to one or more units of study in your new programme.

Exemptions are requested from the Examination Board (DEX) of the domain to which your programme belongs. If you have taken one or more assessments and/or examinations within your current programme, you can no longer apply for an exemption.

### ***Are there any costs involved in applying for an exemption?***

When submitting an exemption request to the examination board (DEX), you have two options:

- I. You register for a course and submit an exemption request at the same time. The exemption request is free of charge in this case.
- II. You are already a student at HZ and want to apply for one or more exemptions during your studies. The exemption request is also free of charge in this case.

### ***How long does it take to process a request for exemption?***

A request for exemption from one (or more) assessment(s) and/or examination(s) should be submitted no later than eight working weeks before the start of the unit of study to which the assessment(s) and/or examination(s) in question is linked.

A decision on an admissible exemption request follows within eight weeks.

A request is admissible if your application is complete: that is, the form (request for exemption) is fully completed and the evidence is also complete and attached.

### ***For how many credits can I apply for an exemption within an undergraduate programme?***

Per four-year bachelor's programme, a maximum of 180 credits can be exempted from assessment with the exception of graduation. Per three-year bachelor's programme, a maximum of 150 credits can be exempted from assessment with the exception of graduation (see article 4.6 CER HZ Ba and article 4.6 CER HZ EL Ba).

In special circumstances, for the possessor of an EVC experience certificate, a maximum of 210 credits for a four-year bachelor's programme and a maximum of 150 credits for a three-year bachelor's programme can

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<sup>6</sup> See cover page.

be exempted (to this end, see article 4.7 of the CER HZ Ba, article 4.7 HZ CER EL Ba). Graduation cannot be exempted under any circumstances.

***For how many credits can I apply for an exemption within an Ad programme?***

Within an Ad programme, credits may be exempted from assessment with the exception of graduation (see article 4.7 CER HZ EL AD and article 4.5 CER HZ AD).

***For which assessment(s) and/or examination(s) from the study programme can I apply for an exemption?***

There may be study components within the programme that are excluded from exemption. If this is the case, an overview is included in the Teaching & Examination Regulations (TER) of the programme.

***Do exemptions affect the special mention 'with honours'?***

Exemptions may affect the special mention cum laude 'with honours'. See Article 6.8 and 6.10 CER HZ Ba, Article 6.8 and 6.10 HZ CER EL Ba, Article 6.9 CER HZ EL AD, Article 6.8 CER HZ AD from the Education and Examination Regulations. The Course and Examination Regulations are available on the HZ website:

<https://hz.nl/en/about-hz/organisation/regulations-and-documents>

***Can I be offered a shortened study programme with exemptions?***

In principle, exemptions do not lead to a reduction in the length of study. If the extent of the exemptions granted and the organisability of the study programme to be followed warrant it, the programme may offer you an individual study route. Whether you qualify for an (abbreviated) individual study route will be assessed by the programme.

***Do exemptions affect the study advice I receive at the end of the first year and/or second year?***

Credits awarded as a result of an exemption will count towards your study recommendation.

***What is the validity period of exemptions granted?***

The exemption is not effective until you receive written proof of it from the Examination Board (DEX) and the exemption is registered in the HZ's study progress system.

***Can I appeal a decision taken by the examination board (DEX) on my exemption request?***

Yes, you can object to this. Please see the regulations on legal protection for students and extraneus:

<https://hz.nl/en/about-hz/organisation/regulations-and-documents>.

## Annex 1: sample exemption form

### EXEMPTION(S) REQUEST VV00131

This form should be used to request and process exemption(s) for one(or more) test(s) and / or course examination(s)

ONLY FULLY COMPLETED FORMS ACCOMPANIED BY THE REQUESTED SUPPORTING DOCUMENTS WILL BE CONSIDERED.

Student number: 00046566

Surname: Verhage

Firstname: Ronaldinho

Study program: Technische Bedrijfskunde  
(Nederlands)

Study year: 2020

Request number: VV00131

(The test(s) and/or course examination(s) for which an exemption is requested are on the next page)

Exemption is granted on the grounds off:

RECOGNITION OF EARLIER ACQUIRED QUALIFICATIONS (EVK):

In this case, the following attachments should be added:

1. Either a. a certified diploma, certified certificate or certified grade list  
or b. a stamped copy of a diploma, certificate or grade list
2. A course description (if prior education other than havo, vwo or mbo)
3. A literature list (if other than havo, vwo or mbo)

RECOGNITION OF ACQUIRED COMPETENCIES (EVC):

In this case, the following attachment should be added: An certificate awarded by a recognized EVC institution.

Name student:

Date:

Signature:

Name chair examination committee (DEX):

Date:

Signature:

Submit form (signed by student and examiner) AND attachments by mail at dex.twe-v@hz.nl

**COURSE(S) AND TEST(S) EXEMPTION(S) REQUEST VV00131**

Together with the examiner(s), identify the test(s) and/or course examination(s) for which you think you are eligible for an exemption. For each test or course examination, circle what applies. Would you like to apply for an exemption? Circle yes (Y). Do you not want to apply for an exemption? Circle no (N)

COURSE  
  LU00167 (S2-19/20)

TEST  
 Accounting, finance en lezen van financiële stukken (4,00 EC)  
  1 ONBEKEND- Portfolio-assessment (2,000 EC)  
  2 ONBEKEND- Kennistoets (2,000 EC)

Name examiner:	Date:	Signature:
Explanation:		

COURSE  
  LU00165 (S2-19/20)

TEST  
 Asset en Maintenance Management (6,00 EC)  
  1 ONBEKEND- Portfolio met assessmentgesprek (6,000 EC)

Name examiner:	Date:	Signature:
Explanation:		

COURSE  
  LU00101 (S2-19/20)

TEST  
 Marktsensibiliteit (2,00 EC)  
  1 ONBEKEND- Portfolio-assessment (2,000 EC)

Name examiner:	Date:	Signature:
Explanation:		

Name student: \_\_\_\_\_ Date: \_\_\_\_\_ Signature \_\_\_\_\_

Name chair examination committee (DEX): \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_