

## **Rules of Procedure Board of Appeals for the Examinations Stichting HZ**

The Board of Appeals for the Examinations connected to the Stichting HZ;

Taking into consideration the provisions of article 7.62 of the Wet op het hoger onderwijs en wetenschappelijk onderzoek (Dutch Higher Education and Scientific Research Act);

Taking into consideration the Regulations Legal Protection Students and Externals;

Taking into consideration the consent of the Executive Board dated 18 March 2011;

Enacts the following Rules of Procedure for the Board of Appeals for the examinations.

## **Rules of Procedure Board of Appeals for the Examinations Stichting HZ**

### Article 1. Definitions

In these regulations, the following terms shall have the corresponding definitions:

1. **HZ:** the Stichting HZ;
2. **CBE:** the Board of Appeals for the Examinations;
3. **Party Concerned:** a prospective, current, or former student of the HZ, or a prospective, current, or former external of the HZ;
4. **Complaint:** a (verbal or written) complaint as within the meaning of article 7:59b WHW;
5. **Appeal:** written appeal as within the meaning of article 7:61 WHW;
6. **Objection:** written objection as within the meaning of article 7:63a WHW;
7. **Facility HZ:** facility as within the meaning of article 7:59a WHW;
8. **AWB:** Algemene wet bestuursrecht meaning General Administrative Law Act;
9. **WHW:** Wet op het hoger onderwijs en wetenschappelijk onderzoek (Dutch Higher Education and Scientific Research Act).

### Article 2. Composition, Appointment, Term of Office

- 2.1 The CBE consists of three members.
  - 2.2 The Executive Board appoints the members of the CBE.
  - 2.3 The Executive Board appoints one of the members of the CBE as chairperson.
  - 2.4 The Executive Board appoints a substitute for each of the members of the CBE, to exercise that member's duties for the CBE in the event of absence.
- 2.3 The chairperson of the CBE is not a member of and does not work under the responsibility of the Executive Board.
- 2.4 The Term of Office for the members of the CBE is three years. At the end of the Term of Office, members may be reappointed.

### Article 3. Termination of Membership

- 3.1 Termination of the membership of the CBE occurs:
  - automatically when the Term of Office expires;
  - as of the start of the month following the day on which the member reaches the age of seventy years old;
  - by dismissal;
  - upon death.
- 3.2 The Executive Board may dismiss a member in the following circumstances:
  - at the request of that member;
  - on the basis of unsuitability;
  - on the basis of (long-term) sickness or infirmity;
  - in the event of conviction for a crime upon final judicial decision.

- 3.3 In the event the Executive Board intends to dismiss a CBE member, that member shall be given opportunity to be heard.

#### Article 4. Secretariat

- 4.1 The Executive Board appoints a secretary for the benefit of the CBE.  
4.2 The secretary provides correspondence, collects the required documents, safeguards the procedure, takes minutes for meetings, and takes care of any archiving.

#### Article 5. Absence of CBE Members

- 5.1 In the event of one of the (substitute) members of the CBE being absent or impeded within the framework of verbal proceedings, the chairperson shall adjourn these proceedings until a date and time to be determined by the chairperson.  
5.2 In the event of the chairperson's absence, the substitute chairperson shall adjourn the verbal proceedings and in the event they too are absent, the member with most seniority in the CBE adjourns the verbal proceedings until a date and time to be determined.

#### Article 6. Other Provisions

- 6.1 In the performance of its activities, the CBE adheres to the Regulations Legal Protection Students and Externals.

#### Article 7. Final Provisions

- 7.1 These regulations enter into force on 8 July 2011.  
7.2 These regulations will be published on the website of the HZ.  
7.3 These regulations should be referenced as "reglement van orde college van beroep voor de examens" ("Rules of Procedure Board of Appeals for Examinations").  
7.4 The Rules of Procedure Board of Appeals for the Examinations of the HZ, enacted by the Executive Board on 6 April 2001, have been revoked as of the coming into force of these regulations.

Vlissingen, 7 July 2011

Mr. N. Koole, chairperson  
Board of Appeals for the Examinations