



# **HZ COURSE AND EXAMINATION REGULATIONS**

**2023-2024**

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**ASSOCIATE DEGREE  
FULL-TIME PROGRAMMES**

**HZ UNIVERSITY OF APPLIED SCIENCES**

# **HZ COURSE AND EXAMINATION REGULATIONS**

ASSOCIATE DEGREE 2023-2024

HZ UNIVERSITY OF APPLIED SCIENCES

THESE COURSE AND EXAMINATION REGULATIONS COMPRISE THE IMPLEMENTATION  
REGULATIONS OF THE ASSOCIATE DEGREE PROGRAMS FULL-TIME.

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# CHAPTER 1 GENERAL PROVISIONS

## ARTICLE 1.1 DEFINITIONS

1. These regulations are the Course and Examination Regulations (hereinafter 'CER') as defined in [Article 7.13](#) of the Dutch Higher Education and Research Act.
2. The following concepts in these regulations shall be taken to have the following meanings:
  - **Accreditation:** the approval that expresses that the quality of a program has been positively assessed by the accrediting body;
  - **Administrative Law Division of the Council of State:** the body to which students may appeal a decision of the Examinations Appeals Board;
  - **Associate-degree programme:** a two-year associate degree programme, registered with CROHO, with a study load of 120 credits as defined in [Article 7.3a.2.a](#) and [Article 7.5.1e](#) of the WHW;
  - **Bachelor's degree programme:** a degree programme at HZ University of Applied Sciences, registered with CROHO, with a study load of 240 credits as defined in [Article 7.5.1c WHW](#) or a study load of 180 credits as defined in [Article 7.5b.2 WHW](#);
  - **Block:** a period of 10 weeks in a study year, as indicated in the annual timetable;
  - **Board:** the Executive Board of HZ, also known as the board ([artikel 1.1j WHW](#));
  - **BQE (Basic Qualification Examination):** a required certification for examiners within HZ;
  - **Credit:** unit used to express the course workload; 1 credit is equivalent to 28 hours of study (the same as 1 ECTS-credit);
  - **CROHO:** Central Register of Higher Education Study Programmes;
  - **Course:** the term 'course' is synonymous to the term 'unit of study'. A course is part of a study programme that relates to the practical preparation for the professional practice. Each course has an exam ([Article 7.3 WHW](#)); In this CER we use the term 'course' instead of 'unit of study'.
  - **Degree programme variant:** the variant, i.e. part-time, fulltime, dual, in which the degree programme can be taken;
  - **Diploma supplement:** an addition to the certificate that aims to provide insight into the nature and content of the completed program ([Article 7.11 paragraph 4 WHW](#));
  - **Domain:** a cluster of study programs within the HZ. The domains are 'Health, Education & Wellbeing', 'Business, Vitality & Hospitality' and 'Technology, Water & Environment'.
  - **Domain director:** the director of a domain;
  - **Dual:** study program variant that combines work with study;
  - **Dublin Descriptors:** descriptors recognized in the Netherlands and Europe for the level of action and thinking of the student who has successfully completed a program (in accordance with) Quality Guidelines Higher Education (OCW);
  - **ECTS:** European Credit Transfer and Accumulation System for the countries affiliated to the European Higher Education Area, a system for valuing the study load of international courses within Europe by means of credits. One credit represents a study load varying from 25 to 30 hours, depending on the country;
  - **EVC:** recognition of earlier acquired competencies, not backed up by diplomas but obtained through (work) experience ([Article 7.16 WHW](#));
  - **EVK:** recognition of earlier acquired qualifications, backed up by diplomas;
  - **Exam:** all interim exams of the the associate degree programme ([Article 7.10 WHW](#));
  - **Examination:** an investigation into the knowledge, insights and skills of a student related to the content of a course, as well as the assessment of the results of that investigation ([Article 7.10 WHW](#)). An examination can consist of one test or multiple tests which, in a predetermined weighting, together determine the grade for the examination of the course;
  - **Examination result:** is the weighted average of all grades of the tests of a course. Also called the (final) grade of the course. The result of the examination that accompanies a course establishes whether the knowledge, insight and/or skills required to successfully complete a course have been met;

- **Examinations Appeals Board:** the body to which the student can appeal when the student disagrees with a decision of the examination board or examiners;
- **Examiner:** lecturer appointed by the Examination Board to conduct interim examinations and determine the result thereof ([Article 7.12c WHW](#));
- **Exemption:** exempting a student from the assessment of (part of) a course. An exemption can therefore be requested for an examination and for a test;
- **External students:** a student who is enrolled solely for the purpose of taking examinations without participating in the courses of a programme of study;
- **Fraud:** any intentional act, omission or attempt at or admission of behaviour by a student that fully or partially prevents a correct and fair assessment of a person's knowledge, insights and skills or (professional) attitude from being made ([Article 5 Examination and Fraud Code of Conduct](#));
- **Higher Education Appeals Board:** the body to which students could appeal a decision of the Examinations Appeals Board until January 1, 2023. From January 1, 2023, the Administrative Law Division of the Council of State;
- **HZ Learn:** HZ Learn is a digital learning environment. Here you can find information from the study programme.
- **HZ Learning pathways:** courses, parts of a course of study or activities that are focussed on acquiring knowledge and skills in the following areas: English, research skills, entrepreneurship, learning how to learn, as well as courses, parts of a course of study or activities within the concept of HZ Personality that relate to the encouragement of the personal development and progress of the student;
- **HZ Personality:** Personality Courses, or parts of a course of study that are focussed on the personal development and progress of the student. HZ Personality learning targets are mainly (but not exclusively) learning targets that are suggested by the student and which relate to, amongst other things, administrative activities, information and promotion activities, project activities, training activities as well as activities with respect to HZ Cult or HZ Sport;
- **Internship:** the possibility for students to put into practice what they have learned in theory during the degree programme;
- **ISAT:** is the programme code of the programme. This code is registered in the Central Register of Higher Education Study Programmes (CROHO);
- **Master's degree programme:** a CROHO-registered master's degree programme of the HZ, with a study load of at least 60 credits, as defined in [Article 7.3a.2c of the WHW](#) ([Article 7.5.1d of the WHW](#));
- **Minimum mark:** the minimum mark that must be achieved on a test;
- **Minor:** a course (or a coherent set of courses) of 15 to 30 credits, taken in a single semester (or in a period of two blocks) and which focuses on letting the students acquire knowledge, understanding and skills ([Article 7.3 of the WHW](#));
- **NVAO:** Dutch-Flemish Accreditation Organisation;
- **Osiris:** The education registration system OSIRIS, also the system for registering for courses and tests;
- **Practical exercise:** this is an exercise which can only take place under supervision during timetabled activities and which are aimed at acquiring a practical professional skill, and which are examined within the relevant unit of study. Completion of a practical exercise is conditional for participation in one or more tests in the relevant course ([Article 7.13 WHW](#));
- **Program Committee:** each program has a program committee consisting of students and teachers that advises the program on the implementation of the Course and Examination Regulations and various education-related matters ([Article 10.3c WHW](#));
- **'Propaedeutic' phase:** the first period in an Associate degree program with the study load of 60 study credits ([Article 7.8b lid 8 WHW](#));
- **Serious fraud:** a form of fraud that differs in degree and severity from committing fraud ([Article 5.28 Examination and Fraud Code of Conduct](#));
- **Specialisation:** specialisation within the major area/degree programme ([Article 7.13 2b WHW](#));

- **Study programme:** a coherent set of courses including an exam ([Article 7.3 WHW](#)). Each study programme is registered in the CROHO. A distinction is made between associate degree programmes, bachelor programmes, and master programmes that follow the bachelor programme ([Article 7.3a WHW](#));
- **Study year:** the period that starts on 1 September and ends on 31 August of the following calendar year;
- **Student career coach:** a person who is responsible for the supervision of students as defined in [Article 7.34 paragraph 1 sub e of the WHW](#);
- **Tests:** a test forms part of an examination. A test is the investigation into the knowledge and/or skills and/or attitude of a student. The test forms are described in the HZ Assessment Policy;
- **Test opportunity:** the opportunity which a study program offers to take or hand-in a test;
- **Test registration:** registering for participation in a test through Osiris Student;
- **Test opportunity:** a time for taking or handing in a test that is offered by a programme;
- **Unit of study:** a degree programme is a set of units of study, also referred to as 'courses' within HZ. An examination is associated with each unit of study ([Article 7.3 paragraph 2 WHW](#)).
- **University Council:** the participation body of the HZ ([Article 10.17 WHW](#));
- **Weighting factor:** factor that determines to what extent a test is weighted in the final course mark;
- **WHW:** the Dutch Higher Education and Research Act ([WHW](#)).

## ARTICLE 1.2 ABOUT THE COURSE AND EXAMINATION REGULATIONS

1. These Course and Examination Regulations (hereinafter referred to as: CER) apply to all **associate degree programmes fulltime**.
2. These CER are further elaborated for each Associate degree programme in the CER Implementation Regulation Associate degree full-time. All implementation regulations form an integral part of the CER ([Implementation Regulations](#)).
3. The Implementation Regulations may not be at variance with these CER. If this is the case, the content of this CER is leading.
4. These CER apply to:
  - a. all students who have registered in a degree programme at any time during the study year,
  - b. anyone who applies to be admitted to a degree programme while the regulation is valid, and,
  - c. external students who are entitled to participate in an examination or test for the degree programme on the basis of their registration.

## ARTICLE 1.3 APPROVAL AND EVALUATION

1. These CER contain provisions that are specific to the institution. The Implementation Regulations contain provisions specific to each degree programme.
2. The provisions that are specific to the institution are determined annually by the Board after the Degree programme committees have been given the opportunity to issue recommendations, or grant permission with respect to components a1, b, c, d, e, g, v and z of [Article 7.13 paragraph 2 of the WHW](#) and after the approval of the University Council.
3. The provisions that are specific to the institution are determined annually by the Board after the Programme Committees concerned have been given the opportunity to issue recommendations. The Programme Committees have the right to consent to the following components:
  - a. The manner in which the education for each relevant study programme is evaluated ([Article 7.13 paragraph 2 sub a1 of the WHW](#));
  - b. The basic structure of the specialisations of a study programme ([Article 7.13 paragraph 2 sub b WHW](#));
  - c. The knowledge, insight and skills that a student must have acquired by the end of the study programme ([Article 7.13 paragraph 2 sub c WHW](#));
  - d. Where necessary, the structure of practical exercises ([Article 7.13 paragraph 2 sub c of the WHW](#));
  - e. The study load of the Associate degree programme and of each of the including study units ([Article 7.13 paragraph 2 sub e of the WHW](#));
  - f. If applicable: with regard to which master's degree programme [Article 7.5d.a WHW](#) ([article 7.13 paragraph 2 sub g of the WHW](#));
  - g. If applicable: the manner in which the selection of students for a special track within the Associate degree programme as defined in [Article 7.9b of the WHW](#) takes place ([Article 7.13 paragraph 2 sub v of the WHW](#)).
  - h. If applicable: the regulation, as referred to in [Article 7.5b WHW](#) and [Article 7.5d WHW](#).
4. The Programme Committees annually evaluate the way in which the CER and the Implementation Regulations of all study programmes are executed.
5. The domain directors are responsible for:
  - a. the implementation of the CER;
  - b. the elaboration and implementation of the Implementation Regulations;
  - c. the annual evaluation for the Board of the CER and the Implementation Regulations in which it considers the time spent by students arising from monitoring and where necessary adjustment of the study load ([Article 7.14 WHW](#));
  - d. the preparation of amendments to the CER implementation regulations.



#### **ARTICLE 1.4 EVALUATION OF EDUCATION**

1. The education of the degree programme shall be evaluated in each block for the purpose of quality development and assurance, in accordance with [Article 7.13 paragraph 2 sub a1 of the WHW](#).
2. This evaluation will be written and oral. The minor, internship and graduation phases of the program are evaluated in writing.
3. A student who is registered on a degree programme shall have the opportunity to participate in at least one of the evaluation activities per block stated in the second paragraph.

# CHAPTER 2 REGISTRATION, PRIOR EDUCATIONAL REQUIREMENTS, ADMISSION POLICY

## ARTICLE 2.1. REGISTRATION

1. Student admission and registration is laid down in the [Regulations regarding \(termination of\) registration students and external students at HZ University of Applied Sciences](#).

## ARTICLE 2.2 ADMISSION AND PRIOR EDUCATIONAL REQUIREMENTS

1. Anyone who wishes to be admitted to a degree programme at HZ University of Applied Sciences must comply with at least one of the following educational entry requirements:
  - a. a Bachelor's, Master's or Associate degree in a university education or higher education programme, or examinations passed at a higher education institution ([Article 7.28 paragraph 1 WHW](#));
  - b. a pre-university education diploma (Dutch: VWO) ([Article 7.24, paragraph 2 WHW](#));
  - c. a higher secondary education diploma (Dutch: HAVO) ([Article 7.24 paragraph 2 WHW](#));
  - d. a middle-management training diploma (level 4) as defined in Article 7.2.2 paragraph 1 of the Adult and Vocational Education Act ([Article 7.24, paragraph 2 WHW](#));
  - e. a diploma from a middle management course or from a specialist course as referred to in article 7.2.2. paragraph 1 of the Education and Vocational Education Act (abbreviated: WEB) ([Article 7.24, paragraph 2 WHW](#));
  - f. a specialist training programme diploma as defined in Article 7.2.2. paragraph 1 of the Adult and Vocational Education Act ([Article 7.24 paragraph 2 WHW](#));
  - g. a diploma deemed by ministerial decree to be at least equivalent, or at least equivalent to it in the opinion of the Board (Article 7.28, paragraph 2 of the WHW)<sup>1</sup>, with the equivalence of foreign diplomas being announced in the Dutch Staatscourant ([section 7.30f WHW](#));
  - h. decision by the Board that the admission examination for the chosen training programme was taken successfully ([Article 7.29, paragraph 1 WHW](#)).

## ARTICLE 2.3 ADDITIONAL EDUCATIONAL ENTRY REQUIREMENTS

1. Additional educational entry requirements may be imposed prior to admission to a Degree programme at HZ University of Applied Sciences ([Article 7.25 WHW](#)). These requirements result from the [Regulations for registration and admission to higher education](#).
2. The additional educational entry requirements for students with a HAVO (senior general secondary education) diploma or VWO (pre-university education) diploma are described in detail for each Degree programme in the respective CER Implementation Regulations.

## ARTICLE 2.4 SHORTFALL INVESTIGATION

1. A person holding a diploma that does not meet the conditions of registration (i.e. there is a shortfall) can be registered on the condition that investigations show that comparable requirements are met. Any such requirements have to be met before the start of the Degree programme, or no later than the completion of the propaedeutic phase or, if this phase has not been set up, the completion of the first period in the study programme with a study load of 60 credits ([Article 7.25, paragraph 6 WHW](#)). This investigation is conducted by or on behalf of the Board. The investigation can be conducted internally (by HZ) or externally (by third parties).
2. These requirements are described in detail for each Degree programme in their respective Implementation Regulations.

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<sup>1</sup> There is currently no such ministerial decree.

## **ARTICLE 2.5 ADDITIONAL REQUIREMENTS (7.26 WHW)**

1. Additional requirements may be imposed for admission to a degree programme (Article 3.6 of the WHW 2008, [Regulations for registration and admission to higher education](#)).
2. The additional requirements for the degree programme Maritime Officer and the degree programme Sport Studies are detailed in their respective Implementation Regulations.

## **ARTICLE 2.6 DELETED**

## **ARTICLE 2.7 DELETED**

## **ARTICLE 2.8 ADMISSION BASED ON OTHER (FOREIGN) DIPLOMAS**

1. The admission requirements regarding other (foreign) diplomas are regulated in greater detail in the [Regulations Enrolment HZ students](#). The [Code of conduct for international students in higher education](#) (revised version dated 1 August 2014 for student before 1 September 2017 and version 1 September 2017 for students after 1 September 2017) should be taken into consideration.
2. The Board can exempt holders of other diplomas not designated by a ministerial ruling from the legal educational entry requirement if the Examination Board deems these to be at least equivalent to a VWO (pre-university education) diploma, a HAVO (senior general secondary education) diploma or a WEB based diploma from a middle-management training diploma, a specialist training programme or from a professional training programme designated by a ministerial ruling ([Article 7.28 paragraph 2 WHW](#)).
3. If the diploma referred to in the previous paragraph of this article was issued outside the Netherlands, the Board can stipulate that no exams or components of exams are taken until proof of sufficient command of Dutch to follow the degree programme successfully has been submitted to the relevant Examination Board. The Board can also stipulate that the person concerned shall not be registered until the aforementioned proof has been provided.
4. Students with non-Dutch prior education wanting to study a degree programme in Dutch must provide the following: a declaration that they have successfully taken the State examination in Dutch as second language (NT2), programme II, no more than two years ago; a declaration that they have successfully taken the ITN test (Inter-university Dutch) or a comparable certificate such as the Certificate in Dutch as a Foreign Language (CNaVT) or the [Higher Education Language Competency profile \(PTHO\)/Educatief Startbekwaam \(STRT\)](#) or a decision issued on behalf of the Board stating that the student is exempt from this requirement. This language requirement also applies to students who have obtained an MBO-4 or equivalent diploma in Suriname or in countries that are part of the Kingdom of the Netherlands.
5. If the diploma referred to in the second paragraph of this article was issued outside the Netherlands and the education was conducted in English, the Board can stipulate that no exams or components of exams are taken until proof of sufficient command of English to follow the degree programme successfully has been submitted to the relevant Examination Board. The Board can also stipulate that the person concerned shall not be registered until the aforementioned proof has been provided. The following requirements apply in this regard: for students until 1 September 2017: IELTS (average score of at least 6.0), TOEFL iBT (internet-based test)( minimum score of 79, in the transition phase TOEFL 550 and 213 are permitted), TOEIC, Cambridge ESOL, and for students after 1 September 2017: IELTS (average score of at least 6.0), TOEFL paper (minimum score of 550), TOEFL Internet (minimum score of 80), TOEIC (listening and reading 670 and speaking and writing 290) and Cambridge (minimum score 169), as indicated in the regulations referred to in 2.8.1. Prospective students may not provide their own language test, unless this has been validated by the National Committee on the advice of the Research Centre for Examination and Certification (RCEC). Students from the People's Republic of China are only admitted if they have a NESO certificate. This language requirement does not apply to international students whose prior education was in the USA, Great Britain, Ireland, Australia, Canada (with the exception of Quebec), Malta and for students (after 1 September 2017) that are holder of the International Baccalaureate certificate for English A Language and Literature. This language requirement

does also not apply to foreign students who have passed the exams (including the subject of English) on the [Diploma list of the Nuffic](#).

6. Foreign students who are aged 18 or over on the first day of the degree programme on which they first registered must be legally resident in the sense of Article 8 of the Aliens Act 2000.
7. Foreign students with a residence permit are subject to the annual requirement that they must have obtained at least 50% of the credits during the study year concerned. If a lower score is obtained, the Immigration and Naturalisation Service (IND) shall be informed unless there were special circumstances which meant that the student was unable to satisfy their obligations. One of these notifications may be dispensed for each course (Modern Migration Policy Act).

#### **ARTICLE 2.9 ADMISSION BASED ON AN ADMISSION EXAMINATION (COLLOQUIUM DOCTUM)**

1. Prospective students aged twenty-one and above who do not meet the educational entry requirements stated in Article 2.2 of this CER may be exempted by the Board from these requirements if an admission examination shows:
  - a. suitability for the degree programme in question, and
  - b. sufficient mastery of Dutch to be able to follow that programme successfully ([Article 7.29 paragraph 1 WHW](#));
  - c. sufficient mastery of English to be able to follow that programme successfully, in cases where the programme is offered in English.
2. The admission examinations are conducted by Aob Compaz (website: [www.aobcompaz.nl](http://www.aobcompaz.nl)).
3. The admission examination involves testing the student's cognitive abilities. It is conducted based on standardised tests at the HAVO level that provide a picture of verbal understanding, precise logical thinking and numeric thinking, supplemented with a number of specific capacities that are important for the various subjects. The test is taken digitally in a conditioned test environment under the supervision of an advisor.
4. *deleted*
5. The Board can choose to not apply the age limits stated in the first paragraph for holders of diplomas issued outside the Netherlands that give access to study programmes at institutes of higher education in their own countries. The Board can also choose to not apply the age limits in special circumstances where a diploma cannot be provided.
6. After the admission examination has been taken, the Student Office shall provide the person concerned with a declaration stating whether or not they have been granted admission to the study programme. If the prospective student is admitted, a copy of the declaration shall be included with their student records at the Student Office.
7. The admission examination programme for each study programme consists of specific components. This is described in greater detail in each specific set of CER Implementation Regulations.

#### **ARTICLE 2.10 REGISTRATION CONDITIONS**

1. A student's registration shall only be deemed final once they have complied with the registration conditions.

#### **ARTICLE 2.11 REFUSAL/DEREGISTRATION AS A RESULT OF UNDESIRABLE CONDUCT CONCERNING EXERCISE OF FUTURE PROFESSION**

1. Should there be reason to do so, the Board shall use its authority under [Article 7.42a WHW](#) to refuse or terminate the registration of a student if the student's conduct or statements demonstrate that they are unsuitable to work in one or more professions for which their study programme is preparing them, or unsuitable for the practical preparations for those professional activities.

## ARTICLE 2.12 OBJECTIONS

1. Decisions by the Board are subject to appeal in accordance with the provisions in the [Regulations for the Legal Protection of HZ Students and External HZ Students](#).

# CHAPTER 3 STRUCTURE OF DEGREE PROGRAMMES

## ARTICLE 3.1 DEGREE PROGRAMME OBJECTIVES

1. With each HZ study programme, the student acquires such a coherent collection of knowledge, attitude and skills to be able to independently and with a critical attitude practice a profession at the higher professional education (hbo) level or to follow a continuing education according to a nationally established program profile linked to the Croho register of higher education ([Central Register of Higher Education Programs](#)).
2. The intended learning outcomes fit in terms of level and orientation (associate-degree) with the Dutch qualifications framework (NLQF, level 5). Moreover, they are in line with the current international requirements of the professional field and the field of study with regard to the content of the Ad-program.

## ARTICLE 3.2 DEGREE PROGRAMME PROFILE AND PROGRAMME LEARNING OUTCOMES

1. Each degree programme has a degree programme profile.
2. Within the programme profile, the program establishes learning outcomes. Learning outcomes are also called final qualifications, professional tasks, programme learning outcomes or competencies. The program ensures that the student can acquire the learning outcomes to be achieved from his program.
3. The degree programme profile and the learning outcomes are recorded in each CER Implementation Regulation.

## ARTICLE 3.3 ORGANISATION OF DEGREE PROGRAMME EDUCATION

1. The actual organisation of each degree programme is recorded in each CER Implementation Regulation.

## ARTICLE 3.4 PROGRAMME DURATION, STUDY LOAD, GENERAL DEGREE PROGRAMME DETAILS

1. An associate degree programme contains a two-year degree programme requiring 120 credits to be obtained ([Article 7.3a lid 2a](#) and [7.5 lid 1](#) WHW).
2. A degree programme can be offered as a full-time programme or as a part-time or dual variant.
3. The following are individually described for each degree programme in each CER implementation regulation:
  - a. the international name of the Associate degree programme;
  - b. the degree variant;
  - c. an overview of the competencies to be gained by the student, and associated subtasks, learning outcomes and requirements;
  - d. the ISAT-code;
  - e. the level, the abbreviated form, the international name and academic title;
  - f. the location of the degree programme;
  - g. the teaching language of the degree programme;
  - h. the date of the accreditation by NVAO;
  - i. possible specialisations (Article 3.7 of this CER);
  - j. additional educational entry requirements, additional requirements and/or admission requirements.
  - k. if available, the possibilities offered for the transition with an Associate Degree Certificate.

## ARTICLE 3.5 STRUCTURE OF ASSOCIATE DEGREE PROGRAMME

1. An Associate degree programme trains professionals who are ready for the job market. This means that the aim of the programme is to stimulate that the student, after obtaining the certificate, has the knowledge, skills and professional attitude to be able to start successfully in the professional field.

2. The study load of an Associate degree programme is 120 credits.
3. All courses in the first and second year are individually described in the CER Implementation Regulation Associate degree. These descriptions contain the following:
  - a. the title of the course;
  - b. the course code;
  - c. the conditions for participating in the course;
  - d. special conditions for participation in one or several test;
  - e. whether or not participation on the course is mandatory;
  - f. a brief description of the course content;
  - g. a linkage of the course with the degree programme learning outcomes;
  - h. the learning targets to be achieved;
  - i. the credits to be obtained;
  - j. the language in which the course is offered;
  - k. the type of testing, format of the tests and timing of the test;
  - l. *if applicable*, the practical exercise(s) within the course.

### **ARTICLE 3.6 INTERNSHIP AND GRADUATION RESEARCH**

1. Students must go on at least one internship as part of their degree programme.
2. Each CER implementation regulation contains the conditions for participation in internships: the basic structure of the format and content of internships, how to secure an internship, the internships offered and the assessment. Each degree programme provides detailed information in a guide.
3. Graduation rules have been drawn up as part of a study programme, including a graduation internship. Each CER implementation regulation contains the conditions for and the basic structure of the format and content of the graduation internship, how to secure an internship and how internships are assessed. This is described in detail in a guide for each degree programme.
4. Foreign students who have obtained exemption from course tests are not permitted to participate in internships or graduate in their country of origin. However, the Examination Board can give permission for this on behalf of the Board on the foreign student's request. The Examination Board must consider the following aspects in this:
  - a. which degree programme the request refers to;
  - b. for which courses and how many exemptions have been granted;
  - c. does the internship/graduation project have an international focus (and is therefore not exclusively focused on the country of origin);
  - d. is the institution or the company where the graduation project or internship is carried out internationally oriented (and therefore not exclusively focused on the country of origin).

### **ARTICLE 3.7 SPECIALISATIONS**

1. An associate degree programme can offer separate specialisations.
2. The Board can set standards for admission to a specialisation if the nature and content of the various specialisations of a degree programme differ in such a way that these standards are justified ([Article 7.9 WHW](#)).
3. The graduation tracks and the possible conditions for admission are included for each program in each CER Implementation Regulation.

### **ARTICLE 3.8 LEARNING PATHWAYS**

1. Every degree programme includes the required HZ learning pathways in the degree programme, namely: research skills, English, learning how to learn, entrepreneurship, HZ Personality.
2. The way the learning continuity pathways are included in the study programme are clearly stated in the CER Implementation Regulations.

3. The HZ expresses the level of proficiency in the English language according to the European Framework of Reference for Languages (ERK)/Common European Framework of Reference for Languages (CEFR). Every student at HZ who started a programme after 31 August 2023 is demonstrably proficient in speaking, writing, reading and listening in the English language at least at B1 level according to the ERK/CEFR. A programme may determine that a higher level than B1 is required and include this in the OER implementing regulation.

### **ARTICLE 3.9 HZ PERSONALITY**

1. Space is reserved for HZ Personality in the curriculum of an Associate degree programme. HZ Personality comprises 5 study credits and is, as far as possible, spread evenly over the curriculum (proportionately over the academic years of the degree programme).
2. The degree programme indicates the way in which the number of credits for HZ Personality is distributed across the curriculum in the CER Implementation Regulations.
3. Articles 6.1 and 6.5a of these CER apply regarding the awarding of credits.
4. The [HZ Personality manual](#) is published on <https://hz.nl/en/>.

### **ARTICLE 3.10 HONOURS PROGRAMME**

1. The honours programme offered by HZ is an interdisciplinary and extracurricular study programme for students ([Article 7.9b of the WHW](#)); The structure and content of the programme, the study load and the methods for selecting students who wish to take part in the programme are also described on the [honours programme Learn page](#) the [HZ website](#).
2. The Board decides about the admission of students to the honours programme.
3. If a student successfully completes the honours programme, the student shall receive a certificate that shall contain at least details of the content of the programme, the study load and the results achieved by the student.

### **ARTICLE 3.11 GENERAL PROVISIONS FOR THE PROGRAMME OF STUDY**

1. The teaching and testing of courses of the degree programmes are done in either Dutch or in English.
2. Contrary to the provisions of the previous paragraphs of this article, teaching shall be provided in another language, where:
  - a. the teaching is provided by a non-Dutch speaking teacher;
  - b. the specific nature, organisation or quality of the teaching or of a course requires another language to be used, whether that is due to the country of origin or
  - c. in the case of a minor, where it is specified that this minor shall be offered in another language.
3. In degree programmes taught in Dutch, students may be required to consult literature in English (or other languages).
4. The CER Implementation Regulation for each degree programme specifies the teaching language and whether English-language literature is required.

### **ARTICLE 3.12 STUDENTS' COPYRIGHT**

1. Students and external students have copyright on works and products created for the degree program.
2. The HZ has rights of use to these works and products.

### **ARTICLE 3.13 PRIVACY POLICY STUDENTS**

1. A [Privacy Policy Students HZ](#) applies at HZ for the processing and protection of personal data.

### **ARTICLE 3.14 ELITE SPORTS**

1. The [HZ elite sports regulations](#) apply to top athletes who are registered as students at HZ.



2. Students are able to receive educational support and assistance, as defined in Article 5 of the [HZ elite sports regulations](#). They shall have to make a study and sports plan for this purpose in consultation with the elite sports coordinator and the Associate degree programme coordinator. The director and the Examination Board shall consider each party's authority to approve the study and sports plan and decide on the educational support and assistance to be granted.

# CHAPTER 4 EDUCATION

## ARTICLE 4.1 DIVISION OF THE STUDY YEAR

1. An academic year consists of two semesters or four blocks. The CER Implementing Regulations state whether a program uses the semester or block system.

## ARTICLE 4.2 LEARNING PATH, CONDITIONS AND STANDARDS

1. Students determine their own learning path each semester or per one or more blocks in accordance with the conditions and standards contained in Articles 3.5 to 3.9 of these CER. These requirements are described in detail for each course in the respective CER Implementation Regulations.
2. The learning path is documented in the study plan, as described in Article 7.3 of these CER.
3. The learning path and any study plan resulting from this need to be approved by the student career coach.

## ARTICLE 4.3 DELETED

## ARTICLE 4.4 REGISTERING AND (CONDITIONAL) PARTICIPATION IN A COURSE

1. Students can participate in a course if it is included in their study plan.
2. Students must have met the admission requirements prior to participating in a course. Students who do not (yet) meet these admission requirements should in advance submit a written request to the Examination Board so that their eligibility for that course can be considered. The Examination Board shall decide whether and under what conditions the student can participate in the course and shall inform the student of this in writing.
3. Registration requirements may apply to participation in courses. Please refer to the CER Implementation Regulation of the degree programme.

## ARTICLE 4.5 PARTICIPATION IN INTERNATIONAL EXCHANGE PROGRAMMES

1. Students who wish to participate in an international exchange programme should have completed all courses of the first year ('propaedeutic' phase) of the Associate degree programme in all cases.
2. The respective CER Implementation Regulations contain the additional conditions applicable to each course of study on international exchange programmes.

## ARTICLE 4.6 EXEMPTIONS

1. The [HZ Exemptions Policy](#) applies when granting exemptions, except for the cases to which these regulations do not apply. The procedure for applying for an exemption is also described in the policy memorandum.
2. Students may submit a request to the Examination Board for exemption from tests for one or more courses. Exemption cannot be granted for graduation. The examination board is authorized to exempt more on the basis of previously acquired competences (EVC). If a test is exempted, this leads to credits if all tests that make up the examination are passed.
3. A student may be considered for exemptions from course tests on the following grounds:
  - a. because of a study programme taken before, as a result of which the student believes that he has a qualification at a certain level. To this end, the student must submit a diploma, certificate or documentary reference from the institution at which this competency was acquired (EVK); and/or
  - b. because of experience duly stated on a certificate granted by a recognised EVC institution.

4. When considering the request for exemption, the Examination Board compares the nature and content of the qualifications which have been already acquired with the test for which exemption is sought. Exemption requests are always reviewed and granted on a case-by-case basis.
5. The graduation phase cannot be exempted.

#### **ARTICLE 4.7 RECOGNITION OF ACQUIRED COMPETENCIES (DUTCH: EVC)**

1. At the request of the student with an EVC certificate, the examination board may grant exemption for parts of a degree programme (Article 4.6 of these CER).
2. The Examination Board shall seek the opinion of the relevant domain director before reaching its decision.
3. The Examination Board can grant exemptions, at request of the student, in exceptional situations where the student already possesses a certificate duly stating their experience and has received positive advice in this regard from the director.
4. If the Examination Board grants the student exemption, the remaining study must be dedicated to the graduation phase. The graduation phase cannot be exempted.

#### **ARTICLE 4.8 COLLABORATION WITH FOREIGN EDUCATIONAL PARTNERS**

1. HZ University of Applied Sciences can enter into long-term cooperation with a foreign educational partner<sup>2</sup>, which shall always be recorded in a written agreement. The collaboration refers to the following:
  - a. allowing the use of HZ facilities for a degree programme run by that educational partner, and
  - b. assessing the quality of that degree programme by HZ, and
  - c. enabling students of that educational partner to register on a corresponding degree programme at HZ.
2. In the event of a long-term cooperation as referred to in paragraph 1, the Examination Board can grant exemption from tests on one or more courses or parts of those courses, when requested by a foreign student registered as such on a degree programme at HZ.
3. The exemption referred to in paragraph 2 can be granted for up to 60 credits.
4. The Examination Board shall inspect the quality of the foreign degree programme on receipt of a request for exemption. The assessment of a request for exemption shall involve the general criteria referred to in Article 4.6 and also the [HZ Exemptions Policy](#). It shall also ascertain the following:
  - a. that at least a quarter of the degree programme, including graduation, has been followed at HZ, and
  - b. that the domain director has assessed the quality level of the foreign degree programme as being in order and consistent, and
  - c. that the domain director has ensured that the foreign degree programme meets all the educational requirements under Dutch law and the requirements of these CER.

#### **ARTICLE 4.9 STUDYING WITH A NEED FOR SUPPORT**

1. Students with a need for support are legally entitled under law and under the [HZ policy memo Studying with a need for support](#) to suitable facilities. Information about this can be found on the [internal website MyHZ](#).
2. Provisions should aim to remove or reduce obstacles so that the student has the opportunity to complete the study successfully. Facilities should promote the student's independence and full participation as much as possible. Possible provisions are facilities regarding the organisation and delivery of education, facilities regarding tests and extra support or guidance.

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<sup>2</sup> variant on section A of the policy memorandum of 26 March 2007 from the Minister of Education, Culture and Science: *Dutch higher education abroad, what is permitted and what is not permitted*

3. The student counsellor of the study programme concerned acts as the student's contact person.
4. If the provision relates to the organization and/or provision of education or relates to tests, the examination board will assess whether granting the provision will safeguard the (final) level and competencies of the program and the domain director will decide on organizing and funding the provision.
5. The provisions to be made are laid down in an educational agreement.

# CHAPTER 5 EXAMINATION BOARD, DEPARTMENTAL EXAMINATION BOARD AND EXAMINERS

## ARTICLE 5.1 SET UP AND WORKING PROCEDURE OF THE EXAMINATION BOARD

1. HZ University of Applied Sciences has an Examination Board that has tasks and authorisations for preliminary examinations and examinations. The setup and working procedure of the Examination Board are laid down in the [HZ Examination Board Regulation](#).

## ARTICLE 5.2 DUTIES AND AUTHORISATIONS OF THE EXAMINATION BOARD

1. The Examination Board shall have the following duties and authorisations:
  - a. not to issue a certificate yet on the request of the party who is entitled to it, in accordance with the rules to be determined by the Board of the institution ([Article 7.11 paragraph 3 WHW](#));
  - b. guarantee quality of the organisation of the preliminary examinations and examinations ([Article 7.12b paragraph 1a WHW](#));
  - c. determine guidelines and instructions within the context of the CER, as defined in [Article 7.13 of the WHW](#), in order to assess and determine the results of preliminary and final examinations ([Article 7.12b paragraph 1 sub b of the WHW](#));
  - ca. award credits for the successful completion of tests and examinations by providing the examiners with substantive and procedural guidelines in advance with regard to the examinations and with regard to the determination of the results of interim and final examinations ([Article 7.12b paragraph 1 sub b of the WHW](#));
  - cb. to specify, if required, that the Examination Board conducts an investigation, as stated in [paragraph 2 of article 7.10 of the WHW](#);
  - d. to remove the right to take one or more preliminary or final examinations to be determined by the Examination Board in the event of fraudulent actions by a student or external student for a period of not more than one year (also to be determined by the Examination Board); in cases of serious fraud the Board may, on a proposal from the Examination Board, cancel the registration of the student involved permanently ([Article 7.12b paragraph 2 of the WHW](#));
  - e. to determine the conditions under which it is determined that a final examination has been passed, in cases where not all preliminary examinations have been passed ([Article 7.12b paragraph 3 of the WHW](#));
  - f. to draw up an annual report of the activities of the Examination Board and its Departmental Examination Boards ([Article 7.12b paragraph 5 of the WHW](#));
  - g. draw up rules for the execution of the tasks and authorisations as meant in [Article 7.12b, paragraph 1 sub a, b and d, and paragraph 2 of the WHW](#), and about the measures that it can take in relation to this ([Article 7.12b paragraph 3 of the WHW](#));
  - h. ask Departmental Examination Boards and examiners for information ([Article 7.12c paragraph 2 of the WHW](#));
  - i. supervise the exercising of tasks and authorities by the Departmental Examination Boards and examiners;
  - j. to issue certificates showing that an examination was passed ([Article 7.11 paragraph 2 of the WHW](#)) and the issuing of a replacement certificate due to a change of name ([Article 7.11a paragraph 1 WHW](#));
  - k. to add supplements to certificates for the examinations passed ([Article 7.11, paragraph 4 of the WHW](#));
  - l. to issue declarations as defined in [Article 7.11 paragraph 5 of the WHW](#) (overview of preliminary examinations passed);
  - m. to issue exemptions for taking one or more (parts of) preliminary examinations ([Article 7.12b paragraph 1 sub d of the WHW](#));

- n. to determine in an objective and professional manner whether a student complies with the conditions set by the CER regarding knowledge, understanding and skills required for obtaining a degree ([Article 7.12, paragraph 2 of the WHW](#));
- o. to appoint examiners and cancel the appointment of examiners ([Article 7.12c paragraph 1 of the WHW](#));
- p. acting under a mandate from the Board, as part of a (possible) (negative) and binding recommendation regarding a student's educational future:
  - (i) the issuing of a written warning to the student, giving the student a reasonable period to improve his study results ([Article 7.8b, paragraph 4 WHW](#));
  - (ii) providing an information letter to the student with the possibility to issue a (negative) and binding recommendation regarding his educational future ([Article 7.8b WHW](#)).
  - (iii) hearing the student following the issued information letter about the (negative) and binding recommendation ([Article 7.8b WHW](#));
  - (iv) the issuing of a (negative) and binding recommendation regarding a student's educational future to the student ([Article 7.8b, paragraph 2 WHW](#));
  - (v) representing the Board in the case of an appeal by the student against the (negative) and binding recommendation regarding his educational future as well concluding an amicable settlement with the student in that context before the Board of Appeals for Examinations ([Article 7.61 WHW](#));
  - (vi) the (joint) representing (in brief) of HZ in the case of an appeal before the Higher Education Appeals Tribunal against a decision of the Board of Appeals for Examinations as referred to in (v) ([Article 7.66 WHW](#));
- q. Other under these CER and other (on the website, Osiris Student, or published elsewhere) HZ regulations of authorities and duties granted to the Examination Board.

### **ARTICLE 5.3 DUTIES AND AUTHORISATIONS DEPARTMENTAL EXAMINATION BOARDS**

1. The Examination Board has delegated the following duties and authorities to the Departmental Examination Boards:
  - a. to issue certificates showing that an examination was passed ([Article 7.11 paragraph 2 WHW](#)) and the issuing of a replacement certificate due to a change of name ([Article 7.11a paragraph 1 WHW](#));
  - b. to add diploma supplements to certificates of examinations successfully taken ([Article 7.11, paragraph 4 of the WHW](#));
  - c. to issue declarations as defined in [Article 7.11 paragraph 5 of the WHW](#) (overview of examinations passed);
  - d. to perform an independent investigation in exceptional situations, under [Article 7.10, paragraph 2 of the WHW](#);
  - e. to issue exemptions for taking one or more (parts of) examinations ([Article 7.12b paragraph 1 sub d of the WHW](#));
  - f. to determine in an objective and professional manner whether a student complies with the conditions set by the CER regarding knowledge, understanding and skills required for obtaining a degree ([Article 7.12, paragraph 2 of the WHW](#));
  - g. to appoint examiners and cancel the appointment of examiners ([Article 7.12c paragraph 1 of the WHW](#)).
  - h. to ask examiners for information ([Article 7.12c paragraph 2 of the WHW](#));
  - i. the duties and authorities concerning a binding and negative recommendation regarding a student's educational future that can be found in Article 5.2, paragraph p under (i) and (ii) of this CER.
2. The Examination Board can delegate other duties and/or authorities described in these regulations to the Departmental Examination Boards.

## ARTICLE 5.4 DUTIES AND AUTHORISATIONS OF EXAMINERS

1. The Examination Board appoints the examiners. From 1 January 2021, the examiner must be in possession of a BQE (Basic Qualification Examination) certificate.
2. The examiners have the following duties and authorisations:
  - a. to carry out examinations and grade them ([Article 7.12c paragraph 1 of the WHW](#));
  - b. to provide information requested by the Examination Board ([Article 7.12c, paragraph 2 WHW](#)), including the provision of information on request by the Examination Board or departmental examination board regarding exemption requests, suspicion of fraudulent actions, compensations to be granted an (negative) binding recommendation regarding a student's educational future;
  - c. to issue documentary references (which may be in digital format) declaring whether or not an examination was passed ([Article 7.11, paragraph 1 of the WHW](#));

## ARTICLE 5.4A LEGAL COMMITTEE, (DEPARTMENTAL)TEST COMMITTEE AND THE COMPLAINTS COMMITTEE

1. The Examination Board can establish permanent or temporary committees in connection with specific tasks/themes (Article 3.1 of the [HZ Examination Board regulations](#)).
2. A Legal Committee is accountable to the Examination Board and is responsible for providing solicited and unsolicited legal advice, providing input to (legal) texts, granting assistance when dealing with disputes (including disputes where the Departmental Examination Boards are also involved) and contributing towards the annual report of the Examination Board. (*Article 2 of the [Legal Committee Regulations in accordance with the HZ Examination Board Regulations](#)*).
3. A Test Committee is accountable to the Examination Board and is responsible for providing solicited and unsolicited advice to the Examination Board concerning quality assurance and quality policies for examinations and preliminary examinations (*Article 2 of the [Test Committee Regulations in accordance with the HZ Examination Board Regulations](#)*).
4. *deleted*
5. If a complaint is submitted to the Examination Board, it shall establish a temporary Complaints Committee, which is responsible for recommendations about that complaint (*Article 3 of the [Complaints Committee Regulations in accordance with the HZ Examination Board Regulations](#)*).

## ARTICLE 5.5 APPEAL

1. Appeals against decisions made by the Examination Board and examiners can be lodged with the Examinations Appeals Committee of HZ University of Applied Sciences ([Article 7.61 of the WHW](#)).
2. The appeal must be submitted to the Faciliteit HZ by mailing: [faciliteit@hz.nl](mailto:faciliteit@hz.nl), the open facility as defined in [Article 7.59a of the WHW](#).
3. *deleted*
4. The appointment and working procedures of the Appeals Committee regarding examinations and of the HZ facility are laid down in the [Regulations on legal protection HZ students and external HZ students](#).

# CHAPTER 6 TESTS AND AWARDING CREDITS

## ARTICLE 6.1 TESTS

1. A degree programme is made up of a coherent set of courses to which an examination is linked. These courses are aimed at acquiring knowledge, insight and skills, which the student following this course must possess. The courses are described per degree programme in the CER Implementations Regulations ([Article 7.3 WHW](#), Article 3.5 and 3.6 of this CER)
2. Each course has an examination, consisting of one or more test(s). This examination comprises a summative examination of the knowledge, insight and skills of the student, as well as the assessment of the results thereof.
3. The exam is passed when all exams of the courses belonging to the study programme have been successfully completed, insofar as the Examination Board has not determined that the exam also includes an exam to be taken by itself.
4. Tests are taken verbally, in writing or in another way, subject to the authority of the Examination Board to deviate from this in special cases.
5. Tests are taken in a set order and in set periods of time.
6. The HZ Assessment Policy applies to the examinations and tests. This policy is published on [HZ Learn](#) and on [www.hz.nl](http://www.hz.nl).
7. *deleted*

## ARTICLE 6.2 NUMBER OF TESTS

1. The student has the option of taking a test opportunity twice for each test per academic year, unless the Examination Board exceptionally decides that the structure of the degree programme requires otherwise.
2. *deleted*
3. A program may deviate from the first paragraph of this article and provide in the CER Implementing Regulations that the student has three opportunities to take one or more tests in the final year of study in connection with graduation.
4. A student who has only one test left to pass before completion of the program may request an additional test opportunity from the Examination Board if there is no possibility of taking that test in the short term. For this, the student must submit the necessary supporting documents to the Examination Board in advance.
5. In the case of an extra testing opportunity, the test must be equivalent in content, level and weight to the previous testing opportunity.
6. If the student retakes a test, the highest mark obtained will apply.
7. If the student has passed a test with a pass, the student may retake the test one more time for a better result, provided this resit takes place in the same or the following academic year and the final examination of the Associate degree programme has not yet been passed.
8. In special circumstances, the Examination Board may decide on an additional testing opportunity. The examination board shall ensure that the examiner and the student are informed of its decision in a timely manner and in writing.
9. *deleted*
10. For the Student Company course, there is only one opportunity per academic year to participate in the course. If the student participates in the first semester, the possibility to retake is in the second semester of the same academic year. If the student participates in the second semester, the possibility of retaking is in the first semester of the following academic year.
11. If a study programme changes the educational programme (curriculum), as a result of which, for example, a course or a test is no longer offered, a transitional arrangement will be included in the CER Implementation Regulations. The basic principle here is that tests of a canceled course are offered twice in the academic year where the modified curriculum is in place.



### **ARTICLE 6.3 PARTICIPATION IN A TEST, ABSENCE**

1. Students who take part in a course have the right to register for test opportunities associated with that course. Conditional requirements to take test opportunities may apply. Please refer to the CER Implementation Regulation of the Degree programme.
2. If the student does not participate in the testing opportunities referred to in article 6.2 of this CER, the student is not entitled to additional testing opportunities in that academic year.
3. The [Examination Rules of Conduct and the HZ Fraud Regulations](#) apply when taking tests.
4. The degree program may set conditions for participation in a test, such as passing another test or participating in a practical exercise of the related course. This is indicated in the CER Implementation Regulation of the programme.

### **ARTICLE 6.4 REGISTRATION AND MOMENTS AT WHICH TESTS CAN BE TAKEN**

1. Each CER Implementation Regulation contains additional test information for each degree programme and each course. Details of this are given in a test timetable.
2. The test timetable contains the location(s), dates and times on which test or resits can be taken as well as the dates for inspecting the tests and the resits.
3. The test timetable is published on MyHZ and Osiris Student.
4. The student must register for tests offered by the program through Osiris Student. Each CER Implementing Regulation describes for each program where, how and when the student is informed about registering for tests.

### **ARTICLE 6.5 VERBAL TESTS**

1. Verbal tests are conducted on an individual basis, unless otherwise determined by the Examination Board.
2. Verbal tests are public, unless the Examination Board determines otherwise in a special case.
3. If the Examination Board restricts the audience of a test, then this decision shall be recorded in writing and communicated to the student and the examiner.

### **ARTICLE 6.5A EVALUATION AND AWARDING OF CREDITS**

1. The examiner assesses each test taken by the student using previously established assessment criteria and in accordance with [HZ Assessment Policy](#).
2. The examiner is responsible for the assessment of each test. This rating is expressed as a number from 1 to 10 rounded to one decimal place. A test is passed if a student has obtained a mark of 5.5 or higher. The test is recorded under the responsibility of the examiner. In the following tests it is allowed to use a non-numerical grade expressed as 'passed' or 'failed':
  - a. HZ Personality if it is a stand-alone course within the curriculum of the study programme as described in the CER Implementation Regulation Associate Degree;
  - b. For certificates (issued by external organisations) according to the curriculum of the study programme as shown in the Implementation regulation CER HZ of the study programme;
  - c. For results obtained for external minors for which conversion to numerical results is not possible.
3. When determining the (final) result of a course, the tests for which an exemption was granted, shall not be considered.
4. An external person who has not been appointed as an examiner may only act as an advisor to the examiner.
5. A minimum score and a weighting factor shall be determined for each test. The minimum score is determined at a maximum of 5.5. The minimum score of each degree programme is defined in the CER implementation regulations.
6. The student will only be awarded credits for a course, except in special circumstances, if both of the following conditions are met:

- a. the grade(s) for all tests associated with a course is at least the bottom mark for those tests in the CER Implementation Regulations, and
  - b. the weighted average of all grades of tests associated with a course is at least 5.5.
7. The Examination Board can determine that a test should be taken again by a different examiner, or by the examiner involved, or one or more other examiners.
8. *deleted*
9. At the student's request, the examiner can explain how the marking of the assessment was arrived at. The examiner provides substantive feedback to the student based on the assessment of each test.
10. Based on an analysis of the examinations results, the examiner may decide later to amend the standardisation and/or cesure, after receiving approval from the Examination Board. This amendment shall not be to the detriment of students. The Examination Board shall publish its decision in writing to all students who have taken the test.

#### **ARTICLE 6.6. PUBLICATION OF RESULTS AND INSPECTION OF RESULTS**

1. The examiner ensures that the result of a test is registered within 10 working days after the student has taken this test, but in any case, at least 5 working days before the next opportunity to resit this test. This result is announced to the student by means of publication on Osiris student.
2. The Examination Board can depart from the ten-day period specified in the first paragraph of this article in special circumstances.
3. Within 10 working days, or earlier should this be necessary with regard to the first opportunity to resit the test (Article 6.6.1 of this CER), of the date of which students are informed of the result of the test, they may inspect the test tasks/questions, the working out and the assessment criteria for the test they have taken. (Article 6.4 of this CER).
4. The examiner is authorised to review the assessment if any questions are raised about the result, as specified in the previous paragraph of this article. The examiner signs the final records in Osiris within 10 working days after the inspection.
5. *deleted*

#### **ARTICLE 6.7 PERIOD OF VALIDITY OF TEST RESULTS**

1. If the student has passed a test or an examination, the result is valid indefinitely, unless the knowledge or insight tested is demonstrably out of date, or if the skills tested are demonstrably out of date ([Article 7.10 paragraph 4 of the WHW](#)). For each program, the CER Implementing Regulation will indicate when this is the case and about the way in which, in limiting this, a special circumstance as mentioned in [Article 7.51 paragraph 2 of the WHW](#) is reasonably taken into account. In the event of special circumstances as referred to in [Article 7.51 paragraph 2 of the WHW](#), the period of validity of examinations and tests passed will be extended by at least the duration of the financial support granted pursuant to [Article 7.51 paragraph 1 of the WHW](#) (see [HZ Profiling fund regulations](#)).

#### **ARTICLE 6.8 DELETED**

#### **ARTICLE 6.9 THE ASSOCIATE DEGREE EXAMINATION**

1. The student has passed the Associate degree examination if all 120 credits for a two-year programme have been awarded to him by the Examination Board.
2. The student has passed the associate degree exam 'cum laude' if he has passed all courses belonging to the two-year programme and the weighted final grade of all courses together have an average of at least 8.0 (not rounded off).
- 2a. In calculating the weighted average, exemptions granted, the results of HZ Personality and obtained results with a non-numerical grade are not taken into account.
3. The weighted average is seized to one decimal place.

## **ARTICLE 6.10 DELETED**

### **ARTICLE 6.11 DOCUMENTARY REFERENCES, CERTIFICATES AND DECLARATIONS**

1. Students can obtain the following information via Osiris Student:
  - a. an overview of the courses they have followed;
  - b. the test results they have obtained;
  - c. the credits they have obtained.
2. Osiris Student counts as proof of test results and credits earned.
3. If the student has passed the examinations referred to in article 6.9 of this CER, the Examination Board will issue a certificate to the student.
4. The certificate is bi-lingual. They are drawn up both in the Dutch and in the English language (in one document).
5. The Examination Board attached a supplement to the certificate that contains the following degree programme information in all cases:
  - a. name;
  - b. description of content;
  - c. study load.

The supplement meets the European format agreed. The supplement is drawn up in the English language. If the student has successfully completed courses in modern foreign languages, these are also listed on the supplement.
6. If the student cannot be awarded a certificate, the student will receive, at his request, a statement from the Examination Board with the study results and credits earned ([Article 7.11, paragraph 5 of the WHW](#)).
7. The student may apply to the Examination Board for a postponement of the issuance of the certificate ([Article 7.11, paragraph 3 of the WHW](#)).

### **ARTICLE 6.12 DEGREES AND TITLES**

1. The graduate of the Associate degree program is granted the degree "Associate degree" (abbreviation: Ad) ([Article 7.10a WHW](#)).

# CHAPTER 7 STUDY (CHOICE) GUIDANCE

## ARTICLE 7.1 STUDY CHOICE CHECK

1. Because HZ believes it is important that prospective students make the right choice for their study, a check on the study choices is mandatory.
2. Prospective students who have applied for enrollment are invited to the mandatory study choice check. They may also receive - at their own request or at the request of the program - an additional study choice interview. Applicants after May 1 may be invited by the program to a study choice interview in which they are required to participate. Once a study choice interview has been conducted, the student will receive a written study choice recommendation.
3. The *HZ policy memorandum Study Choice Check* applies. This is published on [www.hz.nl](http://www.hz.nl).
4. For applicants after May 1, the negative study advice may result in a rejection for admission to the program (in addition to Chapter 2 of this CER). These implications are described in the [Regulations \(termination\) registration students and external students of HZ](#).

## ARTICLE 7.2 STUDENT CAREER COACHING

1. All students are entitled to study coaching ([Article 7.34 of the WHW](#)).
2. A student career coach is designated for each student. The student career coach gives guidance to the student during his study programme and monitors the study progress.
3. The student career coach holds periodic discussions with the student (individually or in groups), focusing on the development of skills (such as the attitude to study, learning skills, development of investigative capacities, entrepreneurship, etc.) and study results.
4. Particular care is given to coaching students from ethnic or cultural minorities, whose participation in higher education lags considerably behind the participation of Dutch people who are not from such minorities ([Article 7.34, paragraph 1e WHW](#)). This also includes both native and non-native students with a demonstrable language deficit.

## ARTICLE 7.3 STUDY PLAN

1. The study plan is a digital tool in which the student and the study career coach record the student's learning route.
2. The student's learning route is established per semester or per two blocks (Article 4.2 of this CER).

# CHAPTER 8 RECOMMENDATION REGARDING A STUDENT'S EDUCATIONAL FUTURE

## ARTICLE 8.1 STUDY RECOMMENDATION 'PROPAEDEUTIC' PHASE

1. The student receives a study recommendation at the end of the first year of registration, unless personal circumstances apply as referred to in Article 8.5 paragraph 4 of this CER ([Article 7.8b WHW](#)). A study recommendation may be positive or negative.
2. A study recommendation will be positive if the preliminary phase is completed in full or if the student has fulfilled the requirements that the Board has set down for this.  
A study recommendation will be negative if the student do not meet the requirements that the Board has set down for this.
3. The study recommendation is issued in writing by the Examination Board on behalf of the Executive Board.
4. *deleted*
5. A negative study recommendation is always binding and results in the termination of the student's registration for the degree programme.
6. Students who have been given a binding negative recommendation cannot register again for the same Degree programme and/or Degree programmes with the same first year program (propaedeutic examination) as the Degree programme concerned, or for bachelor's degree programmes to be determined by the Board, for a period of three years after deregistration. This is described in greater detail in each specific set of CER Implementation Regulations.
7. Contrary to the provisions of the previous paragraph of this article, on request by the person involved, the Board may permit registration for the Degree programme in question before the period of three years has expired. They must then present a convincing case to satisfy the Board that they can successfully follow the Degree programme as a result of studies elsewhere, work experience or other well-founded reasons.
8. *deleted*
9. The [Regulations Enrolment HZ students](#) shall apply correspondingly.

## ARTICLE 8.2 STUDY RECOMMENDATIONS AFTER THE FIRST YEAR OF REGISTRATION

1. *deleted*
2. The study recommendation is positive if the student has 45 or more credits at the end of the first year of enrollment. The study advice is negative if the student has obtained less than 45 credits at the end of the first year of enrollment, except in case of personal circumstances (see article 8.5 paragraph 4 of this CER). The negative binding study advice must be duly motivated to the student.
  - a. To determine the study advice, all tests from the first year of study that have been passed and those for which exemption has been granted by the Examination Board will be involved.
3. *deleted*
4. By March 15 of the first year of enrollment, the student will receive an email with a letter regarding study progress in relation to the study recommendation. If study progress is unsatisfactory, the student will be warned and encouraged to improve study results
5. The student who has obtained less than 45 credits by the end of the first year of enrollment will receive e-mail with a letter about the possibility of a negative binding study recommendation by July 31 of the first year of enrolment.
  - a. *deleted*
  - b. Students for whom the Examination Board has determined that there are personal circumstances (see article 8.5 paragraph 4 of this CER) will receive a letter no later than July 31 of the first year of enrollment that they will receive a positive or negative study advice at the end of the second year of study.

6. The student who has received a letter about a possible negative binding study advice will be given the opportunity to be heard by the Examination Board (Article 9.4 of the [HZ Examination Board Regulations](#)).
7. No later than August 31 of the first year, a negative binding study advice will be issued if the student has earned less than 45 credits and, based in part on the hearing of the Examination Board as referred to in article 9.4 of the [HZ Examination Board Regulations](#), there is no reason to assume personal circumstances.
8. *deleted*
9. If it is assumed that personal circumstances are involved, as referred to in Article 8.5 paragraph 4 of this CER, no recommendation regarding a student's educational future will be given after the first year of registration.

### **ARTICLE 8.3 STUDY RECOMMENDATIONS AFTER THE SECOND YEAR OF REGISTRATION**

1. If there are personal circumstances, the student will receive a positive or negative study recommendation at the end of the second year of enrollment. The student who in the second year of enrollment has completed less than 45 credits of the first year of study will receive a written warning no later than March 15 of the second year of enrollment. In this e-mail with letter, the student will be made aware of his study progress and warned and urged to improve his study results if his study progress warrants it.
2. The student who in the second year of enrollment has completed less than 45 credits of the first year of study shall be notified in writing no later than July 31 of the second year of enrollment. The student will be given the opportunity to be heard by the Examination Board (article 9.4 of the [HZ Examination Board Regulations](#)).
3. The student who has received an e-mail with a letter about the possibility of imposing a negative binding study advice in case of personal circumstances, will be given the opportunity to be heard by the Examination Board (article 9.4 of the [HZ Examination Board Regulations](#)).
4. No later than August 31 of the second year of enrollment, a negative binding study recommendation will be issued if at least 45 credits of the first year of study have not been completed, regardless of personal circumstances.

### **ARTICLE 8.4 DELETED**

### **ARTICLE 8.5 HEARINGS FOR BINDING NEGATIVE RECOMMENDATION**

1. Before a binding negative recommendation regarding a student's educational future is issued, the student shall be given the opportunity to be heard by the Examination Board (Article 9.4 of the [HZ Examination Board Regulations](#)).
2. The [HZ NBSA Appeals Committee Regulations](#) apply to the appeal.
3. The student can discuss his views against the possibility to issue a binding negative recommendation regarding a student's educational future as part of his/her right to be heard, including the calculation of the number of credits obtained, the curriculum and other facilities that guarantee the possibilities for proper study progress, as well as the student's personal circumstances:
4. The personal circumstances included in the assessment, and which must have been made known to the Examination Board, the student career coach or the student counsellor beforehand, can only include the following:
  - a. illness of the student in question;
  - b. physical, sensory or other functional disability of the student in question;
  - c. pregnancy of the student in question;
  - d. exceptional family circumstances;
  - e. membership, including chairmanship, of the College Council, a student council or programme committee;

- f. circumstances to be indicated by the Board, in which the student in question develops activities within the concept of the organisation and management of the matters of HZ University of Applied Sciences, namely HZ Cult and HZ Sport;
  - g. membership of a student organisation board of appropriate size with full legal capacities or an equivalent organisation of an appropriate size that focuses on general social interest and which genuinely develops activities to that end. The Board can impose a maximum on the number of board members of any one organisation that can be considered in any study year, as well as which management functions shall be considered. (based on [Article 7.8b of the WHW](#) and [Article 2.1 of the Implementation Decree for the WHW2008](#)).
  - h. other personal circumstances to be recorded by the board of the institution in the regulations referred to in [Article 7.8b, 6th paragraph WHW](#), and [7.9, 5th paragraph, of the WHW](#);
  - i. the status of top athlete in accordance with the [HZ Topsport Regulations](#);
  - j. other personal circumstances than those referred to in subsections a up to and including i, which if not included in the assessment by the institutional management, would lead to gross unfairness.
5. The activities, stated in paragraph 4 of this article under e, f and g, are not considered as personal circumstances if credits are awarded for these activities through HZ Personality.
  6. The decision on the binding negative recommendation regarding a student's educational future shall be taken carefully by the Board and as such explained in writing to the student.

#### **ARTICLE 8.6 APPEAL AGAINST A BINDING NEGATIVE RECOMMENDATION**

1. A student who does not agree with the binding negative study recommendation issued to him can submit a written appeal against this to the Examinations Appeals Board of HZ University of Applied Sciences.
2. The appeal must be submitted within a period of six weeks from the moment that the student has been informed about the binding negative study recommendation.
3. The appeal must be submitted to the Faciliteit HZ (email: [faciliteit@hz.nl](mailto:faciliteit@hz.nl)). The way that the appeal shall be handled is laid down in detail in the [Regulations for the Legal Protection of HZ Students and HZ External Students](#).
4. If the immediate urgency of the situation so requires, the student submitting an appeal may ask the chairman of the Examinations Appeals Board to make provisional arrangements.
5. Lodging an appeal does not have a suspensive effect, i.e., the original decision remains valid for as long as no decision to the contrary has been taken.

#### **ARTICLE 8.7 STUDY RECOMMENDATION SECOND YEAR ASSOCIATE DEGREE**

1. The Board can advise students whose study is not progressing during the second year of the Associate degree programme to terminate their studies.

# CHAPTER 9 CONCLUDING PROVISIONS AND IMPLEMENTING PROVISIONS

## ARTICLE 9.1 HARDSHIP CLAUSE AND SITUATIONS NOT PROVIDED FOR

1. Situations in which the application of the CER and the associated CER Implementation Regulations may lead to significant unfairness or situations not covered by these regulations, can be presented in writing by any interested party to the Executive Board, or to the Examination Board, if the situation falls within the scope of its authorisation. These situations should be significant and of an exceptional nature.
2. In reaching its decision, the Executive Board or the Examination Board shall weigh up the interests of the students and those of the course.
3. The decision by the Executive Board or the Examination Board respectively shall be reported in writing to the interested party/parties as soon as possible.

## ARTICLE 9.2 COMPLAINTS

1. Complaints must be submitted to the Faciliteit HZ by sending an email to: [faciliteit@hz.nl](mailto:faciliteit@hz.nl).
2. Complaints may be filed by a student, a prospective student, a former student, an external student, a prospective external student or a former external student.
3. Complaints against examiners, Departmental Examination Boards or the Examination Board shall be dealt with in accordance with the [HZ Examination Board Regulations](#) and the [HZ Complaints Committee Regulations of the Examination Board](#).
4. Any other complaints (within the meaning of [Article 7.59b of the WHW](#)) shall be dealt with in accordance with the [Regulations for the Legal Protection of HZ Students and External HZ Students](#).

## ARTICLE 9.3 DATES EFFECTIVE, TITLE FOR CITATION AND PUBLICATION

1. This CER commences on September 1, 2023 and has a term of 1 year. Thus, this CER expires on August 31, 2024, unless a new CER has not been adopted by September 1, 2024
2. The text of these CER is available in Dutch and in English and shall be published on HZ website. The Dutch text shall prevail.
3. If the CER for the year 2023-2024 have not yet been finalised by 1 September 2023, the HZ 2022-2023 CER shall remain in force until the 2023-2024 CER come into effect.
4. These CER shall be cited as being the 'HZ Course and Examination Regulations Associate degree full-time 2023-2024' (abbreviated: CER).

## ARTICLE 9.4 EXPERIMENTAL ARTICLE

1. The Board is authorised to initiate pilot projects with a view to investigating the possibilities of improving the education offered, which may entail variations to these CER.
2. In the event of a pilot project, the Board shall specify which provisions contained in these CER are applicable. The Board shall also record the variations to these CER and publish these in advance.
3. The Board shall seek prior advice from the employee participation body and the degree programme committees concerned as part a pilot project.

## ARTICLE 9.5 INTERIM CHANGES

1. The Board can only make interim changes to these CER during the study year on the condition that these changes do not adversely affect the interests of the students concerned.
2. Interim changes as referred to in the previous paragraph require the approval of the participation council, while the degree programme committees shall be provided with the opportunity to provide



their recommendations for the components as stated in 1.3 of these CER ([Article 7.13 paragraph 2 of the WHW](#)) or give advice with regard to other components.