



Minor guide

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DEPARTMENT OF EDUCATION, RESEARCH & QUALITY

25 MARCH, 2019

MINOR GUIDE

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The minor guide provides information about the minors available at HZ, including the stipulations and the procedures connected with selecting a minor.

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1 THE MINOR AS PART OF YOUR STUDIES

This chapter defines the concepts and outlines the most important stipulations concerning minors.

1.1 THE MINOR AS A CONCEPT

A minor forms part of your studies at a university of applied sciences. It is normally taken in the third or fourth year of your studies. The minor is worth 30 credits¹ (ECTS) and is a programme-related part of your study. A minor is aimed at deepening or widening your skills and knowledge. With respect to deepening, this may involve taking a minor that allows you to further develop within a specific, specialist aspect of your future profession. Widening means that you broaden your view of society and communities - you will focus on more general issues that will affect your future areas of activity.

1.2 CHOOSING AN HZ MINOR

Students of the HZ University of Applied Sciences (HZ) are obliged to take one of the minors contained in the minor catalogue. Descriptions of the minors are given on [this Learn-page](#). Chapter three and the [relevant Learn-page](#) provide information about how to choose a minor and how to apply for it.

HZ stipulates that your minor must match both your study programme choice, as well as your career choice. These stipulations are verified whenever you apply for a minor. In addition, as an HZ student, you must have completed the propaedeutic phase and you must have completed, at a minimum, 30 credits from the main phase before you can take a minor. This and other stipulations regarding minors are set out in the HZ Education and Examination Regulations (OER, to be found on the [HZ website](#)) and further on in this guide. The implementation regulations (pertaining to the OER) for your Bachelor's programme may provide further information.

1.3 CHOOSING A MINOR FROM A DIFFERENT UNIVERSITY OF APPLIED SCIENCES

You might want to take your minor at a different higher educational institute, either here or abroad. For this you need to obtain prior permission in writing from the (partial) Board of Examiners. This means that you cannot simply join an external minor. You have to justify the following:

- the learning objectives of the minor;
- the level of the minor to be selected;
- that your chosen minor matches your study programme and your career choice.

More information about obtaining permission for taking a minor outside HZ ('external minor') can be found in chapter three of this minor guide. In addition, as an HZ student, you must have completed the propaedeutic phase and you must have completed, at a minimum, 30 credits from the main phase before you can take a minor.

The availability and information about minors offered by other higher professional education institutions in the Netherlands can be found at www.kiesopmaat.nl. Make sure to read the FAQs on the Kies op Maat website which clearly explain that the decision of the partial Board of Examiners is conclusive.

Please contact the International Office when wanting to take a minor with a foreign higher education institute. It is important to start orientating early because there are specific requirements (with regards to language, for example) in previous academic years of your educational programme that you must meet. Chapter 3.5 of this minor guide provides more information on this.

¹ Minors are worth either 15 EC or 30 EC. The total credits for the minor part of your study programme is 30 EC, which can be achieved by taking two minors worth 15 EC each, or one minor worth 30 EC.

2 AVAILABILITY OF MINORS

A current overview of minors offered by HZ can be found on this [HZ-wide Learn-page](#). The availability of minors is listed for each semester. If you want to take a minor in September, then choose one of the minors from semester 1. If you want to take a minor in February, then choose one of the minors from semester 2. Please consult the HZ annual calendar on the HZ website for the semester starting dates.

The page that contains an overview of all minors distinguishes between minors that are offered in Dutch and minors that are offered in English. The credits for a minor are listed on this page as well: 15 EC or 30 EC. If you choose a minor that is worth 30 EC, you ultimately follow one minor. If you choose a minor that is worth 15 EC, you follow two minors. All minors are subject to specific stipulations: you can find this information on the pages for the individual minors in the [HZ minor catalogue on Learn](#).

As indicated in the previous chapter of this minor guide, you can also take a minor at another higher professional education institution or university. A number of external minor that are recommended by HZ can be found in the [HZ minor catalogue on Learn](#). It is our experience that these minors can be an excellent addition to your study programme. Therefore, we like to bring them to your attention.

3 INFORMATION AND REGISTRATION

When choosing a minor, the information, support and procedures to be followed, all play an important role. These issues are explained in this chapter.

3.1 INFORMATION

This HZ minor guide brings together all the most important information a student should know about minors. The implementation regulations (pertaining to the OER) for your Bachelor's programme may provide further information about being permitted to start a minor programme along with your studies. The implementation regulations are available on [the HZ website](#).

It goes without saying that you would like some information about the minors. The best way to get this information is to read what is published on the [HZ minor page](#). This page contains a description of all the minors that are offered by HZ. The site also provides information on the general rules and procedures. [Specific information meetings](#) are organised if you want to take a minor abroad: see chapter 3.5 of this guide. Your Bachelor's programme may also organise specific meetings too.

3.2 SUPPORT WHEN CHOOSING

It is important to start orientating early if you want to take a minor as an HZ student: at least one year beforehand for the HZ minors, and 18 months beforehand when doing the minor abroad. It is a good idea to be fully informed about the minor you have chosen, which can be done by studying this minor guide or by retrieving information about your chosen minor at the [HZ minor page on Learn](#). You can contact the minor owner to obtain further information (see the specific information at the individual minors).

If you want to go abroad to take a minor, please contact the HZ International office (see also chapter 3.5). *When taking a minor abroad you must be aware that you often have to start initial preparations more than one year in advance of starting.* For further information about taking a minor abroad, please see the information on the HZ website (www.hz.nl, section "Studeren aan de HZ" [studying at HZ], at "Studie en stage in het buitenland" [studying and work placements abroad]).

If despite all the available information you are still unable to make a choice, you can pay a visit to your careers coach. Collecting information about different minors can also help you to make a choice. It goes without saying that you can also ask senior students about their experiences.

3.3 APPLYING AND REGISTERING FOR AN HZ-MINOR

The actual starting date for a minor at HZ always depends on the number of students who have applied for it. If it appears that there is too little interest in a minor, then it may be cancelled. You must apply for a HZ minor via the [HZ minor page on Learn](#). Make sure you apply on time! The deadlines for registration can be found on this page. The Bachelor's programme will inform you if you have been selected for the minor of your choice.

The stipulations for taking a minor can be found in the OER, HZ, article 3.8, and in the implementation regulations with the OER for your Bachelor's programme, article 2.2.9. As an HZ student, you must have completed the propaedeutic phase and you must have completed, at a minimum, 30 credits from the main phase before you can take a minor. If as an HZ student you choose a minor from HZ, as described in chapter two of this guide, then you do not have to request permission from the partial Board of Examiners. Note that the Bachelor's programmes might have further conditions for taking a minor. Please contact your careers coach and the minor owner for more information.

3.4 APPLYING AND REGISTERING FOR AN EXTERNAL MINOR VIA KIES OP MAAT

As already stated in this guide, you can also take a minor at another higher education institute in the Netherlands. Further information about this can be found at <http://www.kiesopmaat.nl/>. Consult with the careers coach and discuss with him the obligations attached to your choice. You must be able to demonstrate that the minor you have chosen is complementary to your Bachelor's programme (provides greater depth and breadth). This is sometimes simple, though in other cases it requires greater justification. Please note that, as an HZ student, you must have completed the propaedeutic phase and have completed, at a minimum, 30 EC from the main phase at the moment the minor actually starts.

Every minor published on Kies op Maat states the latest registration date. Keep this in mind while you are still orientating on an external minor. Once you have made your choice from Kies op Maat, you can create a learning agreement on site². Furthermore, you need to indicate via the [HZ minor page](#) on Learn that you wish to follow a minor from Kies op Maat. The learning agreement should be printed off and then signed. The agreement should be sent along with a letter of motivation to the partial Board of Examiners. The academy office can provide the partial Board of Examiners with your contact details. The following should be included in your letter of motivation;

- the learning objectives of the minor;
- the level of the chosen minor;
- how your chosen minor matches your study programme and your career choice.

Do not forget to include your contact details with your letter of motivation.

When dealing with your request, the partial Board of Examiners looks principally at the following:

- whether the objectives and also the level of the chosen minor are appropriate;
- whether the objectives and also the level of the chosen minor could also be achieved with an HZ minor.

The application for external minors is not always approved. There are a number of reasons for rejecting a minor. The most common include:

- The minor programme does not provide the required 30 credits (EC);
- The programme is not offered at the correct level;
- The minor programme overlaps with the normal Bachelor's programme;
- The minor programme does not demonstrably lead towards a broadening and deepening of your competences;
- The minor programme does not represent a coherent whole, but instead a collection of separate courses;
- The minor programme details do not differ essentially from an HZ minor, whereby the need to take an external minor cannot be demonstrated;
- Your request is incomplete.

Once you have obtained approval from the partial Board of Examiners, send the signed learning agreement to the institute where you intend to take the minor (you will find the address on the learning agreement). You can eventually register once the guest institute accepts your application. The guest institute will tell you how to register. In appendix 1 you will find additional information about the roles and responsibilities of the (partial) Board of Examiners of your own Bachelor's programme and the programme management of the institute where you intend to take the minor.

3.5 APPLYING AND REGISTERING APPLYING AND REGISTERING FOR A FOREIGN MINOR

As already stated in chapter 1.3 of this guide, you can also take a minor at another higher education institute abroad. To this end, you must have completed the propaedeutic phase and have completed, at a minimum, 30 EC from the main phase at the beginning of the minor. For the sake of completeness: if you are not registered as an HZ student, you are not allowed to take a minor abroad via the HZ.

² Select the preferred minor from Kies op Maat, then click the "Apply" button. A learning agreement is then created for you.

Often, a foreign minor does not consist of one or multiple fixed courses; usually, you are allowed to pick and choose your own (based on the conditions stipulated in this guide). HZ supplies a [specific list of partner institutions](#) where you can take your minor. Further information about this is available through the HZ [International Office](#).

Information about foreign minors (that you take in your **third** academic year) emerges in November in your **second** academic year (by means of the WilWegDagen [Going Abroad]). You can apply applying and registering for a foreign minor on the [HZ website](#). You can register during two selection rounds. The first selection round is from the beginning of November till the end of November in your second academic year. The second selection round is from mid-January till the end of March in your second academic year. The precise data to register can be found on the website of the [International Office](#). On this website, you will also find when you need to register for a minor in the first and/or second semester of the following year. After the above- mentioned deadlines, applications are closed and no more registrations are accepted. After the deadlines, selections will take place. Once you have been selected in the selection rounds, you can (provided you have approval of the partial Board of examiners) take your minor in the first or second semester of the third year of your studies.

The first step when applying for approval from the partial Board of Examiners is to make contact with your careers coach and discuss the obligations attached to your choice. You must be able to demonstrate that the minor you have chosen is complementary to your Bachelor's programme (providing greater depth and breadth). This is sometimes simple, though in other cases it requires greater motivation.

When you have made a choice from the available foreign minors (or courses that jointly count as one minor; see introduction to this paragraph) you should request a 'learning agreement' that contains a description of the subjects that you are going to take³. You can request a learning agreement via [MyHZ](#). Here, you can download a learning agreement on which you state the titles of the subjects that you are going to take. You also need to include a description of the subjects. You also need to indicate on the HZ Minor page on Learn that you want to take a foreign minor. The agreement must be signed and sent along with a letter of motivation to the partial Board of Examiners. The academy office can provide the contact details of the partial Board of Examiners. The following should be included in your letter of motivation:

- your contact details;
- your reasons for taking a foreign minor;
- the learning objectives of the minor;
- the level of the chosen minor;
- how your chosen minor matches your study programme and your career choice.

When dealing with your application, the partial Board of Examiners looks mainly to ensure that the objectives and the level of the minor chosen is appropriate and safeguarded.

The application for external minors is not always approved. There are a number of reasons for rejecting a minor. The most common include:

- The minor programme does not provide the required 30 credits (EC);
- The programme is not offered at the correct level;
- The minor programme overlaps with the normal Bachelor's programme;
- The minor programme does not demonstrably lead towards a broadening and deepening of your competences;
- You are unable to demonstrate that you will complete your propaedeutic phase by the end of your second

³ Sometimes a course that you choose as part of your foreign minor will be cancelled for certain reasons. If you have more than 30 credits for courses, you should always ask permission, so you have a "back-up" course in case a course is cancelled.

academic year;

- Your request is incomplete.

Be aware that there may be specific [language requirements](#) that must be met when you start your minor. Below you will find the general requirements if you want to study in an English-speaking country (such as the UK, USA, Canada, Singapore, Hong Kong, India et cetera):

- You must have completed two courses (or four block mode subjects) at B1 level English with a sufficient mark, and
- You must have completed one course (or two block mode subjects) at B2 level English with a sufficient mark. This is either the course “Argument Writing and Persuasive Presentations (4207), or both courses “Argument Writing” (34007) and “Persuasive Presentations” (34008).

In addition to these general language requirements, there are also minor specific language requirements and requirements that are specific to the institution where you want to follow the minor. The International Office can give you more information about this. The Education and Examination Regulations (OER) and corresponding implementation regulations of your Bachelor’s programme also contain requirements. The specific language requirements for French, German and Spanish for the International Business and Languages (IBL) students can be found on the Moveon website at the section about the partner institutes.

Once you have received approval from the partial Board of Examiners, hand in the signed 'learning agreement' to the International Office, by uploading it to your own Moveon-file. The International Office will send you automatically generated e-mail messages about this. For more information, refer to [Studie Stage Buitenland/Financiën en beurzen](#) on the HZ website.

4 STUDENTS FROM OTHER INSTITUTIONS

You can take an HZ minor as a non-HZ student. As a non-HZ student you can find the range of minors offered by HZ at www.kiesopmaat.nl. Naturally, it goes without saying that as a non-HZ student you cannot take minors that are not given at Kies op Maat.

If you want to take an HZ minor, the first step is to select one from Kies op Maat. You then arrange a meeting with the minor owner (see the minor overview in chapter 2 of this guide) or with the Bachelor's programme coordinator for the programme that provides the minor. In appendix 1 you can find additional information about the roles and responsibilities of the (partial) Board of Examiners of your own Bachelor's programme and the programme management of the institute where you intend to take the minor. During this meeting, it will be determined if you have the required prior knowledge to successfully take the HZ minor. Do not forget that it cannot be guaranteed that a specific minor will actually take place. We cannot always guarantee you a place even when a specific minor goes ahead. Some Bachelor's programmes give priority to their own HZ students.

You then choose the minor you want from the Kies op Maat website and click on the 'Apply' button. A learning agreement is now created. Print this out and take it to your study advisor at your own institute who will help you to obtain approval from your Board of Examiners. Once you have obtained approval, send the signed learning agreement to HZ (you will find the address on the learning agreement). You can eventually register once HZ has approved your application.

Register with the HZ Bachelor's programme⁴ to which the minor is linked via Studielink, and then submit a Bewijs van Betaald Collegegeld [proof of payment of tuition fees] (for the benefit of a second registration to HZ) to the HZ Student Office. You can request this document from the student administration department at your own university of applied sciences. Information about the starting date of the minor, your timetable, the literature list, etc., will be sent to you via the minor owner or the Bachelor's programme coordinator, as well as being published on our digital learning environment.

⁴ You can obtain further information about this from the HZ student office

APPENDIX 1: ROLBESCHRIJVINGEN BIJ EXTERNE MINOR

If you choose a minor as an HZ student at a different university of applied sciences, or if you choose a minor as a non-HZ student at the HZ, there will be different parties who will have something to say about your choice of minor. The most important parties are the (partial) Board of Examiners and the programme management.

Below, you will find a description of the roles and responsibilities of these parties (the text has been drawn up based on texts on the website Kies op Maat).

EXAM COMMITTEE OF YOUR OWN BACHELOR'S PROGRAMME

The exam committee of your 'own' institute (the institute where you follow your bachelor's programme):

- Has access to your study results;
- Determines if the elective courses match your portfolio;
- Determines if the elective courses are allowed to have the status of the module (subject or minor) of your own institute and, as such, counts as study result;
- Supports the study advisor in the decision-making about the learning agreement. With this, you are formally granted permission to take your elective course;
- Grants permission, if necessary, to the guest institute to review your portfolio. For instance, when formal entry requirements must be met;
- Monitors the processing of the final study results in the student tracking system;
- Takes into account that the study costs will be charged to the guest institute.

In order to carry out these tasks properly, the exam committee uses the learning agreement and corresponding appendices that contain all relevant information with regard to the module that you will follow.

PROGRAMME MANAGEMENT OF THE GUEST INSTITUTE

The programme management of the guest institute (the institute where you will take a minor) ensures that the covenant between the participating institutes is implemented correctly. This involves the quality of the provided information, the organization of the education (tasks teacher), the correct provision of information (task information systems manager). The programme management plays an important facilitating role in this.

The programme management of the guest institute:

- Determines if the learning agreement contains the correct information;
- Determines if the learning agreement is signed by the exam committee of your own institute;
- Determines if you meet the established admission requirements;
- Ensures that your own institute participates in the partnership with regard to Kies Op Maat (because of the required procedures);
- Ensures or monitors your registration;
- Contributes to the provision of information to other parties in the own institute (the central

- contact person, exam committee, student administration and financial administration);
- Ensures that teachers and other involved parties are informed.