



UNIVERSITY
.....
OF APPLIED SCIENCES

Exemption policy

Department of Education and Quality

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- v1.0 (14 Sept. 2012) Final version submitted to HZ Examination Board for advice. Draft text prepared by Department of Education and Quality. Discussed several times in steering committee ROE (16-02-2012 , 13-03-2012 , 26-04-2012 , 18-06-2012). Also submitted in between times to the examination board, response processed (dd. 18-05-2012).
- v2.0 (7 May 2014) Appendix “Request for Exception” removed (form is available at: <https://apps.hz.nl/exemptions/>). The text of this document is synchronized with the HZ Course and Examination Regulations 2014-15. An article has been added with regard to “retaking” of exemption requests, and the period in which an exemption request must be submitted is further detailed. The adapted text is written by the Department of Education and Quality, presented to the HZ Examinations Board and has been legally examined.
- v2.1 (17 July 2014) Comments by the HZ Examining Board and the Department of Information, Processes & Systems are incorporated.
- v2.1 (28 Aug 2014) After a minor textual adaptation submitted to the Executive Board for endorsement.

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HZ: The university of applied sciences where students matter

HZ University of Applied Sciences (HZ) is a comprehensive college with a wide range of Bachelor's Programmes. HZ is characterized by its small scale and its social interaction between students and staff. While progressing with their studies, HZ programmes offer students excellent opportunities to make the choices that match their ambitions and talent. HZ considers studying an exclusively personal affair. HZ ensures this personal process from the moment our college comes into the picture as a possible choice for a Bachelor Programme until the moment the student graduates. The small scale of our university makes such an approach possible. For example, an introductory meeting is the preparation for an effective start of an interesting and challenging study. During their studies, students are intensively coached to optimally develop their talents. The students plan their study programme themselves within a certain scope and with the help of a personal course plan. Each student follows his personal learning pathway to optimally develop his competencies.

In this personal approach a clear exemption policy is a prerequisite to gear the student's study programme to his/her recent and previously recognized knowledge and experience. At the same time, this exemption policy also contributes to the quality of the education being safeguarded so that the student, also if exemptions are granted, meets all the final terms that are part of his/her Bachelor's Programme.

1. Objective and contents document

The Course and Examination Regulations (CER) describe which pre-course requirements the student, who wishes to be admitted to a Bachelor's Programme or Associate Degree programme of HZ University of Applied Sciences, has to meet (Article 2 CER).

All HZ Bachelor's programmes are four-year study programmes and each have a study load of 240 credits, 60 credits of which are obtained in the Propedeuse phase and 180 credits in the main phase. An Associate Degree Programme in a Bachelor's programme is a two-year study programme and has a study load of 120 credits, 60 credits of which are obtained in the Propedeuse phase and 60 credits in the main phase. The Bachelor's Programmes are offered in full-time, part-time or dual variants (Article 3.3 CER).

If someone considers himself eligible for exemption from the examination of a course or a part or parts of a course, he may submit a request to the sub examining board¹. This Exemption Policy is applied by the examining board² and sub examining boards of HZ as a framework for assessing an exemption request.

The second chapter this document contains the HZ policy with relations to exemptions and thus gives further guidance to Articles 4.6, 6.8, 6.9, and 8 of the CER. Furthermore, the application procedure is described, explaining the components of an exemption request. The HZ Bachelor's Programmes use the form "Request for Exemption" for the execution of the exemption policy. This form can be found here:

<https://apps.hz.nl/exemptions/>

¹ Sub committee appointed by the examining board per academy. Also see art. 1.8 Regulations HZ Examining Boards.

² The committee, as referred to in article 7.12 paragraph 2 WHW. Also see art. 1.7 Regulations HZ Examining Boards.

2. Exemption policy

2.1. Definition

- 2.1.1. With 'exemption' HZ University of Applied Sciences understands exempt a student from taking a course assessment or a part or parts thereof of a Bachelor's programme or an Associate Degree Programme in a Bachelor's programme.
- 2.1.2. With taking a course assessment or a part or parts thereof HZ understands the examination as part of the course, consisting of at least one and up to six assessments as included in the assessment plan of the course (Article 6.1.2. CER). Exemptions are not granted for parts of a (partial) assessment.

2.2. Individual basis

- 2.2.1. When someone wishes to qualify for exemption from taking a course assessment or a part or parts thereof, he/she will have to demonstrate having obtained the competencies³ as included in the synopsis of that course.
- 2.2.2. For each course assessment or part or parts thereof for which an exemption request is submitted, the sub examining board weighs the nature and content of the competencies³ already acquired by the student and the assessment for which exemption is requested. The sub examining board either grants the exemption or refrains from it based on the above-mentioned weighing. Assessing such a request as well as granting one or more exemptions takes place on an individual basis.
- 2.2.3. The evidence has to be current and relevant, and preferably not older than three study years, namely the current year and the two previous academic years, all this subject to the sub examining board's authority to deviate from this regulation.

2.3. Submitting a request for exemption

- 2.3.1. The procedure for submitting an exemption request, including deadlines and costs are included in the application process for an exemption request (Chapter 3). Only requests submitted in accordance with the application procedure will be taken into consideration.
- 2.3.2. An exemption request is submitted per course.
- 2.3.3. The sub examining board will not take a request to be exempted from an assessment into consideration by a student who has already once taken the assessment or a part or parts thereof.

2.4. Involvement Bachelor's Programme in request for exemption

- 2.4.1. To get an insight into the feasibility of an exemption request before submitting it to the sub examining board, a consultation takes place between the applicant and the Bachelor's Programme.

³ The competencies of a course may be detailed in the synopsis of that course by means of its sub-tasks, learning targets and level requirements.

This consultation aims to provide insight into the assessment that may qualify for exemption based on the competencies that the applicant already possesses. In this consultation, the Bachelor's Programme will also indicate which teacher(s) the applicant can approach, the advice of whom is a compulsory part of the exemption request. The application procedure for an exemption request (see Chapter 3) describes how this consultations will take place. Based on this consultation, the applicant may decide to submit one or more requests for exemption to the sub examining board.

2.5. Conditions for granting an exemption

- 2.5.1. The sub examining board assesses whether the burden of proof on which exemption is sought is in accordance with (related to) the content, scope and level of the course assessment or part or parts thereof for which exemption is requested.
- 2.5.2. HZ exclusively grants exemptions based on earlier acquired qualifications (EVK) and/or based on a certificate of experience by a recognised EVC-institute (article 4.6.2 CER).
- 2.5.3. *Article removed*

2.6. Maximum of exemptions to be granted

- 2.6.1. Exemptions are granted for maximally 180 credits for a four-year Bachelor's Programme, maximally 120 credits for a three-year Bachelor's Programme and maximally 60 credits for an Associate-degree programme (article 4.6.2 CER).
- 2.6.2. On the request of the student the examining board can, in special circumstances, when the student is in the possession of a certificate of experience and in this respect taking the advice of the academy dean into consideration, grant exemption for:
 - a. maximally 210 credits for a four-year Bachelor's Programme,
 - b. maximally 150 credits for a three-year Bachelor's Programme and
 - c. maximally 90 credits for an Associate-degree programme.If the examining board grants the student exemption for 210 resp. 150 resp. 90 credits, the remaining study load of 30 credits is intended for the graduation phase.

2.7. Exclusions

- 2.7.1. It is possible that in a Bachelor's Programme some study parts are considered to be excluded from exemption. If this is the case, a survey hereof is included in the CER Execution Regulations of the Bachelor's Programme in question.

2.8. Consequences for special mention examination

- 2.8.1. If exemption is granted, the notation "cum laude" will not be awarded to the Propedeuse examination, the Associate degree examination and/or the Bachelor's examination (Article 6.8, 6.9, 6.10 CER) .

- 2.8.2. For the above-mentioned regulation an exception applies for students who simultaneously passed the Bachelor's examinations for the HZ Bachelor 's Programme Nursing and Midwifery at the Artesis Plantijn Hogeschool Antwerp. This exception is further described in Article 6.10.4 of the HZ CER.

2.9. Consequences for length study programme

- 2.9.1. In principle, exemptions do not lead to a shortening of the duration of the study. If the size of the exemptions granted and the organizing ability of the study to follow so dictate, the Bachelor's Programme can offer the student an individual study route.

2.10. Consequences for recommendation regarding a student's educational future

- 2.10.1. Students who have been granted exemption should acquire 75% of the credits still to be obtained in the Propedeuse phase in order not to receive a negative and binding recommendation regarding their educational future at the end of the first year (Article 8.2.3 CER). At the end of the second year, a student must have acquired the credits to be obtained in the Propedeuse phase in order not to receive a negative and binding recommendation regarding his educational future at the end of the second year of registration (Article 8.3 CER)

2.11. Period of validity of exemptions granted

- 2.11.1. The exemption only takes force the moment the sub examining board has announced the decision to grant the applicant the exemption.
- 2.11.2. If someone has not yet enrolled as a student , he/she needs to register with the Bachelor's Programme of his/her choice within three months of receipt of the outcome of the exemption request. After this period no claim can be made on the decision under conditions taken by the sub examining board.
- 2.11.3. The period of validity of an exemption is similar to that of credits granted. This means that:
- An exemption granted for a partial assessment of a course has a period of validity of three academic years, namely the academic year in which the exam took place and the subsequent two years of study, this being subject to the jurisdiction of the sub examining board to extend the validity period specified (Article 6.7.1 CER.);
 - An exemption granted for an entire course has a period of validity equal to the registration period of the student in the Bachelor's Programme (plus three months of administrative processing time). If a student has previously informed the sub examining board in writing that deregistration due to personal circumstances is of a temporary nature, the sub examining board may decide to extend the period of validity of the study results and credits granted (Article 6.7.3 CER).
- 2.11.4. *Article removed.*

2.12. Retaking a request for exemption

- 2.12.1. When someone has once submitted an exemption request from the examination of a course or a part of parts thereof, and the requested exemption has not been granted, no new request for the same course or part or parts thereof can be submitted.

2.13. Objection procedure

- 2.13.1. The student may appeal against the decision of the sub examining board (Article 9.2 CER). For this, see Regulations Legal Protection Students and External Students (www.hz.nl).

2.14. Deviations from rule

- 2.14.1. If the Bachelor's Programme wishes to deviate from the HZ exemption policy, the Bachelor's Programme requires written consent from the Executive Board (including the advice on the amendment by the sub examining board in question). The Executive Board decides if and in what way a deviation from the exemption policy is permissible. The Bachelor's Programme adds the permitted deviations to its Execution regulations Course and Examination Regulations (CER).

2.15. Other provisions

- 2.15.1. It is open to the sub examining board to reject an exemption request.
- 2.15.2. In case of fraud related to an exemption request no exemption is granted and the sub examining board can impose sanctions.

3. Application procedure request for exemption

3.1. Application procedure request for exemption

HZ uses the application procedure below for a request for exemption. This application procedure stems from the statutory exemption policy and is published on the HZ website (www.hz.nl).

1. In which situation(s) can I submit a request for exemption?

You can submit an exemption request for the course assessment or a part or parts thereof if you are of the opinion that you have already passed (part of) a course with a similar content, level and scope, and can prove this with evidence. Generally, this means you can submit an exemption request in the following situations:

- I. if you have acquired certain competencies on HBO level and have demonstrated these by means of an experience certificate awarded by a recognized EVC institution (earlier acquired competencies).
- II. if you have acquired credits or a diploma for a related course and training respectively Bachelor's Programme and can supply relevant evidence for this.
- III. if you make a switch in a HZ study programme and in your previous Bachelor's Programme(s) you passed (a) course(s) that is also part of your new Bachelor's Programme, or that are related to one or more courses in your new Bachelor's Programme.

The burden of proof have to be up to date and relevant and preferably not older than three years of study, namely the current academic year and the two previous academic years, all this subject to the jurisdiction of the sub examining board to extend the period of validity.

The sub examining board will not take a student's exemption request for an assessment into consideration if he/she has already taken the test at least once.

2. Are there any expenses involved in a request for exemption?

When submitting an exemption request there are three options:

- I. You enroll in a HZ Bachelor 's Programme and you simultaneously submit your request for exemption. In this case, the exemption research is free of charge.
- II. Without further obligation you would like to know if you qualify for exemptions for certain HBO Bachelor's Programmes and based on the outcome of the exemption research you decide whether you will enroll in the Bachelor's Programme. In this case, €95 is charged for assessing the exemption request. If you enrol within three months of receipt of the outcome, the costs of the exemption request will be reimbursed.
- III. You are already a HZ student and want to apply for one or more exemptions during your studies. In this case the exemption research in free of charge.

3. When can I submit a request for exemption?

An exemption request has to be submitted no later than eight work weeks prior to the start of the semester in which the assessment of the course or a part or parts thereof takes place. The HZ year schedule (see the HZ website or ask for a copy from the academy secretariat, of which your Bachelor's Programme is part) states the date the semester starts. Please note that on the annual schedule established holiday weeks do not count as work weeks! An application that is submitted too late will be taken into consideration but can have unpleasant consequences during your studies. Consequences of such late submissions are, for example, that an individual study route cannot be arranged in time, or that you mistakenly received a warning letter relating to your study progress because of the delay in processing the exemption request.

4. How do I submit a request for exemption?

Step I. Contact your Bachelor's Programme.

Contact your study career coach. If you do not yet study at HZ, contact the academy secretary of your Bachelor's Programme. Contact information can be found on the website: www.hz.nl.

The study career coach/Bachelor's Programme will help you to compare the competencies you already achieved with the assessment of the course or a part or parts thereof, for which you want to submit an exemption. This way you gain a better insight into the feasibility of your exemption request. The Bachelor's Programme will also tell you which teacher you can approach if you decide to submit the exemption request. After all, every exemption request has to be provided with a recommendation by the teacher of the subject in question.

After this consultation, you may decide to submit one or more requests to the sub examining board. The sub examining board is an independent body that assesses whether the evidence on which exemption is sought is in accordance with the content, scope and level of the assessment of a course or a part or parts thereof for which exemption is requested. Based on this assessment, the sub examining board decides whether to grant you the exemption.

Step II. Complete the form 'Request for Exemption'.

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

Complete the form and add a certified copy of the evidence as an attachment, such as a diploma, certificate, a list of marks or experience certificate issued by an accredited EVC institution confirming which competencies you have acquired based on which you apply for exemption;⁴

When the attachment consists of a list of marks of credits acquired, the course manual of the course you passed and for which you apply for exemption must be added. This should meet the following criteria:

- The material is demonstrably from the study by the applicant;
- the material is demonstrably from the study period of the applicant;
- The the course manual makes clear what the objectives/learning targets of the course are;
- Course name corresponds with the course on the list of marks;

⁴ If you have only one certified copy of your diploma or certificate, you can make a copy of that. To prove that a subject teacher has seen the diploma, the copy must have a HZ stamp and the subject teacher's signature..

- The number of credits is clearly stated (if not stated on the list of marks);
- The literature used is clearly stated.

Step III. Submit the form 'Request for exemption' to the subject teacher.

Submit the form and the attachment(s) to the subject teacher. He/she examines whether the evidence on which exemption is sought is in accordance with the content, scope and level of the assessment of the course or a part or parts thereof for which exemption is requested. Based on this, the subject teacher advises the sub examining board whether or not to grant the exemption. The subject teacher mentions his/her advice on the exemption form.

Step IV. Submit the form 'Request for exemption' to the secretariat of your Bachelor's Programme.

In the study guide of your Bachelor's Programme you can find the contact details of the secretariat of the academy of which your Bachelor's Programme is part.

Note:

- Hand in the form and the appendices in time (see 'Moment of application')!
- Only completed forms with the correct appendices will be taken into consideration.

Within five work days you will receive a confirmation from the Secretariat that your request has been received. If the application gives rise to a need for additional information, you will be notified hereof.

The sub examining board assesses whether the evidence on which exemption is sought is in accordance with the content, scope and level of the assessment of a course or a part or parts thereof for which exemption is requested. Based on this a decision is made whether or not to grant the exemption.

5. When do I hear if my request for exemption is granted?

Within four work weeks of receipt of the application the (sub) examining board takes a written and reasoned decision per requested exemption. The sub examining board will notify you and the Bachelor's Programme of this decision.

6. Frequently Asked Questions

For how many credits can I apply for exemption?

Per four-year Bachelor's programme maximally 180 credits can be exempted from assessment. Per three-year Bachelor's programme maximally 120 credits can be exempted from assessment. Per Associate Degree programme maximally 60 credits can be exempted from assessment (see Article 4.6 of the HZ CER).

In special circumstances, the owner of a EVC experience certificate can be exempted for maximally 210 credits for a four-year Bachelor's programme, maximally 150 credits for a three-year Bachelor's Programme and maximally 50 credits for an Associate Degree programme. See for this Article 4.7 of the HZ CER.

For which courses in the Bachelor 's Programme can I apply for exemption?

Within the Bachelor's Programme some study parts can be considered to be excluded from exemption. If this is the case, an overview thereof is included in the Execution Regulations Course and Examination Regulations (CER) of the Bachelor's Programme.

Do exemptions have implications for special mention examination?

Yes. See Article 6.8 to 6.10 in the Course and Examination Regulations. The Course and Examination Regulations are available on the HZ website (www.hz.nl).

Can I do a shortened study track with exemptions?

In principle, exemptions do not lead to a shortening of the study length. If the size of the exemptions granted and the organizing ability of the study you want to follow give cause thereto, the Bachelor's Programme can offer you an individual study route. However, this is at the discretion of the Bachelor's Programme.

Do exemptions have implications for the recommendation regarding my educational future which I receive at the end of the first year and/or second year?

When you have been granted one or more exemptions, you yet have to acquire 75% of the credits of the Propedeuse phase in order not to get a negative and binding recommendation regarding your educational future at the end of the first year. At the end of the second year of enrolment you must have acquired all the Propedeuse credits so as not to receive a negative and binding recommendation regarding your educational future.

What is the period of validity of exemptions granted ?

The exemption only takes effect the moment you receive the written decision thereof from the sub examining board and the exemption is registered in the HZ study progress system.

If someone does not register within three months of receipt of the outcome of the exemption request for the HBO Bachelor's Programme of his/her choice, no claim can be made on the exemption advice that was previously granted.

The period of validity of an exemption is similar to that of credits granted. See Article 6.7 of the Course and Examination Regulations. If the study programme of the Bachelor's Programme changes, this may affect the period of validity.

Can I appeal against a decision of the sub examining board about my request for exemption?

Yes , see Regulations Legal Protection Students and External Students (available on www.hz.nl).