



HZ COURSE AND EXAMINATION REGULATIONS 2019-2020

ASSOCIATE DEGREES

HZ UNIVERSITY OF APPLIED SCIENCES

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THE IMPLEMENTATION REGULATIONS HZ CER ARE PART OF THESE COURSE AND
EXAMINATION REGULATIONS.

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CHAPTER 1 GENERAL PROVISIONS

ARTIKEL 1.1 DEFINITIONS

1. These regulations are the Course and Examination Regulations as defined in Article 7.13 of the Dutch Higher Education and Research Act (hereinafter the 'WHW').
2. The following concepts in these regulations shall be taken to have the following meanings:
 - Specialisation: specialisation within the major area/degree programme;
 - Associate degree programme (Ad degree programme); a two-year degree programme, registered with CROHO, with a study load of 120 credits as defined in Articles 7.3a.2.a and 7.4b.1 of the WHW;
 - Bachelor 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 7.4b.2WHW or a study load of 180 credits as defined in Article 7.9a WHW;
 - Block: a period of 10 weeks of a study year, as indicated on the annual timetable;
 - Lowest passable mark: a minimum mark that must be achieved on a test;
 - CROHO: Central Register of a Higher Education study programme;
 - Course: an educational unit, part of a degree programme and related to the practical preparation of professional activities that involve an examination (Article 7.3 of the WHW);
 - EVC: recognition of earlier acquired competencies, not backed up by diplomas but obtained through (work) experience (Article 7.16 of the WHW);
 - EVK: recognition of earlier acquired qualifications, backed up by diplomas;
 - Examination: all interim exams of the associate degree programme (Article 7.10 of the WHW);
 - HZ Learning continuity pathways: Courses, parts of a course 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/Free Composition Courses (FCC), 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;
 - Master's degree programme: a CROHO registered master's degree programme of HZ with a study load of at least 60 credits as defined in Article 7.3a of the WHW (7.4b.3 WHW);
 - Study/Degree programme: a coherent set of courses including an exam (7.3 of the WHW). Each study programme is registered in the CROHO. A distinction is made between associate degree programmes, AD programmes, and master programmes that follow the AD programme (7.3a of the WHW);
 - Degree programme variant: the variant, i.e. fulltime, part-time, dual, in which the degree programme can be taken;
 - Internship: the possibility for students to put into practice what they have learnt in theory during the degree programme;
 - 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;
 - Credit: unit used to express the course workload; 1 credit is equivalent to 28 hours of study (the same of 1 EC = European credit);
 - 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 (7.10 of the WHW). An examination can consist of one test or multiple tests;
 -

- 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. There are several test forms.;
- Exemption: the exempting of a student from a course assessment (or a part of a course of parts thereof) of a bachelor degree programme or an associate degree programme;
- 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.

ARTICLE 1.2 GENERAL

1. These Course and Examination Regulations only apply to HZ's Associate degree programmes, **with the exception of** the Associate degree programmes at the Associate degree Academy in Roosendaal and the Associate degree programmes that fall under Article 7 of the 'Besluit experimenteren flexibel hoger onderwijs' (Experiments Flexible Decree higher education).
2. These Course and Examination Regulations are further elaborated for each degree programme (and degree programme variant) in an HZ CER Implementation Regulations. All implementation regulations form an integral part of the Course and Examination Regulations.
3. The HZ CER Implementation Regulations may not be at variance with these Course and Examination Regulations.
4. These Course and Examination Regulations 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 regulations are 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,

Other than the associate degree programmes at the Associate degree Academy in Roosendaal, or an AD programme which involves a coherent set of units of learning outcomes in the sense of Article 7 of the Decision Experiments Flexible Higher Education. Each of these degree programmes has its own set of Course and Examination Regulations.

ARTICLE 1.3 DETERMINING RESULTS AND EVALUATION

1. These Course and Examination Regulations contain provisions that are specific to the institution. The HZ CER implementation regulations contain provisions specific to each degree programme (and to each degree programme variant).
2. The provisions that are specific to the institution are determined annually by the Executive Board after the Degree programme committees have been given the opportunity to issue recommendations, or grant permission with respect to components a1, b, d, e and v of Article 7.13 paragraph 2 of the WHW and after the approval of the participation council.
3. The provisions that are specific to the institution are determined annually by the Executive Board after the Degree programme committees concerned have been given the opportunity to issue recommendations. The Degree programme committees have the right to consent to the following components:
 - a. The manner in which the education for each relevant degree programme is evaluated (article 7.13 paragraph 2 sub a1 of the WHW);
 - b. The content of the specialisations of a degree programme (Article 7.13 paragraph 2 sub b WHW);
 - c. the way in which the education is evaluated in the degree programme concerned (Article 7.13 paragraph 2 sub a1 of the WHW);
 - d. the qualities in terms of knowledge, insight and skills that a student must have acquired upon graduating from the degree programme (Article 7.13 paragraph 2 sub c of the WHW);
 - e. indien van toepassing: ten aanzien van welke masterdegree programmes toepassing is gegeven aan article 7.4a paragraph 8 WHW (article 7.13 paragraph 2 sub g WHW);
 - f. Where necessary, the structure of practical exercises (Article 7.13 paragraph 2 sub c of the WHW);
 - g. The study load of the degree programme and of each of the including educational units (Article 7.13 paragraph 2 sub e of the WHW);
 - h. If applicable: the manner in which the selection of students for a special track within a degree programme as defined in Article 7.9b of the WHW takes place (Article 7.13 paragraph 2 sub v of the WHW).

4. The Degree programme committees annually evaluate the way in which the Course and Examination Regulations and the HZ CER implementation regulations, that relate to the Degree programme committees, are executed.
5. The domain director concerned is responsible for:
 - a. the implementation of the Course and Examination Regulations;
 - b. the elaboration and implementation of the HZ CER implementation regulations;
 - c. the annual evaluation on behalf of the Executive Board of the Course and Examination Regulations and the implementation regulations in which it considers the time spent by students arising from monitoring and where necessary adjustment of the study load (Art. 7.14 of the WHW);
 - d. the preparation of amendments to the HZ CER implementation regulations

ARTICLE 1.4 EVALUATION 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 shall in any case be performed in writing or digitally. The education shall also be evaluated verbally each block, with the exception of the minor phase, internship phase and the graduation phase of the degree programme.
3. A student who is registered in a degree programme shall have the opportunity to participate in at least one of the evaluation activities per block followed by him, 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 an AD degree programme at HZ University of Applied Sciences must comply with at least one of the following educational entry requirements:
 - a. a bachelor or master's degree of a research university education or a higher professional education programme, or examinations passed at a higher education institution (Article 7.28 paragraph 1 of the WHW);
 - b. a pre-university education diploma (Dutch: VWO) (Article 7.24, paragraph 2 of the WHW);
 - c. a higher secondary education diploma (Dutch: HAVO) (Article 7.24 paragraph 2 of the WHW);
 - d. a senior vocational 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 of the WHW);
 - e. a diploma from the specialized degree programmes deemed by ministerial decree as referred to in art. 7.2.2. paragraph 1 Adult and Vocational Education Act (article 7.24 paragraph 2 WHW);
 - f. a specialist degree programme diploma as defined in Article 7.2.2. paragraph 1 of the Adult and Vocational Education Act (Article 7.24 paragraph 2 of the WHW);
 - g. a diploma deemed by ministerial decree to be at least equivalent, or at least equivalent to it in the opinion of the Executive Board (Article 7.28, paragraph 2 of the WHW)¹;
 - h. decision by the Executive Board that the admission examination for the chosen degree programme was taken successfully (Article 7.29, paragraph 1 of the WHW).

ARTICLE 2.3 ADDITIONAL EDUCATIONAL REQUIREMENTS

1. Additional educational entry requirements may be imposed prior to admission to a degree programme at HZ University of Applied Sciences (7.25 WHW).
2. These requirements result from the Regulations for registration and admission to higher education (the current Dutch text can be consulted on www.overheid.nl).

Additional prior educational entry requirements for HAVO and VWO

3. 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 HZ CER implementation regulations.

Additional educational entry requirements for MBO

4. The additional educational entry requirements for students with a senior secondary vocational diploma (as defined in Art. 2.2 d and e of these HZ CER) are detailed per degree programme in the relevant HZ CER implementation regulations. These additional educational entry requirements for transfer students from the MBO take force from the study year 2015-2016 (Art. 2.4 Implementing Act WHW). These requirements entail that the automatic right to admission of MBO graduates to HBO degree programmes is defunct: MBO programmes from a number of MBO domains do not give direct right to

¹ There is currently no such ministerial decree.

admission to HBO degree programmes in certain so-called CROHO-parts. Which MBO programme in which MBO domain still gives direct admission to a HBO degree programme in a particular CROHO part can be found in Appendix C in the Regulation application and admission to higher education.

5. If a prospective student has an MBO diploma that does not give direct admission to the HBO degree programme of his choice (a “non-related” MBO diploma), he can remove this deficiency through a deficiency investigation. The deficiency investigation for prospective students with an unrelated MBO diploma consists of the Study Choice Check. A positive advice in the context of the Study Choice Check means that the prospective student is still admitted. A negative advice leads to refusal of admission.

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 (Article 7.25, paragraph 5 of the WHW). This investigation is conducted by or on behalf of the Executive 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 HZ CER implementation regulations.

ARTICLE 2.5 ADDITIONAL REQUIREMENTS (7.26 WHW)

1. Additional requirements may be imposed for admission to an AD programme at HZ University of Applied Sciences (Article 3.6 of the WHW 2008, Regulations for registration and admission to higher education (the current Dutch text can be consulted on www.overheid.nl).

ARTICLE 2.6 ADMISSION REQUIREMENTS WORK ACTIVITIES FOR PART-TIME VARIANT

1. Each HZ CER Implementation Regulation for a part-time degree programme describes the requirements for performing work activities while following the degree programme (Article 7.27 of the WHW).
2. These requirements concern the nature, content and level of the working environment/work activities as well as the learning targets that should be achieved. The information/documentation provided should show whether the student has been able to follow the study practical assignments in a meaningful manner through his working environment or whether the student performs the assignments within the study programme and/or the student meets the end qualifications of the degree programme.
3. *deleted*
4. If the student no longer meets the requirements during the degree programme, as referred to in the paragraph two, then the student shall continue to be entitled to follow the degree programme on a part-time basis if similar work activities are performed within six months of terminating the required work, or if the student obtains permission from the Examination Board (on behalf of the Executive Board) to follow the degree programme. The Examination Board has the authority (on behalf of the Executive Board) to request that the student submits documentary references each year which prove that the provisions of paragraph two have been met.

ARTICLE 2.7 ADMISSION REQUIREMENTS WORK ACTIVITIES FOR DUAL DEGREE PROGRAMME VARIANT

1. Each HZ CER Implementation Regulation for a dual degree programme variant states the requirements for work-related activities.
2. External students are not permitted to register for dual programmes.
3. The professional activities of a dual programme are carried out on the basis of an agreement between the institution, the student and the company or organisation in question where the activities are carried out in practice. This agreement is signed by the domain director on behalf of HZ.
4. The agreement referred to in the previous paragraph of this article shall contain at least the following provisions:

- a. the duration of the agreement and the duration of the period or periods of professional activity;
 - b. the supervision of the student;
 - c. the part of the attributes in the areas of knowledge, understanding and skills that a student should realise during the period or periods of professional activity and the assessment thereof, and;
 - d. the cases and the manner in which the agreement can be terminated early.
5. Anyone who wishes to register for a dual programme should have an agreement as referred to in the previous paragraph at the time of admission to the programme, or no more than six months after the time of admission. In the absence of such an agreement, the Examination Board may deny the student access to the programme on behalf of the Executive Board. The student shall be informed in writing about that decision.
 6. If an agreement as referred to in paragraph three of this article is terminated early, then the student shall be given the opportunity within six months to enter into a new agreement that meets the conditions of paragraph four. If a new agreement is not entered into on time, or if an agreement is entered into that does not satisfy the terms of paragraph four, the Examination Board, on behalf of the Executive Board, may decide to deny the student access to the dual programme. The student shall be informed in writing about that decision.

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 (termination) Registration HZ students and external students*. The *Code of conduct for international students in higher education* (revised version dated 1 August 2014 for students before 1 September 2017 and version 1 September 2017 for students after 1 September 2017) should be taken into consideration.
2. The Executive Board can exempt holders of other diplomas not designated by ministerial regulations 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 senior vocational degree diploma, a specialist study programme or from a professional study programme designated by a ministerial ruling (Article 7.28.2 of the WHW).
3. If the diploma referred to in the previous paragraph of this article was issued outside the Netherlands, the Executive Board can stipulate that no exams or parts of exams may be taken until proof of sufficient command of Dutch to follow the degree programme successfully has been submitted to the relevant Examination Board. The Executive 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) or a decision issued on behalf of the Executive 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 Executive 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 Executive 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 (<http://www.internationalstudy.nl/wp-content/uploads/2016/03/Diplomalijst.pdf>).

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 may be exempted by the Executive 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 (7.29.1) ;
 - 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 investigation as defined in the first paragraph shall be conducted on instructions from the Executive Board by Aob Compaz (website: www.aobcompaz.nl; e-mail address: onderwijs@aob-compaz.nl).
3. In particular, the admission investigation 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. The purpose of the admission investigation is to determine whether the prospective students show they are suitable for the study programme and have sufficient command of Dutch or English to be able to participate successfully in the instruction of the study programme.
5. The Executive 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 Executive Board can also choose to not apply the age limits in special circumstances where a diploma cannot be provided.
6. After the admission investigation has taken place, the Student Office (acting on behalf of the Executive Board) 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 investigation for each study programme consists of specific components. This is described in greater detail in each specific set of HZ 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/DE-REGISTRATION AS A RESULT OF UNDESIRABLE CONDUCT CONCERNING EXECUTION OF THE FUTURE PROFESSION

1. Should there be reason to do so, the Executive Board shall use its authority under Article 7:42a of the 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 Executive 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 degree programme provided at HZ, the student acquires such a coherent collection of knowledge, attitude and skills that, after completing the relevant degree programme, he is able to perform tasks derived from the competency profile (exit qualifications) of the study programme and is eligible for any further study programme. After completing the programme, the student as a professional must be able to work independently and with a critical attitude and the student has obtained the required competencies at AD level.
2. With regard to level and orientation (associate degree), the intended exit qualifications fit into the Dutch qualification framework (NLQF, level 5). In addition, they are in line with the current requirements that - from an international perspective - the professional field and the area of expertise demand from the contents of an AD degree programme.

ARTICLE 3.2 DEGREE PROGRAMME PROFILE AND DEGREE PROGRAMME COMPETENCIES

1. Every degree programme has a degree programme profile.
2. The degree programme guarantees that the student acquires the learning outcomes to be obtained from his study programme (explanation: the concept of learning outcomes has several elaborations, including: final qualifications, professional learning outcomes, competencies or study programme competencies). The study programme's competencies may also be based on so-called domain competencies.
3. The degree programme profile and the degree programme learning outcomes are included in every *CER HZ Implementation Regulations*.

ARTICLE 3.2A ORGANIZATION OF DEGREE PROGRAMME EDUCATION

1. For each degree programme, the actual organization of the education is included in each HZ CER Implementation Regulations.

ARTICLE 3.3 DEGREE PROGRAMME DURATION, STUDY LOAD, GENERAL DEGREE PROGRAMME DETAILS

1. An Associate Degree programme contains:
 - a. A two-year study programme, of a total of 120 credits (article 7.3a paragraph 2a and 7.4b paragraph 1 WHW) (Associate degree programme).
2. An AD programme can be offered in a full-time, part-time or dual variant.
3. Every CER HZ Implementation Regulations at least states per AD programme:
 - a. the (international) name of the study programme;
 - b. the full-time, part-time or dual programme variant;
 - c. the competency breakdown (overview of competencies to be acquired by the student with associated sub-tasks, learning objectives and possible requirements)
 - d. the CROHO code;
 - e. the degree, its abbreviation, the international name and titles;
 - f. the location where the study programme is provided;
 - g. the language of instruction of the study programme;
 - h. the date of accreditation by the NVAO;
 - i. possible specializations (article 3.10 CER HZ);
 - j. special further prior educational requirements, additional requirements and/or admission requirements;
 - k. which study options towards a bachelor degree programme within HZ are offered after obtaining the Ad certificate.

ARTICLE 3.4 STRUCTURE OF DEGREE PROGRAMME

1. The AD programme trains professionals who are ready for the job market. This means that the aim of the AD 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 AD programme is 120 credits.
3. Of each AD programme all courses are described in the respective HZ CER implementation regulations. 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 awarding credits;
 - e. whether or not participation on the course is mandatory;
 - f. a brief description of the course content;
 - g. competencies or subtasks of competencies to be achieved;
 - h. the learning targets to be achieved;
 - i. the credits to be obtained;
 - j. the language in which the course is offered;
 - k. the working formats used and the number of contact hours;
 - l. the manner of testing, format of the tests and timing of the test as described in the test plan.

ARTICLE 3.5 INTERNSHIP AND GRADUATION RESEARCH

1. Students must go on at least one internship as part of their AD programme.
2. Each HZ CER implementation regulation contains the conditions for participation in internships for each AD programme, the basic structure of the format and content of internships, how to secure an internship, the internships offered and the assessment. The guide provides a detailed description of the internships for each degree programme.
3. Graduation rules have been drawn up as part of an AD programme, including a graduation internship. Each HZ 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 AD 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 Executive Board on the foreign student's request. The Examination Board must consider the following aspects in this:
 - a. which AD programme the request refers to;
 - b. for which courses and how many exemption 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 3.6 SPECIALISATIONS

1. An AD programme can offer separate specialisations.
2. The Executive 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 of the WHW).
3. Both the specialisations and the standards referred to in the previous paragraph of this article have been included in the respective HZ CER implementation regulations for each AD programme.

ARTICLE 3.7 HZ-LEARNING CONTINUITY PATHWAYS

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

ARTICLE 3.8 HZ PERSONALITY

1. The curriculum of an AD programme includes HZ Personality. HZ Personality is as much as possible evenly distributed over the curriculum (proportionally over the study years of the degree programme). The amount of credits of HZ Personality is 5 credits of the degree programme. The AD programme states the representation of HZ Personality in the programme of study in the CER HZ implementation regulations.
2. HZ Personality manual is published on www.hz.nl.

ARTICLE 3.9 JOINT DEGREE PROGRAMME

1. A degree programme or specialisation may be offered jointly with another higher education institution.
2. If students register for a joint degree programme with another institution (in the Netherlands) and this programme is offered jointly with HZ University of Applied Sciences, then students shall also be registered as students with HZ University of Applied Sciences (Article 7.3c of the WHW).
3. Each HZ CER Implementation Regulation for a joint degree programme contains the following details:
 - a. the international name of the degree programme and the name of the partner institution or institutions offering the degree programme or specialisation;
 - b. the nature of the degree programme: full-time, part-time or dual;
 - c. the skills breakdown (an overview of the competencies to be gained by the student, and associated subtasks, learning targets and requirements, if any);
 - d. the CROHO (Central Register of Higher Education Courses) code;
 - e. the degree title, the abbreviated form and the international name;
 - f. the location where the degree programme is provided;
 - g. the teaching language of the degree programme;
 - h. the date of accreditation by NVAO (Dutch-Flemish Accreditation Organisation).
 - i. the working formats used and the number of contact hours.

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 number of credits and the methods for selecting students who wish to take part in the programme are also described in the honours programme that is published on www.hz.nl: <https://hz.nl/studiekeuze/talent>.
2. The Executive 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 AD programme and testing of courses of degree programmes at 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 tutor;
 - 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 HZ CER Implementation Regulation for each degree programme specifies the teaching language and whether English-language literature is required.

ARTICLE 3.12 STUDENTS' COPYRIGHT

1. The copyright on work and products created by students or external students as part of the degree programme belongs in principle to the student or external student.
2. If the student or external student undertakes work as part of their degree programme under the instructions of HZ, then HZ gets the right to use this work.

ARTICLE 3.13 PRIVACY POLICY STUDENTS

1. A *HZ Privacy Policy Students* applies at HZ for the processing and protection of personal data. This policy can be found on the website via www.hz.nl

ARTICLE 3.14 ELITE SPORTS

1. The *HZ elite sports regulations* apply to top athletes who are registered as students at HZ.
2. Students referred to in paragraph 1 of this article 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 AD 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.
3. The student can begin to use the educational support and assistance included in the study and sport after receiving written approval from the director or the Examination Board.

CHAPTER 4 EDUCATION

ARTICLE 4.1 DIVISION OF THE STUDY YEAR

1. A study year consists of two semesters or of four blocks. From study year 2018-2019 onwards, students that have registered for the first study year of a degree programme start with a block system. The HZ CER implementation regulations indicate whether a degree programme uses the semester system or the block system (usually entered in the curriculum overview that is included in Art. 2.2.3 of HZ CER implementation regulations).

ARTICLE 4.2 LEARNING PATHWAYS, 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 chapter 3 of these Course and Examination Regulations. These requirements are described in detail for each course in the respective HZ CER implementation regulations.
2. The learning path is documented in the study plan, as described in Article 7.3 of these Course and Examination Regulations.
3. The learning path and any study plan resulting from this need to be approved by the student career coach.

ARTICLE 4.3 (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 submit a written request to the Examination Board (in advance) 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.

ARTICLE 4.4 PARTICIPATION IN INTERNATIONAL EXCHANGE PROGRAMME

1. Students who wish to participate in an international exchange programme should have completed the the first 60 credits of the AD programme.
2. The respective HZ CER implementation regulations contain the additional conditions applicable to each course of study on international exchange programmes.

ARTICLE 4.5 EXEMPTIONS

1. The HZ policy memorandum on *Exemptions* applies when granting exemptions, except for the cases to which these regulations do not apply. This policy memorandum is published on www.hz.nl
2. Students may submit a request to the Examination Board for exemption from tests for one or more courses. Exemptions are not granted for the graduation phase except for the authorisation of the Examination Board as defined in Article 4.7, paragraph 3.
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 references 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. If the Examination Board grants the student exemption, the remaining workload in any case includes the graduation phase. The graduation phase cannot be exempted.
6. The procedure for applying for exemption is described in the HZ policy memorandum *HZ Exemptions*.

ARTICLE 4.6 RECOGNITION OF ACQUIRED COMPETENCIES (DUTCH: EVC)

1. The Examination Board can grant exemption from certain parts of a degree programme at the request of the holder of an EVC certificate. Article 4.6 of these Course and Examination Regulations applies.
2. The Examination Board shall seek the opinion of the relevant 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 domain director:
4. Prior to its decision, the Examination Board will seek the advice of the relevant domain director.
5. 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 4.7 COLLABORATION WITH FOREIGN EDUCATIONAL PARTNERS

1. HZ University of Applied Sciences is able to enter into long-term cooperation with a foreign educational partner², 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 policy memorandum "*HZ Exemptions*" It shall also ascertain the following:
 - a. that a representative part of the degree programme has been followed at HZ (at least a quarter of the programme, including graduation), and
 - b. that (on behalf of the Executive Board) the director has assessed the quality level of the foreign degree programme as being in order and consistent, and
 - c. that (on behalf of the Executive Board) the director has ensured that the foreign degree programme meets all the educational requirements under Dutch law and the requirements of these Course and Examination Regulations.

ARTICLE 4.8 STUDYING WITH FUNCTIONAL DISABILITIES

1. Students with functional disabilities are legally entitled under law and under the HZ policy memo "*Students with a functional disability*" to suitable facilities unless this would lead to an unreasonable burden for HZ.
2. Provisions should remove or restrict any limitations, such that the student is able to successfully complete their studies. Provisions should enable independent and full participation of the student as far as possible. The provisions can involve modifications to the study programme (including internships), study timetables, tests, teaching materials and other educational facilities.

² 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 respective degree programme is the contact for the student.
4. The Examination Board, the director and the students, in consultation with the student counsellor, discuss the realisation of the facilities for the students.
5. As part of the provisions to be made for the student, the student shall enter into agreements with the Examination Board and the director separately for matters concerning each of them.
6. The procedure for calling on the provisions referred to in this article is described in the HZ policy memo "*Students with a functional disability*". This policy memorandum is published on www.hz.nl

CHAPTER 5 EXAMINATION BOARD, DEPARTMENTAL EXAMINATION BOARDS EN EXAMINERS

ARTICLE 5.1 SET UP AND WORKING 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*.

ARTIKEL 5.2 DUTIES AND AUTHORISATIONS 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 Executive Board of the institution (Article, hereinafter also: "art." 7.11 paragraph 3 WHW);
 - b. guarantee quality of the organisation of the preliminary examinations and examinations (Art. 7.12b paragraph 1a of the WHW);
 - c. determine guidelines and instructions within the context of the Course and Examination Regulations, 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. the awarding of credits to successfully completed examinations and exams, by giving substantive and procedural guidelines to the examiners in advance with regard to the assessment and with regard to the determination of the results of interim and final examinations (Article 7.12b, paragraph 1 under b 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 Executive 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. to draw up rules for the execution of the duties 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. to ask Departmental Examination Boards and examiners for information (Article 7.12c paragraph 2 of the WHW);
 - i. to supervise the exercising of tasks and authorities by the Departmental Examination Boards and examiners;
 - j. to issue certificates showing that an examination was passed (Art. 7.11 paragraph 2 of the WHW);
 - k. to add supplements to certificates for the examinations passed (Art. 7.11, paragraph 4 of the WHW);
 - l. to issue declarations as defined in Art. 7.11 paragraph 5 of the WHW (overview of preliminary examinations passed);

- m. to issue exemptions for taking one or more preliminary examinations (Art. 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 Course and Examination Regulations regarding knowledge, understanding and skills required for obtaining a degree (Art. 7.12, paragraph 2 of the WHW);
- o. to appoint examiners and cancel the appointment of examiners (Art. 7.12c paragraph 1 of the WHW);
- p. to act under a mandate from the Executive 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 Executive 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 (Art. 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 HZ CER and other (on the website, InfoNet/MyHZ, 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 (Art. 7.11 paragraph 2 of the WHW);
 - b. to add diploma supplements to certificates of examinations successfully taken (Art. 7.11, paragraph 4 of the WHW);
 - c. to issue declarations as defined in Art. 7.11 paragraph 5 of the WHW (overview of preliminary examinations passed);
 - d. *deleted* (art. 7.12b, lid 1 sub b of the WHW);
 - da. 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 preliminary examinations (Art. 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 Course and Examination Regulations regarding knowledge, understanding and skills required for obtaining a degree (Art. 7.12, paragraph 2 of the WHW);
 - g. to appoint examiners and cancel the appointment of examiners (Art. 7.12c paragraph 1 of the WHW).
 - h. to ask examiners for information (Art. 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 HZ 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 EXAMINERS

1. The Examination Board appoints the examiners.
2. The examiners have the following duties and authorisations:
 - a. to carry out preliminary examinations and award scores (Art. 7.12c paragraph 1 of the WHW);
 - b. to provide information requested by the Examination Board (Art. 7.12c, paragraph 2 WHW), including the provision of information on request by the Examination Board or subcommittee regarding exemption requests, suspicion of fraudulent actions, compensations to be granted and (negative) binding recommendation regarding a student's educational future;
 - c. to issue documentary references (which may be in digital format) declaring whether or not a preliminary examination was passed (Art. 7.11, paragraph 1 of the WHW);

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

1. The Examination Board can establish permanent or temporary committees in connection with specific tasks/themes (Art. 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. (Art. 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 (Art. 2 of the Test Committee Regulations in accordance with the HZ Examination Board Regulations).
4. If a complaint is submitted to the Examination Board, it shall establish a temporary Complaints Committee, which is responsible for recommendations about that complaint (Art. 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 (faciliteit@hz.nl), the open facility as defined in Article 7.59a of the WHW.
3. 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 AWARDED CREDITS

ARTICLE 6.1 TESTS

1. A degree programme is composed of a related group of study units. These study units consist of courses. These study units comprise courses that are focused on acquiring the knowledge, understanding and skills that the student following the degree programme must possess. The courses are individually described in an HZ CER implementation regulation. (Art. 7.3 of the WHW, articles 3.5 and 3.6 of the CER)
2. Each course has an examination consisting of at least one test and no more than six tests. This examination comprises an examination of the knowledge, understanding and skills of the student as well as the assessment of the results of this examination.
3. If all of the examinations from the 'propedeuse' phase and the main phase of the degree programme are successfully passed, the examination shall have been completed, unless the Examination Board also determines that the student also has to take another examination.
4. Tests shall be taken verbally, in writing or in any other way, except for the authorisation of the Examination Board to determine otherwise in special cases.
5. Students complete tests in a certain order and during certain time periods.
6. The policy memorandum Testing Policy applies to the examinations and the tests. This policy memorandum is published on www.hz.nl

ARTICLE 6.2 NUMBER OF TESTS

1. HZ University of Applied Sciences offers students two opportunities to take tests for each individual course during each study year (the first and second test moments), unless the Examination Board decides exceptionally that the structure of the degree programme demands otherwise.
2. Contrary to the provisions of the first paragraph of this article, the respective HZ CER implementation regulations for each degree course may stipulate that students in their final study year shall have three opportunities to take one or more tests in the context of the graduation phase (that is of the 'graduation' course(s), the '(graduation) thesis', the '(graduation) internship' or comparable wordings)
3. The Examination Board can provide students who only need to complete one more test before completing the degree programme with an additional opportunity to take the test if there shall be no further opportunity within the foreseeable future. Students should submit the required documentary references to the Examination Board for this purpose.
4. A test resit is equivalent in terms of content, level and seriousness to the previous test opportunity.
5. If the student resits a test, the highest score applies. If the student passes with the test with a satisfactory mark, the student is allowed to resit the test for a higher score, provided that this resit takes place in the same or the following academic year and the final examination of the AD programme has not yet been passed.
6. A student who successfully completes a course (or part of a course) has one opportunity to resit the test associated with this course.
7. In contrast to paragraphs one, two and three of this article, the Examination Board can, in highly exceptional cases and if so requested by the student, decide to grant a student a further opportunity to sit a test. In this case, the Examination Board must have received a written request from the student, stating reasons. The Examination Board shall ensure that the examiner and student are provided with a copy of its decision in writing within good time.
8. Contrary to the main rule in the first paragraph of this article, there is only one testing opportunity per study year for the *Student Company* course. If a student takes part in the Student Company course in the first semester of a study year, the resit shall take place in the following semester of the same study year. If a student takes part in the Student Company course in the second semester of a study year, the resit shall take place in the first semester of the following study year.
9. If a degree programme modifies the study programme (curriculum), so that, for example, a course (or a test) is no longer offered, a transition arrangement will be incorporated in the HZ CER implementation regulations. The basic assumption here is that tests of a deleted course will still be offered twice in the first study year, after the curriculum has been modified.

ARTICLE 6.3 PARTICIPATION IN A TEST, ABSENCE

1. Students who take part in a course are also allowed to take the tests associated with that course, unless they have only been conditionally admitted to the course and have still not complied with the course admission requirements at the time of testing (see Art. 4.4).
2. If students are absent during a testing opportunity, they shall not be entitled to take any further tests during the study year concerned, aside from those stipulated in Article 6.2.
3. The *Examination Rules of Conduct and the HZ Fraud Regulations* apply when taking tests.

ARTICLE 6.4 MOMENTS AT WHICH TESTS CAN BE TAKEN

1. Each HZ CER implementation regulation contains the following 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 (Art. 6.7).
3. The test timetable is published on MyHZ.

ARTICLE 6.5 VERBAL TESTS

1. Verbal tests are conducted on an individual basis, unless otherwise determined by the Examination Board. At the request of the student and/or the examiner before the Examination Board, a verbal test can be recorded by HZ. A request for this must be submitted to the departmental examination board at least two weeks prior to the test date.
2. Verbal tests are public, unless otherwise determined in exceptional cases by the Examination Board.
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 ASSESSMENT AND AWARDING OF CREDITS

1. The examiner assesses each test taken by the student using previously established assessment criteria and in accordance with the policy memorandum on Testing Policy.
2. The assessment of each test shall be performed by one examiner who shall express this assessment as a score with a number ranging from 1 to 10 with one figure after the decimal point. A student shall have successfully completed a course if he scores a mark of 5.5 or higher. The examiner shall register the assessment.
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 HZ CER implementation regulations.
6. The Examination Board shall only allocate credits to a student on a course, except for exceptional circumstances, if both of the following conditions are met:
 - a. the score for each test associated with a course is no less than the minimum mark established for that test.
 - b. the average of all of the scores associated with a course is no less than 5.5 out of 10.
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. The course description may include a special condition that a student must have met upon completing a course in order to be eligible for the awarding of credits as referred to in paragraph 6 of this article. Such a condition may include, but is not limited to, a certain degree of attendance during lectures due to practical exercises or participation in a course evaluation.
9. A special condition may be included in the course description that the student has to satisfy when completing a course in order to be considered for credits as specified in paragraph 6 of this article. Any condition of this nature may, although not exclusively, involve a certain degree of attendance during lessons or participation in a course assessment.

10. The examiner shall provide specific feedback to the student using each of the test assessments.

ARTICLE 6.6 PUBLICATION OF RESULTS AND INSPECTION OF RESULTS

1. The examiner registers the results of a test within 10 working days after the student has taken the test, but at least no more than 5 working days before the first opportunity to resit the test. The test results are published MyHZ.
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 (6.6.1.), 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. (Art. 6.4).
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.

ARTICLE 6.7 PERIOD OF VALIDITY OF TEST RESULTS

1. Test scores for courses that have not been successfully completed have a period of validity that is limited to two (consecutive) study years following the study year in which the scores were awarded. This restriction on the period of validity does not apply to exemptions.
2. The Examination Board can extend the period of validity of the assessment of a test on its own initiative or on the basis of a written and suitably reasoned request by a student that has been submitted before the expiry of the validity period. Any request of this nature should be based on urgent personal circumstances.
3. The period of validity of tests that have been successfully completed can be limited, if the tested knowledge or the tested insight is demonstrably outdated, or if the tested competencies are demonstrably outdated (Article 7.10 paragraph 4 of the WhW).
For each degree programme in the HZ CER implementation regulations it shall be stated when this applies and how these limitations shall apply, taking into account, in reasonableness, the special circumstance as stated in Article 7.51 paragraph 2 of the WhW. The period of the validity of tests that have been successfully completed shall, in case of special circumstances as defined in Article 7.51 paragraph 2 of the WhW, at least be extended with the duration of the financial support (student fund) that was granted under Article 7.51 paragraph 1 of the WhW.
<https://hz.nl/uploads/documents/Regelingen/NL/Overige-regelingen/Financiele-reglementen/Reglement-profileringsfonds-HZ.pdf>).

ARTICLE 6.8 THE ASSOCIATE DEGREE EXAMINATION

1. The student shall be deemed to have passed the Associate Degree examination if all 120 credits of the AD programme taken have been duly awarded by the Examination Board.
2. The student shall be deemed to have passed the Associate degree examination 'cum laude' if all courses associated with the curriculum have been passed within the nominal study period and if the final scores of all courses together have a weighted average of at least 8.0. In calculating this average, exemptions granted and the results of HZ Personality (Personality/Free Composition Courses) and externally obtained results with non-numeric assessment are not taken into account.
3. *deleted*

ARTICLE 6.9 DOCUMENTARY REFERENCES, CERTIFICATES AND DECLARATIONS

1. Students are provided (digitally) with the following via MyHZ:
 - a. an overview of the courses they have followed;
 - b. the test results they have obtained;
 - c. the credits they have obtained.
2. After the Examination Board has determined the study results and credits, MyHZ shall be deemed to be the documentary reference of the results obtained.
3. As proof of the fact that the examinations defined in Article 6.8 have been passed, the Examination Board issues the student with a certificate.
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 attaches 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. The supplement also contains a specification of the courses completed by the student in modern foreign languages.
6. Students who have successfully taken a course and to whom no certificate can be issued, as defined in paragraph three of this article, are able to receive (on request) a declaration from the Examination Board listing the study results and the credits awarded (Art. 7.11, paragraph 5 of the WHW).
7. In accordance with the rules to be established by the Executive Board (article 7.11, paragraph 3 of the WHW), the student who is entitled to receive a certificate can request the Examining Board to not proceed with issuing it yet.

ARTICLE 6.10 DEGREES AND TITLES

1. Graduates of the Associate Degree programme are granted the "Associate Degree" (AD) title (Art. 7.10a of the 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. This encourages successful progress and successful completion of the degree programme chosen by the student.
2. Prospective students who have submitted a request for enrollment are invited to make a study choice check assignment. Prospective students can also be invited for an additional interview at their own request or at the request of the degree programme. After this additional study choice interview, the student always receives a study choice advice (in writing). In addition, a choice can be made per degree programme to organize a group meeting.
3. The HZ policy memorandum “*The Study Choice Check*” applies; this is published on www.hz.nl.
4. The outcome of the study choice check can affect the right of admission (in addition to Chapter 2 of this Course and Examination Regulations). 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 1, sub e of the 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 one of the tools available for student career coaching.
2. The study plan is a digital document in which the student and the student career coach (acting on behalf of HZ) record the learning pathway of the student.
3. The student’s learning pathway is recorded each semester (or per two blocks) in accordance with Article 4.2 of these Course and Examination Regulations

CHAPTER 8 RECOMMENDATION REGARDING A STUDENT'S EDUCATIONAL FUTURE

ARTICLE 8.1 GENERAL STUDY RECOMMENDATION

1. Every student³ receives, except where personal circumstances as referred to in Article 8.5, paragraph 4 are concerned, a study recommendation at the end of the first year of registration⁴. A study recommendation may be positive or negative.
2. A study recommendation will be positive if the first year is completed in full or if the student has fulfilled the requirements that the Executive Board has set down for this.
A study recommendation will be negative if the student, taking into account his personal circumstances is not deemed suitable for the AD programme that he is doing because the results of his studies do not meet the requirements that the Executive Board has set down for this.
3. The recommendation regarding a student's educational future is issued in writing by the Executive Board or on behalf of the board.
4. In the case of students who register to start on 1 February⁵ and the students who register for the second block of the first study year for an Associate degree programme at HZ, the first term "first year of registration", must be read as "second year of registration"⁶
5. A negative recommendation regarding a student's educational future is always binding and results in the student being rejected. The outcome of this rejection is that the student's registration for the degree programme that he is taking shall be terminated.
6. Students who have been given a binding negative recommendation regarding a student's educational future, for a period of:
 - Three years after deregistration cannot register again for the AD programme concerned and/or Degree programmes with the same propedeutic examination as the Degree programme concerned, or for a similar bachelor's degree programme to be determined by the Executive Board. This is described in greater detail in each specific set of HZ CER implementation regulations.
7. Contrary to the provisions of the previous paragraph of this article, on request by the person involved, the Executive Board may permit registration for the Associate Degree programme in question before the period of three years has expired. They must then present a convincing case to satisfy the Executive Board that they can successfully follow the Associate degree programme as a result of studies elsewhere, work experience or other well-founded reasons.
8. The *Regulations Enrolment HZ students* shall apply correspondingly.

ARTICLE 8.2 STUDY RECOMMENDATION AFTER THE FIRST YEAR OF REGISTRATION

1. The study recommendation issued at the end of the first year of registration for the degree programme may be positive or negative.
2. The study recommendation will be positive if at the end of the first year of registration, except in case of personal circumstances as referred to in Article 8.2 paragraph 9, the student is awarded 45 or more credits.
The study recommendation will be negative if at the end of the first year of registration the student is awarded less than 45 of the 60 credits. The binding negative study recommendation must be properly justified to the student.
3. Every student shall receive a letter about their recommendation regarding their educational future by no later than 15 March of the first year of registration. This warning letter states how many credits the student has accumulated for the first year of study at that point. Every student who has obtained less than 22.5 credits shall receive a warning.
4. All students who obtain less than 45 credits in the first year of study of the degree programme shall receive an information letter by no later than 31 July in the first year of registration about the possibility

³ This applies to both full-time and part-time study programmes that are not covered by the experiment 'learning outcomes' (as referred to in Article 7 Decision Experiments Flexible Higher Education).

⁴ The starting point is that a study advice is only issued once by HZ.

⁵ HZ has one degree programme with a 1 February intake: the degree programme Primary Teacher Training (language of instruction: Dutch)

⁶ Only one study programme at the HZ starts on 1 February: the degree programme Primary Teacher Training.

that the Executive Board will issue of a binding negative recommendation regarding a student's educational future. Students whose personal circumstances are known to and have been established by the Examination Board Article 8.2 paragraph 9 shall receive an information letter by no later than 31 July in the first year of registration stating that they will receive a positive or negative recommendation regarding a student's educational future after the second year of registration

5. Students who received an information letter about the possibility that the Executive Board will issue of a binding negative recommendation regarding a student's educational future, shall be given the opportunity to be heard by the Examination Board as defined in Article 9.4 of the *HZ Examination Board Regulations*.
6. A negative binding recommendation regarding a student's educational future will be issued no later than 31 August of the first year of enrollment, if the student has been awarded less than 45 credits from the first study year and partly based on the hearing of the Examination Board as referred to in article 9.4 of the *HZ Examination Board Regulations* if there is no reason to assume that personal circumstances are involved. The circumstances that are taken into account are stated in Article 8.5, fourth paragraph.
7. If it is assumed that personal circumstances are involved, as referred to in Article 8.5, paragraph 4, no recommendation regarding a student's educational future will be given after the first year of registration.

ARTICLE 8.3 STUDY RECOMMENDATION AFTER THE SECOND YEAR OF REGISTRATION

1. In case of personal circumstances in the sense Article 8.2 paragraph 9 and 8.5 paragraph 4, the student shall receive a binding positive or negative recommendation regarding a student's educational future at the end of the second study year. All students who, in the second year of registration, have obtained less than 45 of the 60 credits of the first study year, shall receive a warning in writing no later than 15 March of the second year of registration. This warning letter shall also state how many credits of the first study year have been awarded to the student at that moment.
2. Students as defined in Article 8.2, paragraph 9, who have been rewarded less than 45 of the 60 credits for the first year of study shall receive an information letter by no later than 31 July in the second year of registration. Students shall be given the opportunity to be heard by the Examination Board as defined in Article 9.4 of the *HZ Examination Board Regulations* before a binding negative recommendation regarding a student's educational future is issued.
3. The student as defined in Article 8.2, paragraph 9, who received an information letter about the possibility that the Executive Board will issue of a binding negative recommendation regarding a student's educational future, shall be given the opportunity to be heard by the Examination Board as defined in Article 9.4 of the *HZ Examination Board Regulations*.
4. A binding negative recommendation regarding a student's educational future shall be issued no later than 31 August of the second year of registration, regardless if there are personal circumstances as referred to in Article 8.5, paragraph 4, if the student has been rewarded less than 45 of the 60 credits for the preliminary phase.

ARTICLE 8.4 HEARINGS FOR BINDING NEGATIVE RECOMMENDATION REGARDING A STUDENT'S EDUCATIONAL FUTURE

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, as defined in 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 judgment 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 Executive 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 Executive 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 Articles 7.8b, 6th paragraph, and 7.9, 5th paragraph, of the Act;
 - i. i. the status of top athlete in accordance with the HZ Elite Sports Regulations;
 - j. 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 Executive Board and as such explained in writing to the student.

ARTICLE 8.5 APPEAL AGAINST A BINDING NEGATIVE RECOMMENDATION REGARDING A STUDENT'S EDUCATIONA FUTURE

1. A student who does not agree with the binding negative recommendation regarding his educational future issued to him can submit a written appeal against this to the Examinations Appeals Committee of HZ University of Applied Sciences.
2. The appeal has to be submitted within a period of six weeks from the moment that the student has been informed about the binding negative recommendation regarding a student's educational future.
3. The appeal must be submitted to the Faciliteit HZ (e-mail: 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 Board of Appeal for Examinations 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.
- 6.

ARTICLE 8.6 RECOMMENDATION REGARDING A STUDENT'S EDUCATIONAL FUTURE FOR THE SECOND YEAR OF STUDY

1. The Executive Board may advise students who do not make sufficient study progress in the second study 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 Course and Examination Regulations and the associated HZ 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.
2. The student concerned can submit their complaint either verbally or in writing. The definition of a 'student concerned' in this article covers a student, a future student, a former student, an external student, a future 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. These Course and Examination Regulations come into effect on 1 September 2019 and are valid for 1 year. Therefore, these Course and Examination Regulations shall cease to be valid on 31 August 2020.
2. The text of these Course and Examination Regulations is available in Dutch and in English and shall be published on HZ Infonet/MyHZ. The Dutch text shall prevail.
3. If the Course and Examination Regulations for the year 2019-2020 have not yet been finalised by 1 September 2019, the HZ 2018-2019 Course and Examination Regulations shall remain in force until the 2019-2020 Course and Examination Regulations come into effect.
4. These Course and Examination Regulations shall be cited as being the 'HZ 2019-2020 Course and Examination Regulations Associate Dgrees'.

ARTICLE 9.4 EXPERIMENTAL ARTICLE

1. The Executive 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 Course and Examination Regulations.
2. In the event of a pilot project, the Executive Board shall specify which provisions contained in these Course and Examination Regulations are applicable. The Executive Board shall also record the variations to these Course and Examination Regulations and publish these in advance.
3. The Executive 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 Executive Board can only make interim changes to these Course and Examination Regulations 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 Course and Examination Regulations (Article 7.13 paragraph 2 of the WHW) or give advice with regard to other components.