



COURSE AND EXAMINATION REGULATIONS

2019-2020

Master River Delta Development

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2019-2020

HOGESCHOOL ROTTERDAM

HZ UNIVERSITY OF APPLIED SCIENCES

VAN HALL LARENSTEIN

THE IMPLEMENTATION REGULATIONS OF THE MASTER CER RIVER DELTA DEVELOPMENT ARE
PART OF THESE COURSE AND EXAMINATION REGULATIONS

DETERMINED BY EXECUTIVE BOARDS : 31.08.2019

APPROVAL PARTICIPATION COUNCILS

HOGESCHOOL ROTTERDAM : 31.08.2019

HZ UNIVERSITY OF APPLIED SCIENCES : 01.07.2019

VAN HALL LARENSTEIN : 17.06.2019

POSITIVE ADVICE/APPROVAL STUDY PROGRAMME COMMITTEE : not applicable

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CHAPTER 1 GENERAL PROVISIONS

ARTICLE 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')¹.
2. The following concepts in these regulations shall be taken to have the following meanings:
 - Master's degree programme: a master's degree programme registered with CROHO;
 - Minimum mark: a minimum mark that must be achieved on a test;
 - Course: an educational unit, part of a study programme and related to the practical preparation for the professional activities that involve an examination;
 - 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;
 - Master's degree programme: joint full-time master's degree programme River Delta Development within higher professional education as defined in Art. 7.3a, paragraph 2 sub b, WHW, art. 7.3c WHW, consisting of 1,5 years of education and 90ECs;
 - Study year: the period that starts on 1 September and ends on 31 August of the following calendar year;
 - 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 as 1 European credit);
 - Exemption: the exemption of a student from a course assessment of the master's 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;
 - Executive Boards: the executive boards of HZ University of Applied Sciences, Hogeschool Rotterdam and Van Hall Larenstein;
 - Study programme management: management appointed by the Steering Committee with representatives from HZ University of Applied Sciences, Hogeschool Rotterdam and Van Hall Larenstein;
 - External student: a person taking exams at an educational institute without having enrolled at the institute in question as an ordinary student;
 - Steering Committee: Steering Committee appointed by the partnership in the scope of the master's degree programme River Delta Development, consisting of members of the Executive Boards of HZ University of Applied Sciences, Hogeschool Rotterdam and Van Hall Larenstein;
 - Implementation Regulations of the Master CER RDD: Programme specific regulations of the CER Master River Delta Development.

ARTICLE 1.2 GENERAL

1. These Course and Examination Regulations apply to the master's degree programme.
2. These Course and Examination Regulations are further elaborated in the Implementation Regulations of the CER RDD. These Implementation Regulations form an integral part of the Course and Examination Regulations.

¹ The Dutch WHW can be found at <https://wetten.overheid.nl/BWBR0005682/2019-02-01>

3. The Implementation Regulations of the Master CER RDD may not be at variance with these Course and Examination Regulations.
4. These Course and Examination Regulations apply to all students who have registered in the master's degree programme at any time during the study year and to anyone who applies to be admitted to the study programme while these regulations are valid.

ARTICLE 1.3 DETERMINING RESULTS AND EVALUATION

1. These Course and Examination Regulations contain general provisions. The Implementation Regulations of the Master CER RDD contain the programme specific provisions.
2. The general provisions are determined annually by the Steering Committee after the study programme committee has been given the opportunity to issue recommendations, or grant permission to components a1, b, c, d, e, g and v of Article 7.13 paragraph 2 of the WHW and after the approval of the participations councils of the participating education institutions.
3. The study programme specific provisions are determined annually by the Steering Committee after the study programme committees concerned have been given the opportunity to issue recommendations. The study programme committee has, if applicable, the right to consent to the following components:
 - a. The manner in which the education provided in the master's degree programme is evaluated (Article 7.13 paragraph 2 sub a1 of the WHW);
 - b. The content of the specialisations within the study programme (Article 7.13 paragraph 2 sub b of the WHW);
 - c. The qualities in the areas of knowledge, understanding and skills that a student must have achieved at the end of the study programme (Article 7.13 paragraph 2 sub c of the WHW);
 - d. The structure of practical exercises (Article 7.13 paragraph 2 sub d of the WHW);
 - e. The study load of the degree programme and of each of the including educational study units (Article 7.13 paragraph 2 sub e of the WHW);
 - f. The manner in which Article 7.4a paragraph 8 of the WHW is applied (Article 7.13 paragraph 2 sub g of the WHW);
 - g. The manner in which the selection of students for a special track within the study programme as defined in Article 7.9b of the WHW takes place (Article 7.13 paragraph 2 sub v of the WHW).
4. The study programme committee annually evaluates the way in which the Course and Examination Regulations and the Implementation Regulations of the Master CER RDD are executed.
5. The Steering Committee is responsible for:
 - a. The implementation of the Course and Examination Regulations;
 - b. The elaboration and implementation of the Implementation Regulations of the Master CER RDD;
 - c. The annual evaluation for the Executive Boards of the Course and Examination Regulations and the Implementation Regulations of the Master CER RDD in which it considers the time spent by students arising from monitoring and where necessary adjustments of the study load (art. 7.14 of the WHW);
 - d. The preparation of amendments to the Implementation Regulations of the Master CER RDD.

ARTICLE 1.4 EVALUATION EDUCATION

1. The education of the study programme shall be evaluated in each educational 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 study programme.
3. A student who is registered in the study programme shall have the opportunity to participate in at least one of the evaluation activities per block followed by him, as 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*.
2. In the scope of the admission and registration the Steering Committee has installed an admission committee that advises the Steering Committee regarding the admission and registration of aspiring students.
3. The student that registers with one of the other institutions for the master's degree programme is registered as a student with all associated institutions (art 7.3c of the WHW).

ARTICLE 2.2 ADMISSION AND PRIOR EDUCATIONAL REQUIREMENTS

1. Anyone who wishes to be admitted to the master's degree programme must comply with one of the following prior educational requirements (art. 7.30b of the WHW):
 - a. a bachelor's or master's degree in a university education or higher education programme;
 - b. the knowledge, understanding and skills on bachelor's degree level in a university education or higher education programme.
2. The Steering Committee may also determine further admission requirements regarding the prior educational programme. These are included in the Implementation Regulations of the Master CER RDD.
3. Next to requirements as defined in the first and second paragraphs, the Steering Committee may also determine qualitative admission requirements. These requirements are included in the Implementation Regulations of the Master CER RDD.
4. As extra admission requirements the Steering Committee may also determine a maximum and a minimum number of students for the master's degree programme (art. 7.30b, paragraph 3 of the WHW). If applicable, these are included in the Implementation Regulations of the Master CER RDD.
5. The Steering Committee may also decide to admit other students than defined in the paragraphs 1 up to and including 3 to the master's degree programme if these students to the opinion of the Steering Committee have proved to be eligible to this study programme. The admission requirements in this scope are described in the Implementation Regulations of the Master CER RDD.
6. If the student in question can prove by means of a diploma issued outside of the Netherlands that he meets the prior educational requirements, the Steering Committee can determine that admission is acceptable after the Examination Board has proved he has sufficient command of the English language to be able to successfully follow the education. For this the Behavioural Code of the International Student is used.
7. The persons, defined in Article 7.28, first paragraph, second sentence of the WHW are obliged, without prejudice to the Steering Committee's authority based on Article IV.1 of the Treaty regarding the recognition of qualifications regarding higher education in the European region (Trb. 2002, 137) to demonstrate a considerable difference between the general requirements regarding the entry to the territory of the country in question where the qualification was obtained and the general requirements of or by virtue of the WHW, not applicable the first paragraph of this Article, exception of the requirements, defined in the first paragraph of this Article sub b (art 7.30d of the WHW).
8. If the admission requirements defined in paragraphs 1 to 3 are not met, but the person concerned can reasonably be expected to be able to meet them within a reasonable period of time, he will be given the

opportunity to remedy the shortcoming and to still meet the admission requirements (7.30e of the WHW).

ARTICLE 2.3 LANGUAGE REQUIREMENT

1. The master's degree programme is taught in the English language.
2. Students must meet the following language requirements for enrolment: IELTS (average score of at least 6.0), TOEFL paper (minimum of 550), TOEFL internet (minimum of 80), TOEIC (listening and reading 670 and speaking and writing 290) and Cambridge English Grade C (minimum of 169). An own language test may not be used unless it has been paragraphed 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 admissible with a NESO certificate.

Article 2.4 FOREIGN STUDENTS

1. Foreign students, who are 18 years or older on the first day on which the study programme starts and for whom registration is requested for the first time, must legally reside in the Netherlands on that day in the sense of Article 8 of the Aliens Act 2000.
2. For foreign students with a residence permit, the requirement applies that they must annually have obtained at least 50% of the credits of the relevant study year. A lower score will be reported to the Immigration and Naturalization Service (IND), unless there are special circumstances that prevented the student from meeting his obligations. Such a report can be omitted once per study programme (Modern Migration Policy Act).

ARTICLE 2.5 REGISTRATION CONDITIONS

A student's registration shall only be deemed final once he has complied with all the registration conditions.

ARTICLE 2.6 REFUSAL/DEREGISTRATION AS A RESULT OF UNDESIRE BEHAVIOUR IN RELATIONS TO FUTURE PROFESSIONAL PRACTICE

Should there be reason to do so, the Steering Committee shall use its authority under Article 7: 42a of the WHW to refuse or terminate a student's registration if the student's conduct or statements demonstrate that he is unsuitable to work in one or more professions for which the master's degree programme is preparing him, or unsuitable for the practical preparations for those professional activities.

ARTICLE 2.7 OBJECTIONS

Decisions by the Steering Committee are subject to appeal in accordance with the provisions in the *Regulations for the Legal Protection of HZ Students and External HZ Students*, which regulations are declared to apply *mutatis mutandis*.

CHAPTER 3 PROGRAMME STRUCTURE

ARTICLE 3.1 PROGRAMME OBJECTIVES

1. With the master's degree programme, the student acquires such a coherent collection of knowledge, attitude and skills that, after completing the degree programme, he is capable of performing professional tasks derived from the competency profile (final qualifications) of the master's degree programme.
2. The Master's higher professional level is laid down in the Dublin Descriptors. These are accepted by all relevant parties in the Netherlands and Europe as the characteristics for the level of action and thinking of those who have successfully completed a study programme.

ARTICLE 3.2 PROGRAMME PROFILES AND COMPETENCIES

1. The master's degree programme has final qualifications.
2. The master's degree programme guarantees that the student will acquire the learning outcomes of his study programme (note: the concept 'competency' has several synonyms, including final qualifications, professional tasks or study programme competencies).
3. The final qualifications are included in the *Implementation Regulations of the Master CER RDD*.

ARTICLE 3.3 ORGANISATION OF DEGREE PROGRAMME EDUCATION

In the *Implementation Regulations of the Master CER RDD* the actual organisation of the education is included.

ARTICLE 3.4 PROGRAMME STUDY LENGTH AND STUDY LOAD, GENERAL PROGRAMME DETAILS

1. The master's degree programme contains:
 - a. A one-and-a-half-year study programme with a study load of 90 credits.
2. The master's degree programme is offered in the fulltime variant.
3. The *Implementation Regulations of the Master CER RDD* in any case include:
 - a. the (international) name of the study programme and the name(s) of the partner institute(s) where the study programme is offered;
 - b. the study programme variant;
 - c. the competency breakdown (an overview of the competencies to be obtained by the student and associated subtasks, learning objectives and requirements, if any).
 - d. the CROHO code;
 - e. the degree level, the abbreviated form, the international name and academic title;
 - f. the locations where the study programme is provided;
 - g. the teaching language of the study programme;
 - h. the date of the accreditation by the NVAO (Dutch-Flemish Accreditation Organisation).

ARTICLE 3.5 COURSES

1. In the *Implementation Regulations of the Master CER RDD* all the courses are described. This description in any case contains:
 - a. the course title;
 - b. the course code;

- c. the conditions for participation in the course;
- d. special conditions for awarding credits;
- e. whether participation in the course is mandatory or not;
- f. concise description of the course content;
- g. competencies or subtasks of competencies to be obtained;
- h. learning objectives to be achieved;
- i. credits to be obtained;
- j. the language in which the course is taught;
- k. the teaching methods adopted and the number of contact(clock)hours;
- l. the mode of assessment, the form of testing and the moment of testing as stated in the test plan.

ARTICLE 3.6 GENERAL PROVISIONS FOR THE STUDY PROGRAMMA/EVALUATION OF THE EDUCATION

1. The study programme and the testing of the courses in the study programme are in the English language.
2. The study programme comprises three semesters. The education is provided in a manner, further elaborated in the Implementation Regulations of the CER RDD, by HZ University of Applied Sciences in Vlissingen/Middelburg, Van Hall Larenstein in Velp and the Hogeschool Rotterdam in Rotterdam.
3. The Steering Committee is responsible for the evaluation of the education in accordance with Article 7.13.2a1 of the WHW, both verbally and in writing. The Steering Committee informs the study programme committee how and with what regularity the components of the curriculum are evaluated. The Steering Committee informs the study programme committee of the results of the evaluation, the proposed changes based on this and the effect of actual changes.

ARTICLE 3.7 STUDENT'S COPYRIGHT

1. The copyrights on works and products made by students or external students as part of the study programme are in principle owned by the student or external student.
2. If the student or external student, on behalf of the institutions associated with the master's degree programme, creates products as part of his study programme, these institutions will receive the user rights thereof.
3. Further details regarding the scope of the user rights must have been agreed with the copyright owner.

CHAPTER 4 EDUCATION

ARTICLE 4.1 DIVISION OF THE STUDY YEAR

A study year consists of two semesters.

ARTICLE 4.2 LEARNING PATHWAYS, STUDY PLAN

1. The student follows the learning pathway as elaborated in the Implementation Regulations of the Master CER RDD.
2. The student creates a study plan, as also explained in 7.2 of this CER, that must have been completed at the end of the introduction period.
3. The study plan requires the approval from the study coach.

ARTICLE 4.3 (CONDITIONAL) PARTICIPATION IN A COURSE

1. The student must comply with all the conditions for participation prior to taking part in a course.
2. The student who does not (yet) comply with the conditions, except in the case of the final assessment, must submit a written request in advance to the Examination Board to be eligible for participation in the course. The Examination Board then decides whether, and if so under what conditions, the student can participate and informs the student in writing.

ARTICLE 4.4 EXEMPTIONS

1. The student cannot submit a request for exemption of testing of a course before the Examination Board.

ARTICLE 4.5 RECOGNITION OF ACQUIRED COMPETENCIES (Dutch: EVC)

1. The owner of an EVC certificate cannot submit a request for exemption for units of the study programme before the Examination Board.

ARTICLE 4.6 STUDENTS WITH FUNCTIONAL DISABILITIES

1. Students with functional disabilities are legally entitled under the WHW to suitable facilities, unless this would lead to an unreasonable burden for HZ, the HR or VHL.
2. Provisions should remove or restrict any limitations, such that the student is able to successfully complete his 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.
3. The student programme management is the contact for the student.
4. The Examination Board, study programme management and the student, in consultation with the student counsellor, discuss the realisation of the facilities for the student.
5. As part of the provisions to be made for the student, the student shall enter into an agreement with the Examination Board and the study programme management 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. The contact



address for HZ is Edisonweg 4, 4382 NW Vlissingen. With regard to HR, in order to be eligible for facilities, the student can contact the Secretariaat Decanaat/ 'Studying with a functional disability' (Kralingse Zoom 91, 3063 ND Rotterdam, Room KZ.B2.119 (CoIA). With regard to VHL, the correspondence address is Studentendecanaat VHL VELP, Larensteinselaan 26a, 6882 CT Velp.

CHAPTER 5 EXAMINATION BOARD AND EXAMINERS

ARTICLE 5.1 SETUP AND WORKING PROCEDURE OF THE EXAMINATION BOARD

The Examination Board has the duties and authorities in the fields of testing and examining. The setup and working procedure of the Examination Board is regulated in the Regulations of the Master RDD Examination Board.

ARTICLE 5.2 DUTIES AND AUTHORITIES OF THE EXAMINATION BOARD

1. The Examination Board shall have the following duties and authorisations:
 - a. not to issue a certificate yet on the request of the party who is entitled to it, in accordance with the rules to be determined by the Steering Committee (Article 7.11 paragraph 3 of the WHW);
 - b. to guarantee quality of the organisation and the procedures regarding tests and examinations (Art. 7.12b paragraph 1a of the WHW);
 - c. to 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 tests and examinations (Article 7.12b paragraph 1 sub b of the WHW);
 - d. to award credits for the successful completion of tests and examinations and to give substantive and procedural guidelines and instructions to examiners in advance to assess the results of interim and final examinations (Article 7.12b paragraph 1 sub b of the WHW);
 - e. to specify, if required, that the Examination Board conducts an investigation, as stated in paragraph 2 of article 7.10 of the WHW;
 - f. to remove the right to take one or more tests or 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);
 - g. to determine the conditions under which it is determined that an examination has been passed, in cases where not all examinations have been passed (Article 7.12b paragraph 3 of the WHW);
 - h. to draw up an annual report of the activities of the Examination Board (Article 7.12b paragraph 5 of the WHW);
 - i. 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);
 - j. to ask examiners for information (Article 7.12c paragraph 2 of the WHW);
 - k. to supervise the exercising of duties and authorities by the examiners;
 - l. to issue certificates showing that an examination was passed (Art. 7.11 paragraph 2 of the WHW);
 - m. to add supplements to certificates for the examinations passed (Art. 7.11, paragraph 4 of the WHW);
 - n. to issue declarations as defined in Art. 7.11 paragraph 5 of the WHW (overview of examinations passed);
 - o. to issue exemptions for taking one or more examinations (Art. 7.12b paragraph 1 sub d of the WHW);
 - p. 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);
 - q. to appoint examiners and cancel the appointment of examiners (Art. 7.12c paragraph 1 of the WHW);

- r. other under these Course and Examination Regulations and other (on the website, MyHZ, or published elsewhere) regulations of authorities and duties granted to the Examination Board.

ARTICLE 5.3 DUTIES AND AUTHORITIES EXAMINERS

1. The Examination Board appoints the examiners.
2. The examiners have the following duties and authorities:
 - a. to carry out examinations and assign grades (Article 7.12c paragraph 1 of the WHW);
 - b. to provide information requested by the Examination Board (art. 7.12c paragraph 2 of the WHW),
 - c. to issue documentary references (which may be in digital format) declaring whether or not a preliminary examination was passed (Article 7.11, paragraph 1 of the WHW);

ARTICLE 5.4 LEGAL COMMITTEE, TEST COMMITTEE AIN COMPLAINTS COMMITTEE

1. The Examination Board can establish permanent or temporary committees in connection with specific tasks/themes (Art. 3.1 of the Master RDD Examination Board regulations).
2. A test committee may be placed under the Examination Board, which is responsible for solicited and unsolicited advice from the Examination Board on quality assurance and quality policy regarding tests and examinations.
3. If a complaint is submitted to the Examination Board, it shall establish a temporary Complaints Committee, which is responsible for recommendations about that complaint.

ARTICLE 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). The provisions in the regulations for the legal protection of HZ students and external HZ students apply mutatis mutandis to this.
2. The appeal must be submitted to the Faciliteit HZ (for HZ at faciliteit@hz.nl), as defined in Article 7.59a of the WHW.

CHAPTER 6 TESTS AND AWARDING CREDITS

ARTICLE 6.1 TESTS

1. The master's degree programme is composed of a related group of educational units. These educational units consist of courses. These courses focus on acquiring the knowledge, understanding and skills that the student following the degree programme must achieve. The courses are individually described in an Implementation Regulations of the Master CER RDD. (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 a summative research into the knowledge, understanding and skills of the student as well as the assessment of the results of this examination.
3. If all the examinations from the master's degree programme are successfully passed, the examination shall have been completed, unless the Examination Board determines that the student also has to take an examination issued by the Examination Board.
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 as laid down in the Implementations Regulations of the Master CER RDD.

ARTICLE 6.2 NUMBER OF TESTS

1. Students are offered two opportunities to take tests for each individual course during each study year (the second test moment is the resit), unless the Examination Board decides exceptionally to offer an extra test moment.
2. Contrary to the stipulations in the previous paragraph of this article, the Implementation Regulations of the Master CER RDD may state that students are offered several opportunities to take one or more tests.
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 may take the resit test for a higher score, provided that this resit takes place in the same or the following academic year.
6. Contrary 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 take 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.
7. *deleted.*
8. If the degree programme modifies the study programme (curriculum), so that, for example, a course (or a test of partial test) is no longer offered, the study programme considers if a transitional arrangement in accordance with the Examination Board is to be incorporated. This is the case when a careful consideration with regard to the consequences for the student(s) involved indicates that the change has an adverse effect on the student(s). A transitional arrangement will then be included in the

Implementation Regulations of the Master CER RDD. The starting point is that tests of an expired course are offered once more in the first study year after the curriculum has been changed.

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. The Implementation Regulations of the Master CER RDD contain the following additional test information for 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.
2. Verbal tests are public, unless otherwise determined by the Examination Board in exceptional cases.
3. If the Examination Board restricts the audience of a test, then this decision shall be recorded in writing and communicated to the student and the examiner.

ARTICLE 6.5A EVALUATION AND AWARDING CREDITS

1. The examiner assesses each test taken by the student using previously established assessment criteria.
2. The assessment of each test shall be performed by one examiner who shall express this assessment in one of the following results insufficient (I), sufficient (S), good (G) and excellent (E).
3. An external person who has not been appointed as an examiner may only act as an advisor to the examiner.
4. A minimum score S (Sufficient) and a weighting factor shall be determined for each test.
5. With regard to a course, the student will only be awarded credits in the event of special circumstances if both of the following conditions are met:
 - a. the mark for each test connected to a course is at least the minimum score determined for that test;
 - b. the weighted average of all grades of tests connected to a course is at least S (sufficient).
6. 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.
7. A special condition may be included in the course description that the student has to meet 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.

8. The examiner shall provide specific feedback to the student using each of the test assessments.
9. Based on an analysis of the examinations results, the examiner may decide later to amend the standardisation and/or caesura, after receiving approval from the Examination Board. This amendment shall not be to the detriment of students. The Examination Board shall publish its decision in writing to all students who have taken the test.

ARTICLE 6.6 PUBLICATION AND INSPECTION OF RESULTS

1. The examiner registers the results of a test within 15 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 terms as 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 elaborations 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 for a certain period 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 credits awarded (including exemptions) can be limited, if the tested knowledge or the tested insight is demonstrably outdated, or if the tested competencies are demonstrably outdated. A limitation on the validity of credits is included in the Implementation Regulations of the Master CER RDD. If there are special circumstances as referred to in Art. 7.51, second paragraph of the WHW, the validity period can in any case always be extended by the Examination Board. (art. 7.10, paragraph 4, WHW).

ARTICLE 6.8 THE MASTER EXAMINATION

1. The student has passed the master examination if all 90 credits pertaining to the master's degree programme have been awarded to him by the Examination Board.
2. The student has passed the master's degree "cum laude" if he has passed all courses within the nominal study period and the incomplete and weighted final marks of all courses together are on average equal to or higher than a Good. The number of credits that has been assessed with Sufficient is at most equal to the number of credits that have been assessed with Excellent. In addition, the final assessment must be valued with a Good or Excellent.

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 has been passed, the Examination Board issues the student with a certificate.
4. The certificate is bi-lingual. It is drawn up both in the Dutch and in the English language (in one document). The certificate of the passed examination will in any case state (7.11.2.):
 - a. the name of the study programme and the names of the institutions that have provided the study programme in question;
 - b. which parts of the examination and, where applicable, what legal authority is attached to it;
 - c. which degree has been granted;
 - d. the date that the study programme was last accredited, or the new study programme test was successfully completed.
5. The Examination Board attaches a supplement to the certificate that contains the following study programme information in all cases:
 - a. The name of the study programme and the institutions;
 - b. That it concerns a study programme in higher professional education;
 - c. a description of the contents;
 - d. the 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 Steering Committee (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

The graduate of the master's degree program is awarded the master's degree (abbreviation: MSc.). This degree may be expressed in the student's own name (Article 7.19a of the WHW). This abbreviation is placed *after* the name (Art. 7.19a paragraph 5 of the WHW). The Steering Committee can supplement the degree with an indication of the discipline or the professional field to which the degree relates (Art. 7.10a paragraph 4 of the WHW).

CHAPTER 7 STUDY(CHOICE) GUIDANCE

ARTICLE 7.1 COACH

1. All students are entitled to study coaching (Article 7.34 of the WHW).
2. A student career coach is designated to each student. The student career coach gives guidance to the student during his master's programme and monitors the study progress.
3. The student career coach holds periodic discussions with the student (individually or in groups), focusing on the competency development (such as the attitude to study, learning skills, development of research capacities, entrepreneurship, etc.) and study results.

ARTICLE 7.2 STUDY PLAN

1. The study plan is one of the tools available for student career coaching.
2. The study plan is a (digital) document that is determined by the student and the student career coach (acting on behalf of the institutions where the study programme is provided).

CHAPTER 8. CONCLUDING PROVISIONS AND IMPLEMENTING PROVISIONS

ARTICLE 8.1 HARDSHIP CLAUSE AND SITUATIONS NOT PROVIDED FOR

1. Situations in which the application of the Course and Examination Regulations and the associated Implementation Regulations of the Master CER RDD may lead to significant unfairness or situations not covered by these regulations, can be presented in writing by any interested party to the Steering Committee, 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 Steering Committee or the Examination Board shall weigh up the interests of the students and those of the study programme.
3. The decision by the Steering Committee or the Examination Board respectively shall be reported in writing to the interested party/parties as soon as possible.

ARTICLE 8.2 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 that are directed against the acts or omissions (not being decisions within the meaning of Article 7:61 of the WHW) of examiners or the Examination Board will be handled in accordance with the provisions of the *Examination Board Regulations of the Master RDD*.
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 8.3 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 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 2019-2020 Course and Examination Regulations shall remain in force until the 2020-2021 Course and Examination Regulations come into effect.
4. These Course and Examination Regulations shall be cited as being the 2019-2020 Course and Examination Regulations of the Master RDD.

ARTICLE 8.4 EXPERIMENTAL ARTICLE

1. The Steering Committee 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 Steering Committee shall specify which provisions contained in these Course and Examination Regulations are applicable. The Steering Committee shall also record the variations to these Course and Examination Regulations and publish these in advance.
3. The Steering Committee shall seek prior advice from the participation councils and the study programme committee concerned as part a pilot project.

ARTICLE 8.5 INTERIM CHANGES

1. The Steering Committee 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 councils, while the study programme committee shall be given 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.

ARTICLE 8.6 WITHDRAWAL

1. The Course and Examination Regulations of the Master RDD 2019-2020 shall cease to be valid on 1 September 2020.