



# Education guide 2024 - 2025

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[inholland.nl](https://inholland.nl)

**inholland**  
university of  
applied sciences

# Preface

Dear student,

At Inholland University of Applied Sciences, we will train you to become an independent thinking professional with practical knowledge. This is how you will soon make a meaningful contribution to the inclusive world of tomorrow and to a sustainable living environment and resilient society.

During your studies, we prepare you well, with practice-oriented education and research. In doing so, we help you give direction to your ambitions and development. You will do this by working on social issues in cooperation with companies, institutions, teachers, researchers and, of course, your fellow students. A great challenge for your development as a professional and as a human being!

In this Education Guide you will find important information about all the rights and obligations surrounding learning. These apply to you as a student and to us as a university of applied sciences. The guide is thus an important guide to help you successfully complete your education.

We wish you success and enjoyment in your studies.

Kind regards,

The Executive Board of Inholland University of Applied Sciences

Bart Combee

Marije Deutekom

Mieke van den Berg

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The programme specific section of the TER can be consulted via the website [oer.inholland.nl](https://oer.inholland.nl)

# Chapter 1

## What does this Guide cover?

Welcome to the Education Guide of Inholland University of Applied Sciences (hereinafter: 'Inholland' or 'the university of applied sciences'). This Guide contains information that is important for students to know, as well as information on student rights and responsibilities - it is worthwhile to keep up-to-date with this. You will find the Education Guide at [inholland.nl/onderwijsgids](https://inholland.nl/onderwijsgids), but also via Iris, Education Guide tile. The version of the Education Guide available on Iris is always the most recent and operative version.

The Education Guide includes the Teaching and Examination Regulations (usually abbreviated to TER), which contain information on your chosen degree programme. The so-called 'Programme-specific TER' lists the curriculum, information on assessment and any rules that are specific to your degree programme. It also includes rules that apply to all programmes. The Programme-specific TERs can be found on [oer.inholland.nl](https://oer.inholland.nl).

The other chapters of this Education Guide contain additional information that is important to students, on practical matters such as general regulations (e.g. enrolment procedures), but also on student rights and responsibilities, such as legal protections and regulations applicable to specific groups. Chapter 3 describes the regulations that are relevant to students. Not everything will be of equal importance to everybody, but anything that might be important one day is included here.

The Education Guide applies to both internal and external students. External students are those who complete assessments, but who do not take any classes. External students are quite rare, which is why the Education Guide usually only refers to 'students'. Only in potentially unclear cases will explicit reference be made to external students.

## Organisation of this document

The Education Guide is made up of several chapters/parts: Chapters 1 and 2 contain general information about the Inholland organisation and the rights and obligations of Inholland and the student. If you are looking for information on the procedures or content of your own degree programme, the best place to start is the Programme-specific TER. The website [oer.inholland.nl](https://oer.inholland.nl) lists all Programme-specific TERs. The Programme-specific TER contains the general provisions applicable to all degree programmes and the programme-specific information.

If you are looking for something else, Chapter 2 is the best place to start. It lists and explains the most important study-related matters that you may encounter during your time at Inholland. Scan through the Table of Contents: do any topics look important that you might not have considered yet? Take some time to read them through.

**Important note:** Chapter 2 contains explanations and additional notes, not the regulations themselves. The actual regulations can be found in the regulations, the schemes and in the TER. You can find these on Iris, Education Guide tile. Always be sure to read the regulations carefully before taking any action.

It is also useful to know whom you need to contact in the event of any questions or problems. This Guide also contains contact information, which you should not hesitate to make use of.

## Glossary

*Objections Advisory Committee (in Dutch: ACB):* an advisory committee instituted by Inholland as referred to in Article 7.59b, paragraph 2 of the Higher Education and Research Act (in Dutch: WHW).

*Objection:* the legal remedy against a decision of an administrative body.

*Appeal:* the legal remedy against a decision.

*Central Student Administration (CSA):* handles all student enrolment matters.

*Examination Appeals Board (in Dutch: COBEX):* an appeals board instituted by Inholland in accordance with Article 7.60 of the Higher Education and Research Act (WHW).

*Executive Board:* the management of Inholland, and also of the Netherlands Higher Education Foundation (Stichting Hoger Onderwijs Nederland).

*Faculty Representative Advisory Council:* a body as described in Article 10.25 of the Higher Education and Research Act (WHW) that ensures representation within a faculty.

*Faculty:* the degree programmes are organised into faculties. Each faculty is managed by a faculty director, who is responsible for teaching, research, contract activities, finances and faculty operations.

*External student:* an external student is someone who takes exams but does not attend educational courses.

*Central Representative Advisory Council:* a body as described in Article 10.17 of the Higher Education and Research Act (WHW) that ensures representation within the university of applied sciences.

*ISO:* Inholland Service Organisation, or ISO for short, is the place to go for questions about educational administration, IT and building facilities, and so on.

*Student counsellor:* you can contact a student counsellor if you are facing personal circumstances that may cause your studies to be delayed.

*Nominal study duration:* the time it takes students to complete their studies if they do not experience any delays.

*TER:* Teaching and Examination Regulations, usually abbreviated to TER or Programme-specific TER. Here you will find information about your degree programme and its contents.

*Ombudsman:* the Ombudsman is a person appointed by the Executive Board who is not connected to Inholland. This is the person to contact if you are dissatisfied with the internal handling of your complaint.



# Chapter 2

## Part 1 General Provisions

### Article 1 The Higher Education and Research Act (WHW)

This Education Guide is a student charter as described in Article 7.59 of the Higher Education and Research Act (WHW). The provisions it contains are only valid as far as they do not conflict with the Act. The Guide was adopted by Inholland's Executive Board, following approval by the Central Representative Advisory Council. The Programme-specific TER was adopted by the institutional director, following approval by the Faculty Representative Advisory Council and the Programme Committee.

### Article 2 Scope

The provisions in the Guide apply to all students at the university of applied sciences, including prospective students and alumni (where applicable).

The Midwifery programme has its own student charter (education guide), but this Chapter 2, Article 4 (aim and principles), along with Part 3 (enrolment, admissions and termination of enrolment), Part 4 (teaching) and Part 8 (legal protections), shall apply in any case. The regulations in Chapter 3 on House Rules, Confidential Counsellors, the Profile Fund, Student Association Support, Representation Regulations, the Examination Appeals Board Rules of Procedure, the Rules of Procedure of the Objections Advisory Committee and the Whistle-blowers' Scheme shall also apply.

The Amsterdam/Groningen Midwifery Academy (Academie Verloskunde Amsterdam-Groningen) offers and teaches the Midwifery programme. The Executive Board has delegated most of its authority regarding this programme to the Foundation. As such, the Foundation is responsible for producing its own course catalogue and student charter.

A limited number of provisions from the WHW apply to post-initial Master's programmes at Inholland: those relating to accreditation, admission, quality assurance, teaching and examinations. Information for participants of these programmes falls outside the scope of the Education Guide and is given in a separate document.

### Article 3 Content and Publication

This Guide sets out students' rights and responsibilities, and includes references to regulations that protect student rights. The Executive Board ensures the availability of the Education Guide (digitally, via Iris and the website), where a Dutch version of the Guide is also available.

The Executive Board or the institutional director will decide on any matters not covered by Chapter 2 of the Education Guide.

Students will be notified of any changes that occur during the academic year, and the changes will be incorporated into the version published on Iris.

## Part 2 Inholland: Organisation and division of responsibility

### Article 4 The aim and principles of Inholland

The Education Guide establishes the rights and obligations of students and contains references to regulations that protect students' rights. The Executive Board ensures that the Education Guide is available digitally, through Iris (Education Guide tile), and on the website.

In cases where Chapter 2 of the Education Guide does not provide for a specific situation, depending on the distribution of powers, the Executive Board or the faculty director will make the decision. Inholland contributes to a sustainable living environment and a vital society through higher professional education and practice-oriented research. In the Dutch cities where Inholland is located, as well as the surrounding regions, we collaborate with the professional field, governments, and social partners. We do so personally and up close, believing that both success and setbacks are key to our development as professionals and as individuals. Diversity is a strength in this regard.

Inholland University of Applied Sciences falls under the Netherlands Higher Education Foundation (Stichting Hoger Onderwijs Nederland). The Foundation's charter can be found on the Inholland website.

The basis of the Foundation is non-denominational, which means we do not operate according to a single life outlook or religion, and we acknowledge and accept the differences between various outlooks and beliefs. Mutual respect for these differences constitutes one of the Foundation's basic principles.

The Foundation respects the diversity of values held by the pluriform society.

Students are expected to adhere to Inholland's basic principles.

### Article 5 The organisation of Inholland

The Executive Board is Inholland's university board. The Supervisory Board monitors policy and the general day-to-day running of the university of applied sciences. The Executive Board is based at Theresiastraat 8, The Hague. The mailing address is: PO Box 93043, 2509 AA The Hague ([info@inholland.nl](mailto:info@inholland.nl)).

Inholland has campuses in Alkmaar, Amsterdam, Delft, The Hague, Diemen, Dordrecht, Haarlem and Rotterdam. Practical info (such as addresses and contact times) is given on Iris and on the website.

Inholland's teaching covers a wide range of fields. Our education and research aim to promote sustainability, health and creativity in society. We focus mainly on Bachelor's programmes, but we also offer Master's and Associate degree

programmes. AVAG, the Amsterdam/Groningen Midwifery Academy, is an institute that offers education and conducts scientific research in the field of midwifery and birth care. Inholland Academy is Inholland's institute for refresher and in-service training, and offers courses for companies, institutions and individuals. The Academy provides degree programmes, courses and training at post-senior secondary vocational, higher professional and graduate level, along with numerous tailored programmes, to working professionals in fields including commerce and industry, technology, agriculture and the natural environment, business/other services, media, government and NGOs, healthcare, welfare and education.

Teaching activities are grouped together into degree programmes, which are in turn grouped into six faculties: Agri, Food & Life Sciences (AFL), Business, Finance & Law (BFL), Creative Business (CB), Technology, Design and Informatics (TOI), Health, Sports and Social Work (GSW) and Education & Innovation (O&I). Each faculty is managed by a director, the institutional director, who is responsible for teaching, research, contract activities, finances and faculty operations. Each institutional director is responsible for one or more campuses of the university, and for the student services offered there, such as the service desk, the Student Success Centre, the student counselling service and the Study Advice Centre. Each programme is managed by a cluster manager and a team leader. Within each faculty, professors work on research projects as part of knowledge centres.

The Executive Board and the faculties are aided by support departments. The Executive Board's authorisations are set out in the charter; Inholland's structure is organised in the board regulations, which can be found on the website and on Iris.

Detailed information on the structure of the university of applied sciences can be found on Iris. Under "Weten en regelen voor studenten" (Knowing, Arranging; for students), see the sections Over Inholland (about Inholland) and OnderwijsKalender (teaching calendar). Click Domeinen (faculties) for information on degree programmes.

## Part 3 Enrolment, rights, termination of enrolment and tuition fees

### Article 6 Educational prerequisites

If you wish to enrol for a degree programme at the university, you must, at minimum, comply with the statutory rules of procedure for applying for the foundation phase of a Bachelor's degree programme in accordance with Article 7.31a of the Higher Education and Research Act (WHW), and fulfil the prior education requirements as specified in Articles 7.24 up to and including 7.29 of the Higher Education and Research Act (WHW) and in the Teaching and Examination Regulations of the degree programmes. However, in special circumstances an exemption from these requirements may be granted. See the Inholland Enrolment and Termination of Enrolment Regulations, which can be found [here](#).

### Article 7 Rights and responsibilities of internal and external students

1. Enrolment as an internal student shall always grant the following rights, unless the student has been exempted from payment of the statutory tuition fees due to administrative activities as described in Article 17:
  - a. participation in the teaching activities in the degree programme, and in principle in all undergraduate teaching activities throughout the university of applied sciences, except where enrolment quotas apply (due to teaching capacity or the labour market);
  - b. completion of degree programme examinations and tests (see the Teaching and Examination Regulations of the relevant programme);
  - c. access to the areas of Inholland buildings, unless the director of the faculty in question believes that the nature or interests of teaching or research activities dictate otherwise;
  - d. use of other student facilities, such as libraries, computer facilities, etc., with due consideration of the conditions governing the use of these facilities;
  - e. use of student services, including the services of student counsellors; and
  - f. study coaching. In this context, Inholland pays particular attention to the coaching of students who belong to an ethnic or cultural minority and whose participation in higher education lags significantly behind that of Dutch citizens who do not belong to such a minority. Study coaching is tailored to the various stages of the degree programme;
  - g. the right to vote in central representative advisory council and faculty representative advisory council elections, as set out in the Regulations for Participation in Decision-Making.
2. Enrolment as an external student grants the following rights:
  - a. completion of programme exams and tests. As external students have no right to supervision, such tests may not include the completion of a final thesis;
  - b. access to the areas of Inholland buildings, unless the director of the faculty in question believes that the nature or interests of teaching or research activities dictate otherwise;
  - c. Counselling by a student counsellor.
3. If the Executive Board decides to cancel a degree programme, the students currently enrolled will be given the opportunity to continue the programme at Inholland uninterrupted. A deadline will apply, however, which will be no later than the remaining programme duration for the enrolled students (based on the relevant study load) plus one year.

If the Minister decides to withdraw funding and degree conferral, the Minister will also decide when the decision enters into force. From that time on, accreditation will also cease to apply. In such cases, and when the accreditation period has expired or is no longer issued, the university of applied sciences will ensure that the students already enrolled in the programme are given the opportunity to complete the degree programme at another institution. For students for whom this is not possible, the programme

will continue to run at Inholland on the condition that their enrolment is uninterrupted.

In all cases, the remaining length of the programme (to be determined by the Executive Board) will be no longer than that required by the relevant students to complete it based on the remaining study load, plus one year. The corresponding final date on which the students may be enrolled in the programme will be entered in the RIO database managed by DUO (the 'programme cancellation date'), except in cases concerning an additional variant of a registered programme.

4. Students also have the following responsibilities, unless stated otherwise in any of the listed regulations:
  - a. In each academic year, students must do all that can reasonably be expected of them in order to successfully complete the degree programme in which they are enrolled.
  - b. Students must regularly check their Inholland e-mail inbox.
  - c. They must follow the code of conduct when on the grounds and in buildings of Inholland University of Applied Sciences, in accordance with the provisions set by the Executive Board or the institutional director, and any other rules of conduct and regulations as included under other rules in this Education Guide, such as in Chapter 2, part 7 (Code of conduct and regulations);
  - d. Students must pay their tuition fees.

### Article 8 Termination of enrolment

If you are considering terminating your enrolment, we recommend that you consult a student counsellor and, where appropriate, DUO before doing so in order to discuss the impact of termination on student finance, any credits you have already obtained, any agreements on a restart etc. You can terminate your enrolment during the academic year through Studielink, [studielink.nl](https://studielink.nl).

It is important to make an appointment with a student counsellor first, in order to ensure that termination of your enrolment and your student finance goes smoothly.

#### 1. At your request

At your request, the enrolment will be terminated as of the beginning of the month following the one in which the request was submitted. Any such request must be submitted via Studielink or, if this is not possible, in the manner specified by the Central Student Administration (CSA). No rights may be derived from notifications, statements or information issued by other units or their employees and/or by faculties regarding voluntary termination of enrolment.

#### 2. By Inholland

Enrolment will be legally terminated as of the start of the month following notification by Inholland in cases dictated by:

- a binding study recommendation;
- serious fraud;
- failure to respect the principles and aims of Inholland;
- misuse in respect of the intrinsic nature of Inholland;
- behaviors that go against the desired professional practice;
- violation of the rules relating to the proper course of events at Inholland.

Enrolment will be immediately terminated by Inholland if you do not have the required residency status.

If you are enrolled in a degree programme and you have not paid your tuition/examination fees following a warning, Inholland may terminate your enrolment as of the start of the second month following the first warning.

### 3. Enrolment in two programmes

Students' enrolment will also be terminated as stated in paragraph 1 above if they are found to be enrolled in another programme at Inholland or another university of applied sciences or research university in the same academic year. If the other enrolment continues and is based on exemption from/reduction of tuition fees as described in Article 17, the exemption/reduction will cease to apply upon termination of the relevant enrolment if it was subject to the statutory tuition fee amount.

Students who enrolled subject to the statutory tuition fees and who terminated their enrolment due to having obtained the degree, and who had their second enrolment at Inholland as well, shall from the moment of termination remain liable for the remaining statutory tuition fees for the other programme for the remainder of the academic year (possibly discounted by any paid tuition fee amount for the terminated enrolment). If the other enrolment is at another institution, students shall remain liable for the statutory tuition fees at that institution.

### 4. Registration with DUO and IND

The student and the Education Executive Agency (DUO) will be notified of the enrolment termination date.

If Inholland becomes aware that an international student from outside the EU, EEA or Switzerland (i.e. one who requires a residency permit) has terminated enrolment, Inholland will notify the Immigration and Naturalisation Service (IND).

If Inholland notices that students requiring a residency permit do not study or do not study enough, or cannot cope with the required level, these students will be deregistered with the IND.

### Article 9 Tuition/examination fees

Inholland charges two types of tuition fees: statutory tuition fees, which are set each year by the government, and institutional tuition fees, which are set by Inholland itself. The institutional tuition fees exclude any government contribution. The amount of the institutional tuition fees approximates the average amount of the statutory tuition fees per student, plus the average government contribution per student per year. Which type of tuition fees you pay depends on the type of degree programme (full time, part time or dual), your nationality and any diplomas/certificates you obtained previously. You pay the tuition fees by setting up an online direct debit mandate in Studielink. All provisions concerning the amount of the tuition fees, exemption from payment of these fees and any repayment on termination of enrolment can be found in Inholland's Enrolment and Termination of Enrolment Regulations. You can find these Regulations via this [link](#).

## Article 10 Unauthorised participation in teaching activities

If you make use of teaching and examination activities at Inholland when you are not enrolled, you are liable to pay compensation to Inholland equal to the full statutory tuition fees in the case of full-time or work-study programmes, and the statutory part-time fees in the case of participation in part-time programmes.

## Article 11 Programme fees

Programme fees include the tuition fees, as set out in the Enrolment and Termination of Enrolment Regulations.

Students are also liable for other fees, such as for teaching materials (e.g. books and digital or other materials) that are necessary to take part in teaching or assessment activities. If these materials are ordered by the faculty, the costs can usually only be charged on to students on a voluntary basis. Some materials must be ordered via the school, however (e.g. licences). Students who do not wish to purchase these materials will not be able to use them. Other costs are made in the context of excursions, orientation days, practical weeks and work placements. The programme information outlines the expenses that students must consider, whether they are mandatory and whether free alternatives are available. Only in exceptional cases is the latter not possible.

Students (internal and external) are responsible for their own insurance, such as health insurance, public liability insurance and travel insurance.

Please note: when completing a work placement or studying abroad, students are strongly advised to check whether their public liability insurance and travel insurance provide the right cover. You yourself are responsible for making sure that you are properly insured. We recommend finding out whether travel insurance such as IPS (Lippman) or ICS (AON) is necessary.

Inholland has taken out collective accident insurance with restricted cover for students that applies during Inholland activities.

## Part 4 Teaching

### Article 12 Teaching and Examination Regulations (TER)

The education for each degree programme is provided as described in the Programme-specific TER of the programme concerned. Previously, the TER was divided into a general part and a programme-specific part. These two documents have now been merged into one: the Programme-specific TER.

The general provisions of the Programme-specific TER are laid down annually by the Executive Board. The programme-specific information is determined annually by the institutional director.

The Programme-specific TER addresses the following topics (according to Article 7.13(2) of the Higher Education and Research Act):

- a. the content of the programme and the associated exams;
  - a1. the manner in which the teaching activities of the programme in question are evaluated;
  - b. the content of the main subjects within a programme;
  - c. the qualities in terms of knowledge, understanding and skills that students must have obtained by the end of the programme;
  - d. where necessary, how practical training is organised;
  - e. the study load of the programme as a whole and of each of the units of study that constitute the programme;
  - f. the detailed rules regarding the binding study recommendation;
  - g. the detailed rules regarding referral (concerning main subjects) during the main phase;
  - h. the number and sequence of exams, along with the times at which they may be taken;
  - i. the full-time, part-time or work-study structure of the programme;
  - j. where necessary, the order and time periods in which interim and final exams are offered, along with the number of times per academic year students can sit them, how to register for them and the applicable standard registration period;
  - k. the validity period of obtained credits (only if the knowledge and/or skills examined is/are demonstrably outdated);
  - l. the manner in which tests are completed;
  - m. how students with a chronic condition or disability are given reasonable opportunities to take exams;
  - n. the public nature of oral exams, subject to the Examination Board's right to determine otherwise in special circumstances;
  - o. the period during which examination results are announced, along with whether (and if so, under what circumstances) there can be any exceptions;
  - p. the manner in which those who have sat written exams are allowed to inspect their assessed work, and the associated period;
  - q. the manner in which information will be provided on questions and assignments set or issued as part of a written examination, and on the standards applied during assessment, as well as the associated period;
  - r. the grounds on which the Examination Board may issue exemptions from one or more examinations based on prior successful completion of examinations at higher-education institutions or knowledge or skills obtained elsewhere;
  - s. where necessary, successful completion of examinations is a prerequisite for admission to other examinations;
  - t. where necessary, any obligation to participate in practical exercises with a view to admission to the relevant examination, subject to the Examination Board's right to issue an exemption from any such obligation, with or without imposing substitute requirements;
  - u. ensuring study progress and individual study coaching;
  - v. if applicable, the manner in which students are selected for special pathways within a programme or graduation track;
  - x. how the teaching is actually organised;
  - y. how the study load is determined in accelerated pathways.
- You will find all programme-specific TERs via this [link](#) or via Iris, Education Guide tile.

## Article 13 The Examination Board and examiners

### 1. Introduction

Students who study at Inholland do so in order to obtain a certificate that also states the degree obtained (Bachelor, Master, Associate degree). To this end, students participate in teaching activities and sit tests.

The division of teaching and tests is legislated as follows:

- the degree programme (programme management and lecturers) creates a curriculum and an assessment programme and is responsible for its implementation;
- examiners create, administer and assess tests;
- the Examination Board monitors the quality of the tests, and ultimately decides whether students are awarded a certificate.

More information can be found on the awarding of degrees and the certificate requirements via this [link](#).

In practice, the programme management, lecturers, examiners and the Examination Board work together to support students' learning process and ensure that they leave the programme with a recognised certificate. However, although they work together, each has their own rights and responsibilities within the process.

Each degree programme has its own Examination Board. Some boards are unique to one programme; others may work for multiple programmes at the same time. An Examination Board can also include sub-committees. The exact structure within your programme is described in your Programme-specific TER ([oer.inholland.nl](http://oer.inholland.nl)). All forms and variants of a degree programme always fall under the same Examination Board.

### 2. The role of the Examination Board

The Examination Board plays an important part in monitoring the quality of tests. To perform its role effectively, the Examination Board has been issued with a number of authorisations and duties. Some are general in nature, such as the appointment of examiners.

The Examination Board can also issue general assessment guidelines and instructions. Although the examiners grades exams, the Board can prescribe how an examiner should generally assess tests or what constitutes as a good test.

Students can (usually) turn to the Examination Board in the event of any special circumstances or exceptions to the principal regulations in the TER or the Test Session Instructions.

The Test Session Instructions outline the procedures to be followed during tests. You can find the Test Session Instructions on [inholland.nl/onderwijsgids](http://inholland.nl/onderwijsgids) and via the Education Guide tile on Iris.

In concrete terms, this means that students should turn to the Examination Board with regard to issues such as:

- exemptions;
- permission to take optional subjects outside the regular programme;
- admission to units of study in the main phase without having completed the foundation phase;
- substitution of units of study to facilitate international or other mobility;
- extension of the test time (e.g. for students with a disability);
- test resits;
- assessment in a form other than that specified in the Programme-specific TER;
- taking tests early;
- admission to tests despite late registration;
- exemption from attendance requirements;
- extending the validity of test results;
- postponing degree conferral;
- complaints regarding assessments and test sessions.

### Good consideration of decisions

The Examination Board shall take the following criteria as guidelines and, in the event of a conflict, shall weigh the interests served by application versus non-application against each other:

- a. the retention of quality, selection requirements and transitional requirements of an examination part;
- b. efficiency requirements, which are expressed, among other things, in an effort to:
  - reduce the loss of time for students as much as possible;
  - to guide and advise students as quickly and effectively as possible when passing an exam or examen component has become unlikely
- c. protection of students who wish to take on an excessive study load for themselves;
- d. leniency towards students who have experienced delays in the progress of their studies due to personal circumstances as described in Article 85 of the Teaching and Examination Regulations.

**Note:** the above often concerns exceptions. All test regulations are given in the TER and in the Instructions for Test Sessions. Students should consult the Programme-specific TER first to see whether they are eligible for special consideration or an exception before submitting a request. If there are special and/ or personal circumstances, it is advisable to contact your student counsellor. It is important to submit requests on time. Students should also consult the Examination Board's web page for the relevant degree programme on Iris to find out how they can submit a request. There is a special programme for this: ECRS.

The Examination Board also has an important responsibility when it comes to irregularities and fraud. The Examination Board decides whether there have indeed been any irregularities, or whether fraud has been committed. It can also impose measures, such as declaring a test invalid. For more information, please consult your Programme-specific TER.

### 3. Board members and appointments

The members of the Examination Board are appointed by the faculty director. Members must be independent experts in their field, and the Board must always include expertise in the field of the programme or programmes under the Board's remit. The law dictates that there must be at least one member from outside the programme or group of programmes under the Board's remit. In this context, 'independent' means that, as Examination Board members, they may not receive instructions from the programme management, the faculty director or the Executive Board.

### 4. Examiners

Only examiners are authorised to create, administer, assess and grade tests. Examiners are usually lecturers, but may also be external experts in the field. Although most lecturers are also examiners, that is not always the case. Lecturers are only examiners if they are appointed as such by the Examination Board.

Examiners are appointed by the Examination Board based on their level of expertise. Examiners may give grades. Others, such as the management or the Examination Board, are not authorised to alter any grades given by an examiner.

Students can appeal the assessment of an exam, but the appeal will examine whether the examiner correctly applied the examination and assessment regulations, and not whether the answers were correct. The appeals procedure is explained in the section on Legal Protection.

To find out more about the composition and remit of the Examination Boards, go to Iris, Education Guide tile, useful documents. More information on the composition and remit of the Examination Boards can also be found in the Programme-specific TER.

### Article 14 Quality assurance

Inholland is committed to regular quality evaluations of its teaching activities. To maintain and improve the quality of education, we highly value your feedback as a student. Therefore, at least once a year, you will be asked to provide your opinion on the quality of the education you have received. The Program Committee has the right to access available course evaluations and is tasked with discussing them. Based on these evaluations, the Program Committee advises on promoting and ensuring the quality of the program. Additionally, the Program Committee can collect information about the quality of education in other ways. By joining a Program Committee, you can be involved in this process. Information about how quality assurance is organized within your program can be found in the program information. You can also always contact the Program Committee if you have suggestions for improvements or if you want to share compliments!

## Part 5 Student facilities

### Introduction

As a student, you may be entitled to certain facilities, e.g. specific support of various kinds or financial support. Article 15 covers facilities such as support in the event of personal circumstances or if you are studying with a

functional impairment. Article 16 covers the possibilities for financial support.

### Article 15 Student facilities

Inholland offers a number of facilities for students.

Examples include:

- Study coaching. You can find out exactly what this includes in the Programme-specific TER.
- Student counsellors. You can contact a student counsellor in the event of personal circumstances that may result in study delays, for example. All information can be found on Iris. Student counsellors have an advisory role vis-a-vis Inholland's internal bodies, such as the study programmes and the Examination Board, and provide external advice to DUO. Student counsellors are bound by a duty of confidentiality and may not share any private student information without the student's consent.
- Facilities for students who are elite athletes. You can find out exactly what is meant by elite athletes and what kinds of facilities are available on the student counselling website.
- Facilities for students with a disability. You can find out exactly what facilities are available on the student counselling website.
- Confidential counsellors. You can contact a confidential counsellor if you are experiencing inappropriate behaviour. Information on the confidential counsellor can be found on Iris. If you have a complaint, see Part 8 of this chapter: Legal Protection
- Other facilities. For example, the library, study spaces, student workstations, photocopying facilities, student success centres, loan equipment, the restaurant and the study advice centres.

### Article 16 Financial support

#### 1. Profile Fund Regulations

Pursuant to Article 7.51 of the Higher Education and Research Act, Inholland has put in place regulations which provide for financial support for students who, due to (one or more) special circumstances, have experienced or are expected to experience study delays outside of the period within which they are eligible for student finance in the form of a performance-linked grant. These students are eligible for financial support.

Special circumstances include:

- a. illness or pregnancy and (the period following) childbirth;
- b. physical, sensory or other disabilities;
- c. special family circumstances;
- d. a programme that cannot be completed within the nominal time (due to the design of the programme);
- e. membership of a representative advisory council, faculty representative advisory council or programme committee at the university;
- f. membership of the board of a student organisation or other administrative activities, as specified in Article 2(3) of the Profile Fund Regulations;
- g. community activities, as specified in Article 2(4) of the Profile Fund Regulations;
- h. competing as an elite athlete, as specified in Article 2(5) of the Profile Fund; and
- i. other circumstances which, if a request for financial support based thereon were to be denied, would lead to a significant and unfair disadvantage.

The Profile Fund Regulations also provide information on knowledge grants, Holland Scholarship and the mobility fund. You can find more details on the Profile Fund Regulations on Iris, Education Guide tile, Chapter 3 Regulations.

## 2. Elite athletes

Elite athletes may be eligible for graduation support. Students should contact a student counsellor to discuss the options available to them.

## 3. Regulations on (financial) support for students, student organisations and board membership grants

If you are actively involved in a student organisation or association, you may be eligible for financial support. Further information is available on Iris, Education Guide tile, Chapter 3 Regulations.

Inholland also has a Student Initiative Fund (SIF). This is a fund for and by students and enables you as a student to make an extra contribution to a pleasant, inspiring and good study setting. All Inholland students can submit an initiative using the application form.

## 4. Emergency Fund

1. If you are enrolled as a student at Inholland and, in the Executive Board's opinion, through no fault of your own you find yourself in a situation of acute financial hardship which will seriously delay the progress of your studies, you can apply for financial support from the University's emergency fund. This involves a contribution to help with the financial hardship for a short period of time.
2. Financial support will only be granted if the financial hardship situation meets the following criteria:
  - a. the situation must be acute and unexpected, and cannot be resolved through normal channels in a very short space of time;
  - b. the situation must be a one-off, i.e. not ongoing or regularly recurring;
  - c. the problem must be limited in scope;
  - d. the situation must be readily resolvable through one-off assistance;
  - e. it does not relate to the payment of tuition fees.
3. An application for financial support as referred to in paragraph 1 must be submitted via the student counselling service using the relevant form as soon as possible after the circumstances referred to in paragraph 1 arise.
4. The officer appointed by the Executive Board will reach a decision within four weeks of receiving the application. Before making a decision on the application, the officer may consult with the applicant and/or other individuals who, in the officer's opinion, are relevant to the decision, subject to the applicant's consent.
5. The following decisions are possible:
  - a. the application is rejected;
  - b. the application is fully or partially granted;
  - c. the application is not processed because it has not been submitted on time or because an incomplete application has not been completed within the agreed time.
6. The applicant will be informed of the decision (including the reasons for it) in writing.
7. The financial support referred to in paragraph 1 will be provided in the form of a loan, with or without interest, or, where justified, fully or partially in the form of a gift.

The amount and duration of the financial support will depend on the applicant's specific circumstances. The maximum amount, however, is approximately € 2,700.00, possibly less the (anticipated) amount of outstanding tuition fees. Ideally, the amount will be paid in monthly instalments. The support may be subject to specific conditions.

8. As an exception to subsection 7, a student may contact the student counselling service to determine if they are eligible for financial support if they come from a country affected by an unforeseen situation, such as a war, and are demonstrably directly impacted by it. This financial support can be requested for the duration of the current academic year (until August 31, 2025, at the latest) and amounts to a maximum of €1,000 per month. This financial support can be provided in the form of a grant. The application for this financial support is processed through the student counselling service. Subsection 2, b through d of this article do not apply to this support application.

## Part 6 Student representation

### Article 17 The Central Representative Advisory Council, the Faculty Representative Advisory Council and the DMR staff services

In accordance with the articles 10.17 up to and including 10.39 of the WHW, Inholland has a Central Representative Advisory Council (HMR) and Faculty Representative Advisory Councils (DMRs) for the faculties, as well one for the staff departments (DMR staff services).

For the staff departments, there is the department council central staff departments. Half of the members of the HMR and the DMRs are staff members elected by staff; the other half are students elected by students. If you are elected to a participation council, you can contribute to and make decisions about the policies of the university. In the Regulations for Participation in Decision-Making on Iris, Education Guide tile, Chapter 3 Regulations, you can find out about the powers of the various councils, when they meet and what they discuss with the Executive Board, and the procedure for participation in elections. They also list the facilities available to representative advisory councils. Those elected to sit on one of the councils can help develop and vote on policy at Inholland University of Applied Sciences.

### Article 18 Programme Committees

In accordance with article 10.3c WHV, all programmes or programme groups have a Programme Committee, which issues recommendations on how to promote and safeguard programme quality and has certain advisory authorities and powers of assent. Programme Committees are comprised of Inholland staff members and students studying the programme. Students on the Programme Committee can help develop and vote on the structure of their degree programme.

For more information, consult the Programme Committee Regulations on Iris, Education Guide tile, Chapter 3 Regulations.

## Part 7 Code of conduct and regulations

### Article 19 Code of conduct

Inholland expects students to adhere to the general rules of social behaviour and decency observed in the Netherlands, including during time spent studying or doing an internship at a host institution or company. We aim to achieve a climate where everyone calls each other to account for order and tidiness, but also undesirable behaviour.

The Executive Board has drawn up House Rules that apply to everyone at the university of applied sciences. Failure to adhere to the Rules may result in sanctions being imposed, such as being denied access to certain buildings or termination of enrolment. These sanctions can be found in the House Rules on Iris under the Education Guide tile, Chapter 3 Regulations.

Regulations on undesirable behaviour are also in place. Undesirable behaviour includes inappropriate conduct, aggression and violence, discrimination and sexual harassment. Inholland aims to offer all students a safe learning environment and will not accept undesirable behaviour within the organisation, at placement organisations and organisations that supervise final projects. The University therefore has a confidential counsellor and a complaints procedure. We take complaints about undesirable behaviour very seriously.

If a student fails to observe the rules, the Executive Board or an institutional director will take action against them.

By rules, we mean:

- not only the rules and regulations and instructions set out in the House Rules but also acting in contravention of standards (of decency), values and morals which are generally accepted in the Netherlands, whether prescribed by law or otherwise, and acting in contravention of other statutory regulations and the other provisions of the Education Guide.

Such action may include you being fully or partially barred from accessing buildings and grounds for a period of a maximum of a year or your enrolment being terminated for this period. When taking this action, the obtaining of a BSA, if this is a direct consequence, will be taken into consideration and justified. Action may also be taken where there is a real risk of a student failing to comply with the rules. If a student has caused serious disruption within the buildings and in the grounds and the student persists with this behaviour following a warning, the student may be denied access or have their enrolment terminated on a permanent basis.

Access can also be denied if the student has committed an offence outside of the University, and the reputation of Inholland University of Applied Sciences or of one or more students or people working at the University is damaged directly or indirectly as a result.

Before the Executive Board or a director takes action against you, you will be tackled about your behaviour verbally or in writing and you will be given the chance to explain your

behaviour in more detail. In other words, the principle of listening to both sides of the story will be applied.

If the circumstances so require or it is obvious that the action is justified, it will be taken immediately and you will be notified accordingly in writing (or by e-mail).

### Article 20 Safety regulations and the Working Conditions Act

Inholland is committed to creating a work and study environment in which students are safe and feel that they are safe, an environment where everyone is free to fulfil their own goals and responsibilities, where feedback is welcome and where effective teamwork brings out the best in everybody. Our priorities are engagement, the human dimension and a focus on the individual.

These objectives have been translated into various safety and other plans, and divided into a number of categories: social safety, undesirable conduct, integrity, building security, digital security, privacy and occupational safety and working conditions. Key information in each category is summarised on the web page on Integral Safety (Introduction page). Here you can find the integral safety management policy plan, the aggression and violence policy, the integrity code, the whistle-blowers' scheme and the crisis plan.

## Part 8 Legal Protection

### Article 21 Personal Data Protection

- Inholland processes the personal data of current and prospective students and graduates under the General Data Protection Regulation (GDPR), both to fulfil its legal obligations and to ensure effective university operations. The above-mentioned data include personal information such as names, dates of birth, address info, application and enrolment data, information on prior education, school history and study progress and financial data, such as the invoicing and payment of tuition and course fees. Data processing also includes provision of the data to third parties, such as:
  - the Ministry of Education, Culture and Science;
  - the Education Executive Agency (DUO);
  - the Education Inspectorate;
  - other third parties that require the data due to:
    - the original purpose of processing the data;
    - a statutory provision (e.g. to investigative officers); or
    - the performance of a contract to which the relevant person is a party.
  - Whether it is possible with your consent

Data not traceable to individual persons (anonymised data) may be supplied to Statistics Netherlands (CBS), to the Netherlands Association of Universities of Applied Sciences (Vereniging Hogescholen) under the information charter, or to other bodies for scientific or statistical purposes.

Students have the right to consult these data, and to request that the data be removed, corrected or altered. Inholland staff can only access the data if this is necessary in order to perform their duties.

Inholland has appointed a data protection officer as specified in the GPDR.



The Privacy Statement on Iris: [Privacy statement](#) contains all information on the processing and storage of your personal data, as well as on the associated complaints procedure and other matters, such as the Inholland CCTV regulations.

If you have any questions regarding the processing of your personal data by Inholland, please direct your inquiries to: [functioarisgegevensbescherming@inholland.nl](mailto:functioarisgegevensbescherming@inholland.nl).

**Important note:** Address information is also included in your personal data. You are personally responsible for updating your postal address, e-mail address and telephone number in our systems. You must therefore make any changes as quickly as possible in Studielink, to which our systems are linked. Also, be sure to keep your information updated in the Personal Records Database (BRP) of the municipality where you live (your name, place of birth and date of birth). This information will be used to produce your certificate. All students must regularly check their Inholland e-mail account to keep up-to-date!

### Article 22 Complaints and disputes

In this section, the word 'you' may refer to an existing, incoming or former internal or external student. If you disagree with a decision made, it is important to know who to contact. Inholland draws a distinction between 'complaints' and 'disputes'.

Complaints may relate to the behaviour of a staff member or a university body, including inappropriate advances (such as sexual harassment, unequal treatment, bullying, aggression and violence), or to matters regarding timetabling, assessment data, lecturers' teaching methods, venues, etc. Complaints may also concern the behaviour of other students or visitors, or the regulations intended to ensure proper order in Inholland buildings and premises (including the House Rules).

A dispute is a difference of opinion regarding a decision made or the failure to make a decision on the part of an Inholland staff member or body. Disputes can pertain to decisions regarding enrolment or termination thereof, tuition fees, admissions, test results, the binding study recommendation or decisions made by the Examination Board or an examiner. More information can be found on the Knowing, Arranging, [Complaints and Disputes](#) page on Iris.

#### 1. Discussing a complaint

If you have a complaint, our initial preference is to try to resolve it as informally as possible. We therefore ask that you first discuss any complaints with the person involved (if possible) or with the most suitable person. If you are in doubt about who to contact, talk to the complaints coordinator.

#### 2. Mediation by the complaints coordinator or support from a confidential counsellor

You may also ask the complaints coordinator to mediate, by going to the digital Complaints and Disputes portal on Iris and selecting the following option: 'I wish to lodge a complaint, how do I do that?' (preferred) or contact the faculty complaints coordinator by e-mail or telephone.

If your complaint concerns sexual harassment, unequal treatment, bullying, aggression or violence, you may choose to discuss it with a confidential counsellor for students,

see [Confidential counsellors](#) who may also help to discuss the issue with the person involved.

### 3. Correct resolution

The body (Executive Board, a director, head of a support department or Examination Board) or person at Inholland to whom the complaint is directed will ensure that it is resolved. The body will aim to resolve the complaint within six weeks and will ensure that you are kept informed of the process either in person or via e-mail. All contact will include explanatory notes and refer to the complaints procedure. If you wish to receive a letter regarding the resolution, one will be sent to you. Students who are the subject of complaints will likewise be asked to cooperate with the proper resolution of the complaint.

### 4. Unsuccessful practical solution or unsatisfactory outcome/timeframe

If informal discussion is not possible, or if you are not satisfied with the outcome despite mediation and/or support, you may lodge a formal complaint as described in Article 23.

**Note:** a complaint no longer requires resolution if the conduct to which it relates took place more than a year before the complaint was submitted.

### Article 23 Lodging a complaint subsequent to the informal procedure, or lodging an objection or appeal

#### 1. Lodging a complaint, objection or appeal

If no resolution or no satisfactory resolution could be found using the procedure described above, the complaint, objection or appeal may be lodged officially (in a timely manner):

- preferably via the digital Complaints and disputes portal;
- by e-mail via [geschillen@inholland.nl](mailto:geschillen@inholland.nl);
- by post to the following address:  
Inholland University of Applied Sciences,  
Complaints and disputes,  
c/o Legal Affairs department,  
PO Box 93043,  
2509 AA The Hague; or
- by phone at the following number: +31 (0)70-3120180.

The Complaints and disputes department will forward the complaint to the correct department. In principle, complaints are processed in Dutch; you may be requested to provide a translation if necessary.

#### 2. Registration and forwarding procedure

Disputes will register the receipt of a submitted complaint, objection or appeal, including the name of the person, committee or board that is to issue a recommendation (potentially to another body at the university of applied sciences) or handle the matter.

They will forward the complaint, objection or appeal, including the date of receipt, as quickly as possible. If the matter is referred to the wrong body, this body must send the complaint back as soon as possible. Complaints, objections or appeals lodged by students with a body directly will only be processed after the involvement of Complaints and Disputes.

A 'body' may be the Executive Board, a faculty director, the head of a support department, the Examination Board or the Examination Appeals Board.

## Article 24 Complaints resolution following the informal procedure

### 1. Independent

The person or board handling a complaint (the complaints coordinator, the Examination Board, the Ombudsman, the National Education Complaints Committee (KLO) or the data protection officer) must retain professional independence with regard to the procedure; the Executive Board or another body may only issue instructions of a general nature.

### 2. Handling a complaint lodged verbally

Verbally-lodged complaints are taken just as seriously as those lodged in writing, the only difference being that the regulations in paragraph 3 do not apply. With verbal complaints, it is generally more likely that they can be resolved in a simple manner - in some cases, providing an explanation or apology can be enough. Written resolution is not mandatory but can be provided if expressly requested.

### 3. Basic regulations for handling a written complaint

a. These regulations apply if the following requirements have been met:

- the complaint must relate to behaviour directed towards you;
- the complaint must at least include the name and address of the submitter, a signature and date;
- the complaint must be substantiated with reasons;
- if the complaint is submitted digitally, the requirement to sign the complaint does not apply.

b. As soon as the body has resolved the complaint to your satisfaction, all processing requirements shall cease to apply. If clarification or satisfaction is given during a telephone call following receipt of the complaint, for example, the complaint will be deemed to be immediately resolved. In cases of doubt, you will be asked to confirm the resolution in writing. The decision is final - no objections or appeals may be submitted.

c. The complaint will be handled by a person who was not involved in the behaviour concerned, except where the complaint concerns the actions of the board itself, or of the chair or a member of the board.

d. Complaints do not require processing if they concern behaviour that:

1. has already been the subject of a previous complaint handled under this Article. A written complaint following a verbal complaint does not count as a repeat complaint;
2. took place more than one year before the complaint was submitted. Students do not need to still be enrolled in a degree programme to submit a complaint;
3. you could have submitted an objection against in a timely manner. If objection is still possible, the complaint will be processed, depending in part on your intentions (e.g. if the complaint relates to a late decision or lack of a decision);
4. is or was eligible for appeal in a timely manner, unless the complaint concerns a late decision;

5. falls or fell under the jurisdiction of a legal body other than an administrative court due to the instigation of legal proceedings; or
6. involves overlap with investigative and prosecution procedures by the police or the judicial system.

Nor does the complaint require processing if the impact it has on you or the severity of the behaviour is evidently insufficient. You will be informed of any decision not to process the complaint as soon as possible, but in any event no later than four weeks following receipt of the complaint.

- e. We will send a copy of the complaint and the appendices to the person to whom the complaint relates. Sensitive personal data may be removed at your request or on Inholland's own initiative; complete anonymisation generally does not occur. In such cases, this information may not be included in assessing the complaint, unless the person to whom the complaint relates agrees thereto.
- f. You (the complainant) and the person to whom the complaint relates have the right to a hearing, and will be invited to such by the person or board handling the complaint. The person or board may refuse your hearing if the complaint is clearly unfounded, if you have consented to waive the right to a hearing or if you fail to communicate your wish to make use of the right by a deadline set by the person or board. The board may delegate the hearing to the chair or a member of the board. A report of the hearing will be produced.

The accused person and the complainant do not need to be heard in each other's presence. However, the arguments of both sides will be heard. A telephone hearing is permissible, subject to your consent. Such a hearing will take place during a separate telephone call, unless you claim to be sufficiently prepared and would like it to take place straight away. The purpose of the hearing is to clarify the complaint, obtain further information, resolve the conflict, restore damaged trust and establish the truth.

- g. The person or board will issue a report of their findings to the body and give a copy to the Executive Board, accompanied by an advised course of action and any recommendations. The advisory report will also cover the hearing. The data protection officer will respond to the complaint directly.
- h. The body will complete processing of the complaint within six weeks of having received it. Processing of the complaint can be delayed by four weeks at the most; you and the person to whom the complaint relates will be informed of such in writing. The data protection officer's final deadline is four weeks, without the possibility of extension. If the National Education Complaints Committee issues a recommendation after the complaint has been processed, the body will process it within two weeks of receipt.
- i. The body will provide you with a detailed written account of the results of the complaints investigation, of its ruling and of any associated conclusions. If the conclusions are not in line with the recommendation of the person or the committee against whom/which the complaint is addressed, the conclusion will state the reason for this and the recommendation will be attached separately. The data protection officer will respond to the complaint directly.
- j. If you are not satisfied with the outcome, and your dissatisfaction relates to:
  - the resolution of a complaint by the data protection officer, contact the Dutch Data Protection Authority (Dutch DPA);

- unequal treatment, contact the Netherlands Institute for Human Rights in Utrecht;
- a complaint falling under the regulations of the national committee for the enforcement of the code of conduct for international students in Dutch higher education, contact this committee.

In other cases, the only further recourse is a court of law, or to file a complaint with the Ombudsman. It is not possible to appeal or object to the final complaint decision.

#### 4. Processing by the Ombudsman

If you have a complaint or problem as a student, you should first go to your lecturer, study coach or complaints coordinator. If you feel that the complaint or problem has not been satisfactorily resolved, you can submit the complaint to the Ombudsman. A complaint is submitted via the e-mail address: [ombudsman@inholland.nl](mailto:ombudsman@inholland.nl). Further information can be found on Iris.

The Ombudsman will investigate the complaint and issue a recommendation to Inholland in accordance with the basic regulations as referred to in the previous paragraph. The following also applies:

- The Ombudsman may issue solicited and unsolicited advice.
- The Ombudsman is authorised to request any information and consult any documents, within reason and as long as they pertain to the investigation, from all Inholland bodies and persons.
- The bodies and persons may insist that information or documents deemed confidential by the relevant body/person only be supplied to the Ombudsman subject to due observance of strict confidentiality.

The Ombudsman is a person appointed by the Executive Board who has no further affiliation with Inholland. The Board may also appoint an acting Ombudsman, and has the authority to suspend or dismiss the Ombudsman or acting Ombudsman.

The Ombudsman will issue an annual report, which will also contain recommendations, as far as possible.

#### Article 25 Processing by the Examination Appeals Board

- The Inholland Examination Appeals Board (*College van beroep voor de examens*, COBEX) is authorised, amongst other things, with regard to the following decisions:
  - decisions made by Examination Boards or examiners;
  - binding study recommendations.

See Article 26 of this Chapter for other decisions.

In this context, a 'decision' is also defined as the omission of, or refusal to make, a decision. For a full list of decisions that may be referred to the Examination Appeals Board, see the rules of procedure.

- You may lodge an appeal against a decision described under paragraph 1 in writing, within six weeks of the date on which the decision was officially announced. Appeals must be submitted using the method described in Article 23(1). Subsequent communications regarding

the processing of the appeal will be via the Complaints and Disputes contact details provided in that paragraph. Lodging an appeal will not suspend the effect of the decision.

- The Examination Appeals Board comprises of an external chair, a lecturer member and a student member. The Board handles cases based on four campuses: Alkmaar, Amsterdam/Diemen, Haarlem or Rotterdam. In addition, the case may be handled in a digital hearing. COBEX will process your appeal based on the campuses where you study, with the proviso that students from Groningen are covered under the Amsterdam/Diemen campus and students from Delft, The Hague and Dordrecht are covered by the Rotterdam location. It may be that, in the interests of your case, your appeal will be processed at a different campus to the one where you study.
- The rules of procedure outline in more detail how COBEX processes appeals. A number of key points are set out below.
- Your appeal will be submitted in the first instance to the body that made the decision, inquiring whether a solution which is agreeable to both parties is possible. This is known as an amicable solution. It may be that ultimately you agree with the decision, or that the body makes a different decision after all. If you cannot reach agreement with the body, the body will send a statement of defence to COBEX. You will receive a copy of this statement.
- If you appealed against an assessment by an examiner, COBEX will send your appeal to the Examination Board. The Examination Board will then contact you to establish whether an amicable solution is possible.
- You will receive an invitation to the hearing of your appeal by COBEX. The body that has made the decision will also receive an invitation.
- Lodging an appeal will not suspend the effect of the decision. In urgent cases, you may request a provisional ruling from the chair of COBEX. The rules of procedure explain how to do this.
- COBEX can uphold or reject your appeal. If COBEX upholds your appeal, the body that made the decision will be ordered to review its decision. Where an appeal is upheld, COBEX may also stipulate that an examination, test, entrance test or supplementary examination must be re-administered under conditions to be specified by the Board.
- You can appeal in writing against a rejected appeal within six weeks to the Council State, Student Affairs. For more information, see [raadvanstate.nl/studentenzaken](http://raadvanstate.nl/studentenzaken).

#### Article 26 Processing by the Objections Advisory Committee and review by the relevant body

- Inholland's Objections Advisory Committee (*Adviescommissie Bezwaarschriften*, ACB) issues recommendations to bodies regarding your objections to

decisions they have taken that cannot be handled by the Examination Appeals Board.

Recommendations must be issued in writing, include a hearing report and be signed by the chair and the secretary of the Committee. Among other things, the ACB issues recommendations on the following decisions:

- a. Non-enrolment and/or deregistration with retroactive effect of students by the Central Student Administration on behalf of the Executive Board;
- b. A decision that you have been deregistered for a programme;
- c. A decision by the director that you cannot access the faculty of the director.

You can find the rules of procedure via Iris.

2. You may object to a decision described under paragraph 1 in writing, within six weeks of the date on which the decision was officially announced.

Objections must be submitted via the method described in Article 23(1). Subsequent communications regarding the processing of the appeal will be via the Complaints and Disputes contact details provided in that paragraph.

3. The Objections Advisory Committee (ACB) comprises of an external chair, a lecturer member and a student member. The Committee handles cases based on four campuses: Alkmaar, Amsterdam/Diemen, Haarlem or Rotterdam. In addition, the case may be handled in a digital hearing. The ACB will process your objection based on the campuses where you study, with the proviso that students from Groningen are covered under the Amsterdam/Diemen campus, students from Alkmaar are covered under the Haarlem campus and students from Delft, The Hague and Dordrecht are covered under the Rotterdam campus. It may be that, in the interests of your case, your objection will be processed at a different campus to the one where you study (or where you want to study).
4. The rules of procedure outline in more detail how the ACB processes objections. A number of key points are set out below.
5. Your objection will be submitted in the first instance to the body that made the decision, inquiring whether a solution which is agreeable to both parties is possible. This is known as an amicable solution. It may be that ultimately you agree with the decision, or it may be that the body still makes a different decision. If you cannot agree with the body, the body will send a statement of defence to the ACB. You will receive a copy of this statement of defence.

6. You will receive an invitation to the hearing of your objection by the ACB. The body that has made the decision will also receive an invitation.
7. Based on your objection, the ACB may recommend that your objection be upheld. In that case, the body concerned will then reconsider its decision. You will receive a new decision from the body concerned with the ACB's recommendation attached as an appendix.
8. Based on your objection, the ACB may recommend that your objection be rejected. In that case, the body concerned will notify you that the decision still stands. You will receive this communication from the body concerned with the ACB's recommendation attached as an appendix.
9. Lodging an objection will not suspend the effect of the decision in question. In urgent cases, on request, the chair of the ACB may stipulate that the ACB issue its recommendation to the body concerned as quickly as possible. The rules of procedure explain how to apply for this.
10. Appeals against the decision on the objection may be submitted in writing to the Council State within six weeks of the decision being announced. For more information, please visit [raadvanstate.nl/studentenzaken](https://raadvanstate.nl/studentenzaken).

## Part 9 Concluding provisions

### Article 27 Unforeseen circumstances

In any situations not covered by Chapter 2 of this Education Guide or the Teaching and Examination Regulations, the Executive Board or the relevant faculty director will decide, depending on the division of authority.

### Article 28 Publication of the Education Guide

The Education Guide (of which this Section 2 is a part) is a public document. Internal and external students will be able to consult the Dutch and English versions published on [inholland.nl/onderwijsgids](https://inholland.nl/onderwijsgids) and on Iris, Education Guide tile, Chapter 3 Regulations. The online version on Iris is always the most recent and operative version.

### Article 29 Effective date

Chapters 1 and 2 will take effect on 1 September 2024.

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## 3.1 The Internal Rules

Adopted by the Executive Board on the 4th of June 2024, after confirmation of approval by the HMR on the 30th of May.

### Introduction

These rules are written to ensure a pleasant and safe study, work and living environment within Inholland University of Applied Sciences (hereinafter: the university). The internal rules are divided into three different sections.

- **Part A:** these are the general internal rules.
- **Part B:** this contains the rules governing the use of ICT facilities.
- **Part C:** this contains the possible (order) measures that can be imposed in case of non-compliance with the rules.

The Internal Rules form part of the Education Guide and are also published as stand-alone regulations on the University of Applied Sciences' intranet (Iris) under [Executive Board decisions & policy documents](#). The internal rules, together with the Education Guide and the integrity code, form the standards framework as described in the Social Safety Policy. Interim changes to the internal rules are announced via Iris. A summary of the internal rules will be published at each location of the university. This summary can also be found on Iris.

### Status and scope:

#### where and to whom do these rules apply?

These Internal Rules apply to everyone who is in the buildings or on the grounds of Inholland University of Applied Sciences or who makes (online) use of Inholland University of Applied Sciences' (digital) facilities. With regard to students and external students and course participants, the internal rules constitute the rules as referred to in Article 19 of Chapter 2 of the Education Guide, and with regard to staff, the instructions as referred to in the CAO-HBO or the regulations in the Civil Code. Sometimes buildings and sites are shared with other institutions. In that case, the internal rules of those other institutions also apply. For questions and further information on the internal rules, please contact the Service Point in the building concerned. In addition, employees of Inholland University of Applied Sciences who are authorised to do so may give oral or written instructions and directions, and directions are posted in various places in the buildings and grounds: students, employees and third parties are expected to follow these.

## Section A: General

### 1. Norms and values

1. Everyone falling within the scope of these internal rules must comply with the generally applicable Dutch (decency) norms, values, good morals, whether or not laid down in statutory regulations, as well as other statutory regulations. This means that everyone is expected to behave respectfully towards others. This includes refraining from (sexual) harassment, bullying, unequal treatment/discrimination, aggression and violence. The various manifestations of undesirable behaviour are described in more detail in annex 3 the Social Safety Policy on Iris. Behaviour contrary to this will not be accepted.

2. The organisational units, students and staff of Inholland University of Applied Sciences will do their utmost to create a safe environment with each other, in which a good conversation is the starting point and which enables incidents to be kept to an absolute minimum.
3. A staff member is obliged to report to the Executive Board any (suspected) sexual offence committed against a minor student, as described in more detail in Article 7(1) of the Misconduct Regulations.

### 2. Opening Hours

On weekdays, the buildings are generally open from approximately 7:30 a.m. to approximately 6:30 p.m. Following that, depending on the location, there may be evening opening hours on a few evenings, usually until 10:30 p.m. The buildings are completely closed on official holidays: New Year's Day, Good Friday, Easter Monday, King's Day, Liberation Day, Ascension Day, Whit Monday, Boxing Day, as well as the day after Ascension Day and the days between Christmas and New Year's Day. Additionally, some buildings are closed for a few weeks during the summer period. The correct opening and closing times are indicated on Iris and at each location, next to the main entrance of each building.

### 3. Identification Requirement

1. Entering the buildings and premises of the university is not permitted without possessing a valid identification document recognized by the Dutch government as a valid identification document in the Netherlands.
2. Students and employees are also required to carry their (digital) student ID card or employee card, respectively.
3. Upon first request from a staff member or another designated person (such as security personnel), individuals must present both of these documents.

### 4. Parking and storage of vehicles

1. The parking regulations may vary per location and should be consulted in advance (through digital means or by contacting the university by phone).
2. At some locations, parking of cars, motorcycles, and scooters on the premises and/or in the parking garage is allowed for employees and visitors who have a reserved parking space.
3. Additionally, there are rules regarding the parking of electric rechargeable cars, scooters, and bicycles. These rules may vary per location and can be consulted through the respective service point (ISO) of that location.
4. Special provisions have been made for individuals with disabilities. The Service Point of the respective location can provide information regarding this matter.

### 5. Smoking, alcohol and drugs, refreshments

1. Smoking is not allowed inside the buildings and on the premises of the university. This includes the use of e-cigarettes or a shisha pen.

2. Possession, offering, use, or trading of drugs/narcotics is not permitted on the premises and in the buildings of the university.
3. Consumption of refreshments is only allowed in the restaurant and meeting rooms.
4. In other areas, consumption of refreshments is only permitted with prior permission.

## 6. Animals

1. Bringing animals into the buildings and on the premises of the university is not allowed unless the situation falls under the conditions mentioned in points 2 and 3.
2. The presence of a service dog (such as a guide dog for the blind or an assistance ADL dog) is permitted, provided that the dog is wearing a vest or harness. The arrival of the dog should be reported in advance to the Service Point of the respective location.
3. In the Animal Husbandry program (within the domain of Agri-Food & Life Sciences), bringing animals is allowed with prior consultation and permission from the faculty director or the team leader.

## 7. Use of spaces

1. When using (educational or meeting) rooms and (flex) workspaces, the following rules should be observed, if applicable:
  - Avoid unnecessary disturbances in the vicinity of the (educational) rooms.
  - Keep the workspace or study area tidy and clean, and do not unnecessarily occupy it.
  - Clear the desktop for the next user after use.
  - Clean the board and tidy up any stray papers after using the room.
  - Move furniture only upon request from a teacher or a staff member from the Service Point. Tables and chairs should be (re)placed in their designated positions after use.
  - Close doors and windows, turn off lights, and raise the blinds before leaving the room, but pay attention to the following:
    - The internal blinds in ground floor rooms should be rolled down/kept down at the end of the afternoon and during the evening hours for burglary prevention.
    - Common areas and lecture rooms for general use are locked after use. Office spaces should be closed even during very short absences.
    - The person who has received a key or access card to open a room is responsible for locking that room and returning the key or access card.
    - Duplication or allowing duplication of a university key is not permitted.
    - Do not leave unattended loose equipment.
    - Safely store confidential documents and valuable items at all times.
2. For flex workspaces, the following applies:
  - Employees using a flex workspace without a reservation are expected to vacate the workspace when it has been reserved by another person.

- A workspace reservation is valid for at least 30 minutes after the start time.
- Individuals using flex workspaces are expected to work quietly without being disturbed by meeting, music, or radio sounds.

## 8. Use of special rooms

1. The university has a sports facility at some locations. The use of this facility is at one's own risk. Additionally, users are expected to adhere to specific rules applicable to this space. These rules can be found next to the sports facility.
2. The university has a quiet room at most locations. This space is accessible to all students and staff of the university for reflection, silence, meditation, and prayer during the opening hours of the building.
3. It is possible to use the space for special (group) activities, as long as they are in line with the nature and purpose of the room. Depending on the location, the activity may be announced through the calendar on the notice board in the quiet room, or reservation may need to be made through the Service Point.

## 9. Use of materials, equipment, and digital network

1. Careful and efficient handling of materials and equipment provided by the university, such as phones, computers, data connections, audiovisual equipment, overhead projectors, projectors, etc., is required. Their use is solely for the purpose for which they have been made available: to support study and/or work in relation to the university. These rules are further elaborated in Part B of this regulation.
2. For safety reasons, it is only permitted to connect and use electrical equipment, owned by the university or by the student as mentioned in Part B, to the electrical network within the university buildings. Connecting personal electrical equipment such as an electric vehicle, coffee maker, kettle, toaster, microwave, refrigerator, or Christmas lights, whether or not using an extension cord, is not allowed, nor is connecting personal extension cords and Christmas lights.

## 10. Posting notices, posters, and wall decorations

1. General notices, information materials, and posters may only be posted on designated bulletin boards or other locations designated by the Service Point, provided they are signed and dated.
2. Wall decorations may only be installed in consultation with and with permission from the Service Point.

## 11. Use of mobile phones

During lectures and other educational activities, mobile phones should be turned off unless the lecturer has indicated that the mobile phone may be used for educational purposes. Making phone calls during lectures or other educational activities where other students and staff are participating is not allowed. Students should follow the instructions of the teacher regarding the use or turning off of other (mobile) electronic devices, including smartphones, tablets, smartwatches, etc.

## 12. Photography & filming, corporate identity rules, and contact with and use of (social) media

1. Photography and filming inside the buildings and on the premises by students and employees of the university are allowed, provided that the recorded images are intended for personal use or educational purposes and, if individuals are being filmed, they have given permission for it.
2. Photography and filming by individuals other than students or employees are only allowed, even for personal use, with prior written permission obtained through the press officer of the Communication department.
3. Everyone must adhere to the corporate identity rules, which also cover the use of names, trademarks, and logos of the university and the foundation the university is affiliated with. The corporate identity rules are available on Iris.
4. Individuals other than students and employees must obtain prior written permission from the Communication department for the use of names, trademarks, and logos, including modifications. The granted or denied permission will be confirmed in writing. This also applies to use on blogs and social media.
5. For employees, speaking to or otherwise maintaining contact with the press, providing information to the press, or making public statements about the policies and organization of the university, even outside the university buildings and premises, should always be done through the university's press officer. This approach is derived from the first paragraph of article E-1 of the collective labor agreement for higher education (cao-hbo).
6. All written and unwritten rules that bind a user, specifically including the rules applicable to users who are employed by or studying at the university (including legal regulations, employment contracts, collective labor agreements, house rules, the education guide), apply accordingly to the use of blogs and social media (whether or not via the university's network). Refer to Part II of Section B for further details.

## 13. Safety and First Aid

1. Emergency exits, escape routes, and alarm systems must always be accessible and visible. No furniture or other objects should be placed in front of or near these areas.
2. Videocameras are used to ensure the safety of the users of the university's premises and buildings, as well as the university's property. The cameras are visibly mounted. In case of the use of hidden cameras, this will be indicated by a pictogram or notice on the university's premises. The camera footage is retained for seven days, unless (criminal) investigations justify a longer period.
3. Everyone has the obligation to exercise necessary caution and care to avoid risks to their own safety and the safety of others. To do so, individuals should:
  - Use equipment (machines, devices, tools, hazardous substances, means of transportation, and other aids) correctly. The use and storage of hazardous substances

are only allowed with permission from the ISO (Information Security Officer).

- Use personal protective equipment provided in the correct manner and store it in the designated location after use.
  - Use the safeguards provided on machines, tools, etc., correctly. Safeguards should not be altered or removed unless necessary.
  - Cooperate with safety instructions and training provided to them.
  - Follow the instructions of teachers and/or staff regarding safety and health at all times.
  - Immediately report any identified hazards to the respective teachers and/or staff or to the Service Point, preferably through the Service Point webpage on Iris.
4. In the event of emergencies and evacuation drills, the following applies:  
Every employee is an evacuator: this means that support staff is responsible for their own visitors, and teaching staff is responsible for students. Responsibility involves directing individuals to the nearest emergency exit and guiding them to the assembly point. Additionally, everyone is obliged to strictly follow the instructions of (external) emergency responders and/or internal emergency response teams.
    - In case of emergencies, do not use elevators and assist disabled individuals if possible (or inform the emergency response team).
    - If possible, turn off machines, do not leave open flames unattended, and close windows and doors, but do not lock them.
    - Familiarize yourself with the internal emergency number for the location (store the internal emergency number in your mobile phone) and be aware of the exits, emergency exits, and the locations of emergency telephones and fire alarms.
    - Pay attention to the pictograms and evacuation maps in the corridors.
    - Additionally, read the safety instructions posted in lecture halls, workspaces, and other rooms (usually located near the door).

## 14. Dress Code

1. The Executive Board or a director of a Domain or support service may provide clothing regulations from the perspective of the norms and values mentioned in Article 1 (Section A), for safety reasons, for pedagogical purposes, to promote effective communication, or to establish the identity of students, external individuals, participants, and employees. Except as provided above, the wearing of clothing or accessories that cover the face is not permitted inside the buildings and on the premises of the university.
2. Additionally, if there is a government advisory urging the wearing of non-medical face masks in higher education institutions, wearing a non-medical face mask becomes mandatory within the buildings of Inholland.
3. This obligation does not apply during educational activities led by a teacher or instructor in spaces where at least one and a half meters of distance can be maintained between individuals.

4. In situations where the obligation does not apply, students and employees are free to wear a face mask if they prefer to do so.
5. If someone is unable to wear a (non-medical) face mask due to illness or disability, they must provide evidence that wearing a face mask is not possible for them due to medical reasons.

### 15. Technical malfunctions and complaints

1. Contact the Service Point, preferably through the webpage on Iris, for the following:
  - Reporting technical malfunctions or damages.
  - Reporting lost and found items.
  - Reporting litter and/or dirt in common areas, corridors, or unclean restroom facilities.
  - Requests for replenishing printer paper, replacing toner cartridges in copy and print machines, and refilling toilet paper or hand towel rolls/paper.
2. Found items entrusted to the Service Point are kept for three months.
3. Students, external individuals, and participants who wish to file a complaint regarding the non-compliance with house rules are referred to the complaints procedure mentioned in Article 22 and further in Chapter 2 of the Education Guide, as well as the Complaints and Disputes webpage on Iris.
4. Employees can address their complaints regarding the non-compliance with house rules to their supervisor. In cases of inappropriate behavior, employees can contact both their supervisor and the designated confidential advisor as described in the protocols of the [Social Safety Policy](#).

### 16. Guidelines for protests

Knowledge and critical voices are the lifeblood of the university. This includes substantive debates and the opportunity to protest. In the Netherlands, people have the right to freedom of expression, association, assembly, and demonstration (Articles 7, 8, and 9 of the Constitution). Inholland University of Applied Sciences wholeheartedly supports this. Protesting on campus is therefore allowed. However, this must always begin with prior notification of the protest action to the relevant Inholland location/site director. Inholland places great importance on ensuring that everyone (including students, staff, and visitors) feels safe on campus. Therefore, laws, regulations, and the university's house and behavioral rules must be respected, even during protests. Inholland also follows the principles established by the higher education sector (VH & UNL). These guidelines can be found here.

## Section B: Rules for the Use of ICT Facilities

This section is a further elaboration of Article 7 in Part A, the general section of the house rules.

### I Use of Facilities Involving Student-Owned Devices (Bring Your Own Device)

#### Introduction

Students are expected to bring their own devices to the educational premises in order to study. The university provides network facilities at its locations for students' use in their studies, including e-mail and internet access, storage capacity, printers, and electronic learning environments. If present on campus, students can access these network facilities with their own devices and use them for tasks such as assignments, reports, theses, tracking academic progress, accessing resources, and communicating with faculty and fellow students. Students can also utilize the university's facilities outside of the campus. The only requirement in such cases is a reliable internet connection, as students can study from anywhere. The necessary facilities, such as electronic learning environments, applications, e-mail, internet access, and storage capacity, are accessible through the university's intranet. These rules equally apply to staff members who use their own devices and have access to the university's network facilities.

#### 1. Accessibility

1. The facilities provided by Hogeschool Inholland are only accessible using a username and password/authentication method. These credentials are personal and should not be shared with others.
2. The system administration may impose additional requirements regarding password quality and other security aspects, as specified in the [Information Security Policy](#) available on Iris.
3. In case of suspected misuse of a password/authentication method, the system administration may immediately disable the corresponding account's access.

#### 2. Required specifications of personal device

1. In order to work effectively on a laptop during classes, it is important that it meets the specifications prescribed by the respective program. More information can be found in the program's study guide.
2. The student is responsible not only for purchasing a laptop but also for acquiring the necessary software for it.

#### 3. Use of borrowed laptop

If a student does not have a laptop and lacks the financial means to purchase one, they can use a borrowed laptop provided by the university. More information about [the borrowing procedure](#) can be found on Iris under "weten & regelen." The terms and conditions for borrowing [Audiovisual Equipment](#), available on Iris, also apply to the borrowed equipment provided by the university. After using an Inholland PC or borrowed laptop, the student must ensure to log out

of any cloud applications/services accessed through their personal Inholland account.

#### **4. Security by the university and the student**

1. The university adheres to strict security policies and implements adequate technical and organizational measures to protect the infrastructure against loss, theft, criminal activities, breaches of confidentiality, violations of privacy rights, and infringements of intellectual property rights.
2. The student is responsible for adequately securing their own devices (such as smartphones or tablets). The student is solely responsible for the use of their personal devices and the data stored on them. In terms of security, the student is specifically required to:
  - Install and maintain an adequate antivirus scanner and firewall on these devices.
  - Regularly create backups of all relevant data and securely store copies of institutional data.
  - Use strong and hard-to-guess passwords, and change them regularly.
  - Keep the software and settings on these devices up to date.
  - Promptly report any potential security incidents to the university.

#### **5. Use of University Facilities**

Everything included regarding the use of university facilities in this regulation (Part II of Section B, Article 3), specifically the use of the Internet, Intranet, and e-mail, also applies to this regulation.

#### **6. Private use and disturbance**

Limited private use of the university's network facilities is allowed. However, such use, whether for personal or study purposes, must not cause disturbance or disrupt the order within the institution, must not cause inconvenience to others, infringe upon the rights of the institution or third parties, or compromise the integrity and security of the network. The following disruptive and/or disturbing behaviors are not permitted:

- Accessing internet services with pornographic, racist, discriminatory, offensive, or objectionable content in public areas, or sending messages with such content.
- Sending messages with (sexual) intimidating content or messages that may incite discrimination, hatred, and/or violence.
- Sending messages to large numbers of recipients simultaneously, sending chain letters, or distributing malicious software such as viruses, worms, Trojan horses, and spyware.
- Using file-sharing or streaming services (such as Netflix or Uitzending gemist) in a manner that generates excessive data traffic, thereby endangering the availability of the facilities.
- Downloading or distributing (uploading) films, music, software, or other copyrighted material from any illegal source or when the student knows or should know that it violates copyrights or is contrary to the regulations on unwanted behavior.

## **II Use of ICT facilities of the University**

### **1. Use of computer and laptop facilities**

1. Computer and laptop facilities (hardware, software, and other related tools and supplies, including internet, intranet, and e-mail) provided by the university should be used and managed carefully and efficiently, taking into account cost and capacity management, system and network security, and the prevention of prohibited use of e-mail and internet. They should only be used for the purpose for which they are made available to the staff or students: to support their studies and/or work in relation to the university.
2. Listening to music or using other programs that produce continuous sound is only allowed with the use of headphones (to be brought by the user).
3. The user shall not view, display, or distribute any images that damage the reputation of the university or exceed the limits of decency and respect.
4. The user may not allow third parties to use the provided computer or laptop facilities.
5. The user should log out after using the computer or laptop.

### **2. Use of computer labs**

1. A student can use the computer facilities in general computer labs, either in groups during scheduled hours or individually during non-scheduled hours. The university will strive to publish the occupancy of the general computer labs for scheduled use as early as possible, either inside or near those labs.
2. It is not allowed to place bags, suitcases, or any heavy objects on tables and workbenches where computer facilities are located. The use of computer facilities in study landscapes and educational workshops of the university can be done at times determined by the managing departments.
3. During non-scheduled hours, it is not permitted to occupy computers in general computer labs when not actively using them. If a staff member of the university notices that a computer is unnecessarily occupied, they are authorized to immediately make the computer available for other users.
4. When the student is finished using the computer facilities, they should leave the computer workstation as they found it, properly connected, and also leave it in a neat condition.
5. At the entrance of rooms where computer facilities are installed, there may be additional mandatory instructions posted, which the user is expected to read and understand before using the facilities.

### 3. Use of computers, network, internet and e-mail

1. The user is responsible for reviewing the content of e-mails sent to them by the University.
2. The user is not allowed to:
  - Work on a computer system using a code other than their personal access code assigned by the university.
  - Connect to a network, server, or file in a manner other than the generally accepted and customary way.
  - Use software other than that installed by Inholland ICT on the equipment.
  - Download or store files that do not meet the requirements specified in point 1.1 and 1.4.
  - Use the equipment provided by the university for duplicating software and/or music.
  - Unnecessarily burden the computer facilities or disrupt network traffic or cause damage, such as playing games.
3. It is allowed to store data on the student's personal OneDrive (part of Office 365) or shared SharePoint (Teams) files with limited size. For other file storage, writable CDs, hard drives, USB sticks, and similar devices should be used.
4. Booting from an external storage medium is not allowed. Similarly, using an external storage medium that contains software not intended to support the user's education and/or work or that may jeopardize the functioning of the network and other computer facilities is not allowed.
5. The user may read electronic magazines on the internet and post articles, provided they comply with point 3.3 and point 1.4.
6. E-mail is used in accordance with the rules applicable to regular postal communication, including mail and letter privacy.
7. The use of e-mail by a student for commercial purposes is not allowed (see also point 1.1).
8. The user only sends e-mail to individuals and organizations who are not expected to find it bothersome or suffer any harm from it.
9. The user is obligated to report any offensive or abusive messages or messages without a sender to the Service Point. The Service Point will take necessary action to prevent future occurrences.

### 4. Use of blogs and social media

All written and unwritten rules that apply to a user (specifically, the rules that apply to a user who works for or studies at the university) are also applicable when using blogs and social media, whether or not accessed through the university's network.

### 5. Reproduction and disclosure

1. The user shall not make copies of software and/or documentation belonging to the university, for which the university holds the license or is the licensor, without prior written permission from the university. The request should

be submitted through the Service Point of the respective location.

2. The user shall not make copies of software and/or documentation created by students as part of their education, without prior written permission from the university, represented by the faculty director or staff department under whose responsibility the respective software and/or documentation was created or is managed.

### 6. Enforcement rules

1. The university is entitled to conduct random checks to verify compliance with the computer facilities, including e-mail and internet usage, and the files stored therein, in accordance with the house rules.
2. In the event that a user is suspected of violating the established rules, the university may decide to conduct targeted monitoring for a predetermined period.
3. The university is also authorized to monitor users' e-mail and internet usage for security purposes. The purpose of this monitoring is to prevent system attacks by viruses, trojans, or other harmful software. This monitoring will focus on incoming content. It will be fully automated, and no distinction will be made between personal and professional internet usage.

## Section C: Disciplinary rules

This section of the regulation outlines the consequences of non-compliance with the internal rules and the potential sanctions that may be imposed in such cases.

### 1 Who is authorized to provide instructions or directives based on these internal rules?

1. Those who are authorized on behalf of the Executive Board to give instructions or directives include, but are not limited to:
  - Employees of the Service Point/ISO;
  - Security personnel;
  - Emergency response officers;
  - System administrators and other ICT administrators.

2. For students, they are required to follow the instructions and directives of teachers and educational support staff.

### 2 Who imposes the measure in case of non-compliance with the internal rules?

In the event of non-compliance with these rules and/or failure to follow instructions or directives, a measure may be imposed by or on behalf of the Executive Board.

### 3 What measures can be imposed in case of violation of the internal rules?

1. If the violator is an employee and the situation requires it, measures can be taken as described in the Collective Labor Agreement for Higher Professional Education (cao HBO).
2. If the violator is a third party, access to the buildings and premises can be denied, the use of facilities can be

prohibited, and any resulting damages can be recovered from the third party.

3. If the violator is a student, depending on the nature of the violation, the following measures mentioned in this section can be imposed:
  - a) Oral warning;
  - b) Written warning;
  - c) Reprimand;
  - d) Recovery of entrusted goods;
  - e) Prohibition and removal of items (including but not limited to visual materials or communications) that violate these internal rules;
  - f) Denial of access to certain classes;
  - g) Denial of use of (digital) facilities;
  - h) Blocking the user's account that grants access to the digital network;
  - i) Denial of access to certain areas and/or buildings and premises;
  - j) Permanent denial of access to the institution;
  - k) Termination of enrollment.
4. In case of theft or fraud, a report will be filed with the police by or on behalf of the Executive Board.
5. In case of damages caused by violation of these internal rules, the incurred damages will be recovered from the violator by or on behalf of the Executive Board.
6. A measure can be imposed in combination with one or more other measures, and for measures listed under points f to i in section 3, they are applicable for a maximum period of one year.
7. The measures mentioned under subpoints j and k can be imposed when a student causes severe disturbance and has not ceased such behavior even after receiving a warning from or on behalf of the institutional board.
8. A measure mentioned under section 3, subpoints g, h, and i, also serves as grounds for exclusion from functional roles or as a member of bodies and committees, such as participation bodies and the program committee, as the student is unable to fulfill their obligations as a member of the respective bodies.

#### 4 What procedure is followed when imposing measures?

1. A measure is not imposed until the offender has been given the opportunity to be heard. The procedure of hearing both parties, as described in Annex 4, Section 3 (action on the report) of [the Social Safety Policy](#), specifies the procedure of hearing and is also where you can find who makes the decision on behalf of the Executive Board.
2. A decision by (or on behalf of) the Executive Board to impose a measure is substantiated and communicated to the offender within two weeks from the day the decision is made.
3. For students and external parties, the legal protection provided under the Higher Education and Scientific Research Act and Chapter 2 of the Education Guide applies. For employees, the legal protection specified in the Collective Labor Agreement for Higher Professional Education (cao-HBO) applies. For third parties, the provisions of the Civil Code apply.

## 3.2 Regulations for Confidential Counsellors

Adopted by the Executive Board on the 4<sup>th</sup> of June 2024, after confirmation of approval by the HMR on the 30<sup>th</sup> of May.

### Article 1 Definitions

The following terms and definitions shall apply in these regulations:

1. Inholland: Inholland University of Applied Sciences;
2. Executive Board: the Executive Board for Inholland University of Applied Sciences;
3. unwanted behaviour: behaviour that can be deemed to constitute:
  - a. harassment and sexual harassment as referred to in the Equal Treatment Act (*Algemene wet gelijke behandeling*);
  - b. bullying: deliberately excluding someone and/or making them look ridiculous, gossiping about someone, criticising them unnecessarily, deliberately assessing work or study wrongly or promoting a situation where unpleasant tasks are always done by the same person;
  - c. unequal treatment: discrimination on the grounds of religion, beliefs, political convictions, race, gender, nationality, sexual preferences, civil status, working hours (in an employment relationship) and handicap or chronic illness, within the limits of and as referred to in the Equal Treatment Act (*Algemene wet gelijke behandeling*) and the Equal Treatment (Handicapped and Chronically Ill People) Act (*Wet gelijke behandeling op grond van handicap of chronische ziekte*);
  - d. aggression and violence: incidents in which a member of staff or student is harassed psychologically or physically, threatened or attacked (swearing, shouting, responding with rage, hitting, kicking and breaking things).
4. member of staff: anyone who is employed by or subject to the authority of Inholland University of Applied Sciences;
5. student: an individual who is enrolled as a student, external student or course participant at Inholland University of Applied Sciences.

### Article 2 Code of Conduct

Inholland University of Applied Sciences shall adopt the following code of conduct, which is also included in the internal rules formulated by Inholland University of Applied Sciences:

1. Anyone employed by or subject to the authority of Inholland University of Applied Sciences, as well as any student (also including external students, participants and course participants) at Inholland University of Applied Sciences, shall be expected to be respectful towards others and, as such, to refrain from unwanted behaviour;
2. The bodies, students and staff at Inholland University of Applied Sciences shall do their utmost to avoid unwanted behaviour.

### Article 3 The Appointment and Protection Provided by Confidential Counsellors

1. The Executive Board shall appoint a number of confidential counsellors. When doing so, the Board shall distinguish between confidential counsellors for staff and confidential counsellors for students. These counsellors shall be appointed for a period of two years and shall be eligible for re-appointment once the appointment period has ended.

Management positions shall be deemed to be incompatible with the role of confidential counsellor, regardless of whether the individual in question is a confidential counsellor for students or staff. Confidential counsellors for students shall be appointed from amongst teaching staff and shall fall under the responsibility of the member of the Executive Board who is responsible for Education & Research. It shall be possible to appoint confidential counsellors for staff from amongst any of the members of staff and shall fall under the responsibility of the member of the Executive Board responsible for Management. HRM consultants are excluded from this last category of confidential counsellor.
2. To contact and make an appointment to see a confidential counsellor, see the details below:
  - For a confidential student-counsellor: Iris, knowledge base, student counselling, confidential counsellor, and
  - for a confidential staff-counsellor: Iris, weten & regelen voor collega's, gezond & vitaal, ongewenst gedrag.
3. In the event of illness or absence, one of the other confidential counsellors shall take over the duties normally carried out by the confidential counsellor who is ill or absent. Where necessary, it shall also be possible to arrange initial assistance and referral for students via a student counsellor. For staff, a primary care provision will be available via the HRM consultants.
4. The fact that a member of staff is also a confidential counsellor shall not damage his career, whether directly or indirectly. Confidential counsellors shall enjoy the same legal protection as members of the Advisory Council.

### Article 4 Tasks and Powers Conferred on Confidential Counsellors

1. Confidential counsellors shall have the following tasks (and any powers ensuing from these tasks):
  - a. Supporting and guiding in case of experiencing inappropriate treatment or unwanted behavior by:
    - This support and guidance shall take the following form:
    - Making the circumstances under which unwanted behaviour may have taken place the subject of discussion;
    - Working with individuals to explore possibilities to bring an end to the unwanted behaviour;
    - Offering help designed to achieve the resolution of unwanted behaviour and assisting individuals that submit complaints during the handling of their complaints; this support includes, for example, being present at the discussion of the complaint with the people involved, and supporting the



- student in expressing and clarifying his complaint and experiences;
  - where necessary, referring complainants to counsellors within or outside Inholland University of Applied Sciences, which shall include notifying complainants of the possibility to report suspected punishable offences;
  - Providing aftercare, partly in an effort to avoid a situation where someone who reports or submits a complaint about unwanted behaviour experiences problems as a result.
- b. Further to a report, or of their own accord (where reason exists to do so), launching an inquiry into the occurrence of unwanted behaviour at Inholland University of Applied Sciences;
  - c. Identifying circumstances or problem areas that could lead to or have resulted in unwanted behaviour;
  - d. Formulating recommendations for or contributing to policy by the Executive Board, a Faculty Dean or a the director of a support department;
  - e. Developing initiatives for staff and students with the object of achieving written or verbal publicity for or information about the role, the regulations and about unwanted behaviour;
  - f. Maintaining and extending their expertise on unwanted behaviour by attending meetings, study days, training courses, etc. on this subject.
2. In performance of the tasks conferred on them, confidential counsellors shall maintain contacts with various job holders from Inholland University of Applied Sciences and with individuals and departments that are in a position to identify the existence of unwanted behaviour.
  3. A confidential counsellor shall be able to consult one or more other confidential counsellors at Inholland University of Applied Sciences in relation to support and guidance.
  4. A confidential counsellor shall be able to guide a complainant in a meeting between the complainant and the individual who is the subject of the complaint, or other students and/or staff, or in a meeting between the line manager of the complainant or individual who is the subject of the complaint on the one hand and the complainant and the individual who is the subject of the complaint on the other hand.
  5. Where the parties involved in a particular report or complaint are open to this and the confidential counsellor in question sees possibilities to this end, a confidential counsellor who is not involved in the report or complaint concerned, or a confidential counsellor from a different university of applied sciences, shall be able to act as a mediator.
  6. Where there are grounds to do so, such as direct or indirect involvement, a confidential counsellor shall be able to or must transfer a report and the handling of the said report or the provision of support and guidance to another confidential counsellor. The individual who made the report or submitted the complaint shall be notified of this situation.

7. Confidential counsellors shall treat reports, support and guidance as confidential.

#### **Article 5 Reporting Unwanted Behaviour and Asking for Help**

1. Anyone shall be able to report unwanted behaviour to a confidential counsellor. Staff shall also be subject to the obligation set out in Section 6(4).
2. Besides reporting unwanted behaviour, staff and students shall also be able to request support and guidance from a confidential counsellor.
3. Unwanted behaviour shall preferably be reported as soon as possible, but always within one year of the occurrence of the unwanted behaviour in question. This period shall be particularly important where the individual reporting unwanted behaviour, or another individual involved, wishes to submit a complaint as indicated in the next section.
4. It shall be possible to report unwanted behaviour in writing or verbally.
5. It shall be possible for an individual to report unwanted behaviour to confidential counsellors anonymously. Although this shall be registered by the confidential counsellor, it will not lead to any action on his part, in principle. A report of this nature may be taken into consideration in a later, non-anonymous report, where a connection exists between the two reports.
6. An individual that submits a report shall be able to write to the relevant confidential counsellor requesting the withdrawal of the report at any time.

#### **Article 6 How Complaints are Handled**

1. Confidential counsellors shall not be responsible for handling complaints on behalf of the individuals that submit these complaints. Confidential counsellors play a supporting role, as described in Section 4.
2. When making complaints, students shall observe the procedure described in Section 45 and also in Chapter 2 *Rights and Obligations: General* of the Students' Charter, the general part.
3. Where possible, staff shall call other members of staff or students to account on unwanted behaviour and shall attempt to achieve a resolution to this behaviour between them in an appropriate manner and to restore respect, which might be achieved through an apology, for example. For help in this respect, individuals shall be able to approach a confidential counsellor.

Where a member of staff finds that he is unsuccessful in making an issue the subject of direct discussion and he is unable to resolve the situation, or where this is not a realistic option, he shall approach his line manager (or, should he wish, the manager for the line manager). The confidential counsellor shall be able to assist the member of staff again in this situation too. Where a member of staff feels that the unwanted behaviour in question has not stopped or not sufficiently and/or if no

(disciplinary) measures have been put in place or the measures put in place are insufficient, he shall be able to submit his complaint to the national complaints committee (on complaints pertaining to behaviour) for universities of applied sciences (*Landelijke Klachtencommissie Onderwijs*), which committee is maintained by the foundation for disputes in education (*Stichting Onderwijsgeschillen*) in Utrecht. For information about the secretariat, the address, the composition of and the regulations applicable for the committee, see the website: [onderwijsgeschillen.nl](http://onderwijsgeschillen.nl).

Complaints shall always be submitted within one year of the unwanted behaviour in question. The committee shall not be required to accept a complaint for processing where this time limit for submission has expired and there is no good reason for late submission.

The committee shall issue advice to the parties and the Executive Board. The Board shall make a decision within two weeks of the date on which a complaint is received and shall inform parties of its decision in writing. The decision shall also state whether or not measures are to be taken, including disciplinary measures. Where the Board deviates from the advice provided by the committee, its reasons for doing so shall be stated. When dealing with complaints, the Board shall observe the privacy of the parties concerned.

4. Without prejudice to Subsection 3 above, Section 1.20 of the Act stipulates that where it has come to the knowledge of a member of staff that a person on whom duties have been conferred on behalf of Inholland University of Applied Sciences could be or is guilty of an offence against a student enrolled with Inholland University of Applied Sciences who is under the age of 18 as described hereinafter, he shall immediately notify a member of the Executive Board thereof.

Where the Executive Board has become aware that a person on who duties have been conferred on behalf of Inholland University of Applied Sciences could be or is guilty of a serious offence against public decency as referred to in Title XIV of the Penal Code (*Wetboek van strafrecht*) in relation to a student enrolled with Inholland University of Applied Sciences who is under the age of 18, the Executive Board shall immediately enter into consultation with the confidential educational inspector referred to in Section 6 of the Education Inspection Act (*Wet op het onderwijstoezicht*). Where this consultation results in a report to the Executive Board, it shall notify the parents of the student in question or the person on which duties have been conferred as referred to above before proceeding to make the said report.

### **Article 7 Assisting Confidential Counsellors**

Where requested to do so, bodies, students and members of staff at Inholland University of Applied Sciences shall assist the confidential counsellors to the best of their ability, as such facilitating their performance of the tasks referred to in Section 4.

### **Article 8 Archiving by Confidential Counsellors**

1. Confidential counsellors shall register all activities and meetings that they have engaged in with regard to reports, support and guidance.
2. Registration shall only be accessible to the other confidential counsellors by virtue of these regulations: succession as referred to in Section 3(1), substitution as referred to in Section 3(3), transfer as referred to in Section 4(6) and reporting as referred to in Section 9(2).
3. Data relating to individual reports shall be destroyed five years after the date on which reports in question have been settled.

### **Article 9 Accountability and Reports by Confidential Counsellors**

1. Confidential counsellors for students shall be accountable to the member of the Executive Board responsible for Education & Research as regards the performance of their duties - with due observance of confidential aspects - while confidential counsellors for staff shall be accountable to the member of the Executive Board responsible for Management.
2. Confidential-student counsellors and the Secretary to the Executive Board shall report annually on the performance of their duties to the Executive Board, while the confidential counsellors for staff shall do the same with the Head of HRM. These reports shall always include the number and nature of consultations and reports and settlement thereof. Where there is reason to do so, recommendations shall be included too.
3. The Executive Board shall ensure that staff and students are provided with information about measures that have been put in place to prevent unwanted behaviour at Inholland University of Applied Sciences.

### **Article 10 Effective Date**

These regulations shall take effect on November 5<sup>th</sup>, 2020.

The arrangement is a modification of the arrangement, which took effect on September 1<sup>st</sup>, 2015, after a finding of the Executive Board on June 18<sup>th</sup>, 2015.

## 3.3 Profiling Fund Regulations

Adopted by the Executive Board on the 4<sup>th</sup> of June 2024, after confirmation of approval by the HMR on the 30<sup>th</sup> of May.

### Article 1 Application

1. These regulations elaborate on Article 16, paragraph 1, of Chapter 2, Rights and Obligations: General, of the part of the Students' Charter entitled Information about Inholland University of Applied Sciences. They provide for the following:
  - **Part A:** financial support or graduation support for students who experience a study delay as a result of special circumstances;
  - **Part B:** financial support or knowledge grants for good-quality students from outside the EEA, Surinam and Switzerland;
  - **Part C:** NL Scholarship;
  - **Part D:** the mobility fund designed to promote study or work placements abroad;
  - **Part E:** financial support for students enrolled for a programme that has lost its accreditation.

For practical reasons, the granting of committee activity grants has been included in the Regulations on (Financial) Support for Student Organisations and Committee Activity Grants, but also forms part of the Profile Fund Regulations.

2. The following definitions shall apply in these regulations in addition to the definitions used in the Chapter "Rights and Obligations: General" as referred to in paragraph 1:
  - **examination:** the examination to which a degree is attached, i.e. the final examination of a bachelor's programme, the examination of an associate degree programme or the examination of a master's programme at Inholland University of Applied Sciences;
  - **programme:** the aforementioned programmes offered at Inholland University of Applied Sciences;
  - **performance-related education grant:** the higher-education performance-related education grant referred to in Chapter 5 of the Student Finance Act 2000, which for the purposes of these regulations include the following:
    - the basic grant for students that fall under the cohort guarantee,
    - the supplementary grant,
    - where necessary, the counter value of the travel product and
    - single-parent allowance, if this situation is still applicable during the payment period of the graduation support.
  - **performance-related education grant period:** the period in which a student is eligible for the basic grant and/or supplementary grant for a programme, including any extension granted as referred to in Article 4(2). The entitlement that a student has to free public transport shall continue for a year after the period referred to here. As regards the application of these regulations in relation to an Associate degree programme, the performance-related education grant period shall be set at two years, without the extension referred to above;

- **nominal duration of the programme:** the official length of a programme based on the total number of credits: 60 credits = one academic year. The nominal duration shall be calculated on the basis of the date on which a student enrolls for the programme for the first time (usually 1 September and sometimes 1 February);
- **Student Finance Act 2000:** *Wet op de studiefinanciering 2000*.

## Part A: Graduation Support

### Article 2 Student categories and special circumstances

#### 1. Student categories

A student shall be eligible for graduation support where he is enrolled as a student for a programme for which he has not yet passed the examination, and:

- a. for which programme he is required to pay the statutory tuition fees applicable;
- b. for which programme he is or was entitled to a performance-related education grant\*) during the period of his enrolment with Inholland University of Applied Sciences or, for students who received a student grant for the first time in higher education on or after 1 September 2015, who were enrolled in the study programme during the first four years of their studies in higher education with a student grant;
- c. which programme he is not attending (or not in full), due to a special circumstance referred to in paragraph 2 and as a result of which he has sustained or is expecting to sustain a study delay, during the performance-related study grant period, for the first four years of studies in higher education with a student grant or during the period in which he is receiving a graduation support payment.

\*) *A student who is enrolled on a part-time basis and who is required to pay the statutory tuition fees applicable (no entitlement to a student grant) shall only be eligible for a payment from the Profiling Fund on the basis of this category if he was enrolled as a full-time or dual education student at Inholland University of Applied Sciences immediately prior to his present programme, at which time he was subject to the payment of statutory tuition fees and the special circumstances in question relate to this period of enrolment.*

#### 2. Special circumstances and limiting damage

The following shall be deemed to constitute special circumstances as referred to in paragraph 1:

- a. Illness or pregnancy and (the period after) childbirth;
- b. A physical, sensory, or other functional disorder;
- c. Special family circumstances;
- d. A programme that cannot be completed within the nominal time (in terms of programme design);
- e. Membership of the Advisory Council, Faculty Advisory Council or Programme Advisory Committee at Inholland University of Applied Sciences;
- f. Membership of a committee for a student organisation or other committee activities, as described in more detail in paragraph 3;
- g. Activities in a social field, as described in more detail in paragraph 4;
- h. Elite athlete activities as described in more detail in paragraph 5; and

- i. Other circumstances that would result in unfairness of a serious nature if an application for financial support based on these circumstances were not to be honoured.

A number of conditions shall apply to the granting of graduation support, namely that the student in question shall have utilised his entitlement to a performance-related education grant in full and has done everything reasonably possible to limit the damage that the special circumstances in question have had on his study progress and/or study grant. In addition, students shall only be eligible for graduation support if and insofar as they do not receive any other compensation.

### 3. Further conditions for committee activities

The following further conditions shall apply for the committee of a student organisation or for other committee activities referred to in paragraph 2:

- a. The student carries out committee activities of some size that are important for Inholland University of Applied Sciences or for the education that the student is receiving and for which no other form of compensation is being received;
- b. The student carries out committee activities in a student organisation or similar organisation with, in principle, full legal competence, for which no other form of compensation is being received (in the event of concurrence with a committee activity grant from Inholland University of Applied Sciences, see Article 4(8)). This relates to associations and foundations;
  - that, according to their charters, focus on students at Inholland University of Applied Sciences or on students in a broader sense;
  - with an object and actual activities that the Executive Board believes have added value/provide for a need that students have. These activities must not be discriminatory or predominantly commercial in nature;
  - that are accessible for all students, in principle;
  - where associations are concerned: that have at least 25 paying members registered as students at Inholland University of Applied Sciences and at least 100 paying members in total. Where a new association is concerned, or where justified by the importance of the association for Inholland University of Applied Sciences, or the students enrolled at Inholland University of Applied Sciences, a lower membership number requirement may apply;
  - where foundations are concerned: that are able to show that the actual activities applicable benefit Inholland University of Applied Sciences or students at Inholland University of Applied Sciences.

### 4. Further conditions for social activities

The following further conditions shall apply for the social activities indicated in paragraph 2:

- a. The social activities are also in the interest of Inholland University of Applied Sciences or in the interest of the education that the student receives (but they do not form part of the study programme and, as such, do not result in an assessment or the attainment of credits);
- b. The social activity does not have any profit motive;
- c. The contribution that the student makes to the social activity in question is of some size;

- d. The student does not receive any other form of financial support, such as income from sponsoring, a salary or an allowance.

### 5. Further conditions for elite athlete activities

The following further conditions shall apply for the elite athlete activities indicated in paragraph 2:

- a. The student falls under one of the elite athlete categories determined by the NOC\*NSF;
- b. The student is registered by the student counsellor as a recognised elite athlete. This registration shall lapse if his status lapses, or when the academic year ends. Registration may be repeated for the new academic year.

A student wishing to register himself as a recognised elite athlete shall submit a written application to a student counsellor. His application shall be accompanied by a written confirmation of his elite athlete status from the NOC\*NSF or an affiliated sports association;
- c. The student does not receive any other form of financial support, such as income from sponsoring, salary or an allowance.

### Article 3 Notification obligation and the limitation of study delays

**Note:** the notification obligation referred to here is linked to a possible entitlement to graduation support. A notification obligation has also been included in Article 87 of the General Part of the TER for the Bachelor Programmes, notifying a student that the programme intends to issue a study recommendation. However, besides these specific cases, it is also important to report special circumstances to a student counsellor in a timely manner and discuss them with him at an early stage, making it possible to decide how to respond to circumstances that could result in a study delay.

1. A student counsellor shall be notified of any special circumstances that could result in a study delay and entitlement to graduation support as soon as possible, but at the latest within two months of the date on which the circumstances in question commenced.

If the notification is not affected in good time, a student may not be awarded graduation support, or may be awarded a lower amount, particularly if it appears that the student in question has taken insufficient measures to limit the damage (also see Article 2, end of paragraph 2, and paragraph 2 below).

The notification shall take place in writing or through a digital channel and includes, amongst other things: the period in which the circumstances in question occur or occurred, a description of the circumstances, the extent to which the student concerned is or has been unable to take part in the tuition provided and/or sit examinations (or anticipates that he will be unable to do so) and the relevant number of credits involved.

Given the confidential nature of the personal circumstances referred to in (a) to (c) including of Article 2(2), a student may decide not to include these personal circumstances or only to do so in part, and

only report these during the meeting with the student counsellor as referred to in paragraph 2. The student counsellor registers these circumstances in the registration system. The student can view the registration of the circumstances and receive a separate copy.

The student can choose to make the notification during a meeting with the student counsellor.

2. As part of the notification, the student counsellor shall discuss the following with the student in question:
  - a. Any inaccuracies or omissions in the notification data;
  - b. The influence that the special circumstances have had on his study results;
  - c. Measures to limit the study delay sustained as far as possible, taking into account his study efforts (the degree to which the student participates in the programme and tests in a period that does not involve special circumstances);
  - d. The possibility of terminating or suspending the student grant that the student is receiving;
  - e. The possibility of terminating or suspending enrolment with Inholland University of Applied Sciences; and
  - f. The requirements for Article 4.

The discussion may result in advice from the student counsellor. To be considered eligible for graduation support, the student shall observe all advice insofar as this can be reasonably expected of him.

If the extent and/or influence of the special circumstances is still insufficiently clear, a follow-up meeting shall be organised and registered.

The essence with regard to the above-mentioned matters, which have been discussed, and the advice will be laid down by the student counsellor in a Student Counsellor's Declaration.

If, according to the student counsellor's assessment, the report cannot lead to an entitlement to graduation support, this will be explained by the student counsellor and also laid down in the Student Counsellor's Declaration.

In that case, the student may indicate in writing or by e-mail that he does not share this view and give his reasons for this. Objection is only possible after the decision as referred to in Article 4 has been made following the request for grant and payment.

3. The student shall receive a digital copy of the Student Counsellor's Declaration. He may also forward this to his study counsellor, with the object of discussing the various options to limit the study delay as much as possible or eliminate it and also to make agreements about the above.

The study counsellor shall notify the student and the student counsellor if the programme has observed that the form contains inaccuracies, including the fact that the special circumstances have not, or cannot have, resulted in the study delay or not to the extent claimed. If relevant, the student counsellor will adjust the form in a meeting with the student and then issue it again. Points that are the subject of a difference of opinion shall be left on the form.

4. The student counsellor is obliged to observe secrecy in respect of any information confided by students to him in his capacity as student counsellor, or the confidential nature of which he ought to understand. The circumstances referred to in Article 2(2)(d), (e), (g) and (h) shall not be regarded as confidential. The student counsellor shall not issue any information about individual students to third parties without the explicit permission of the said students.
5. The student shall submit the following to the student counsellor in the context of the notification:
  - a. Where the notification submitted by a student is based on illness, pregnancy, childbirth or a functional disability: supportive documents evidencing the special circumstances in question and the period during which the said circumstances occurred;
  - b. Where a notification is based on special family circumstances: supportive documents proving the special family circumstances in question;
  - c. Where a notification is based on a programme that cannot be completed within the nominal time: the reasons why the student feels that the design of the programme results in a study duration that is longer than the nominal study duration and a statement from the programme about the views expressed by the student or the outcome of an official complaint of the student in this respect;
  - d. Where a notification is based on participation in the Advisory Council or Programme Advisory Committee: information about the body in question, including the council and committee members, and a description of the activities carried out by the student and the time involved, linked to (study) periods and times that resulted in the delay in question;
  - e. Where a notification is based on committee activities or social activities: information about the unit, body or organisation in question, including the committee members, the activities (and, where social activities are concerned, their importance for Inholland University of Applied Sciences or the education provided) and a description of the activities carried out by the student and the time involved, linked to (study) periods and (missed) study activities;
  - f. Where a notification is based on elite athlete activities: information about the elite athlete status, the sporting activities and a description of the time involved for them, linked to (study) periods and (missed) study activities.

#### Article 4 Award and payment applications

##### 1. The time of the application and the time of payment

The payment of graduation support shall commence as soon as possible after the end of the nominal duration of the programme or – if this period ends later – the performance-related education grant period. The submission of an application for graduation support shall be submitted approximately two months before the expiry of the period in question. When establishing the time, the applicant shall consider the condition set out in paragraph 2.

If an application is submitted only after the end of the period referred to above, the full months elapsing since the end of the period up to the month in which the application is submitted shall be deducted from the period for which graduation support is granted. This shall not apply if late submission of the application is the result of force majeure or an agreement made with, and recorded by, the student counsellor.

If the number of months that the student needs to be able to graduate, in addition to the number of months in which he would receive graduation support, is more than three months, it may be decided that the payment of graduation support will commence after the number of months in question.

## **2. Student grant extension or new entitlement to a student grant**

If an applicant has sustained a study delay as a result of illness or because of a physical, sensory or other functional disability, he shall only be eligible for graduation support if he has applied for an extension of the student grant from DUO. Where an applicant is granted a student grant for an extra 12 months, he shall only be entitled to graduation support for the recognised delay in excess of this 12-month period.

In addition, a student shall not be entitled to graduation support if there is a possibility that he will regain entitlement to a student grant in the future in the event of a handicap or chronic illness.

## **3. Information to accompany the application**

The application for payment shall be submitted to a student counsellor via the form intended for this purpose. The following shall be stated in and submitted with the application:

- Any changes to the information on which the notification was based and that are relevant for the assessment of the application (see the list in Article 3(5), for example);
- A declaration of the extent to which the student complied with the advice referred to in Article 3(3) and the outcome thereof, and which further action was taken to rectify the study delay and to avoid any further delay, which action shall include the agreements made with the programme to limit the delay on the basis of the Student Counsellor's Declaration or the notification form used until September 2018. Where useful or important, documents providing supporting arguments will be included with the statement;
- Information about the units of study still to be attained, the corresponding credits and the schedule proposed for completion of these units of study in view of the programming of tuition and examinations, and taking into consideration the expiry of the period of validity for results and exemptions;
- A copy of the most recent information about the student grant that also shows the date on which the performance-related education grant period or the first four years of the student grant in higher education will end or ended.

## **4. Assessment of application and advice**

The student counsellor shall ascertain whether the extent and timing of the circumstances are clear, which study delay has been sustained as a result (missed education, tests not taken and the corresponding credits, taking into account any delay that could be eliminated after all).

The student counsellor shall verify the delay, schedule and study efforts (see Article 3(2)(b)) with the programme and shall record the duration and level of the graduation support to be provided by means of an advice.

### **Duration**

The duration of the graduation support shall be expressed in months by converting the credits to which the special circumstances relate (1 credit = 28 hours of study). If the converted credits result in a number of months that exceed the number of months reasonably necessary to complete the credits in question, given the programming of full-time education, the latter number of months shall be regarded as a maximum. Where necessary, the number of months shall be reduced by one or more months where the student counsellor is of the opinion that the student did not make use (or made insufficient use) of an opportunity to rectify an arrears, or if the student failed to submit the application on time as referred to in paragraph 1.

If a student participates in the Advisory Council, the Programme Advisory Council or committee activities, support shall be provided for a maximum of 12 months in total for the entire programme duration.

Where a student is involved in elite athlete activities or social activities, the duration shall be a maximum of three months per academic year, subject to a maximum of 12 months in total.

### **Amount**

The guideline used for the level of graduation support paid each month is the performance-related study grant for the last month of the performance-related study grant period. For students who were subject to the study loan system ("studievoorschot") starting from September 1, 2015, and therefore did not qualify for the basic grant, and whose performance-related education grant period ended on or before August 31, 2023, an additional amount will be granted on a monthly basis if the situation requires it. The level of this amount shall be determined as a guideline by the Executive Board and published on the student counsellors' web page on Iris.

The travel product shall only be eligible for compensation if it has been utilised in full within the period of the performance-related study grant and if the duration of the graduation support payment exceeds 12 months. In that event, it will be included in the amount of the part of the graduation support to be paid in excess of 12 months, where required under the circumstances.

Any single-parent allowance or - if the student falls under the cohort guarantee - the fact that a student is possibly living away from home, shall be taken into consideration when establishing the amount of the support. This will be the case if the situation in question was applicable for the

student grant in the last month of the performance-related study grant period and the student demonstrates that he still meets the conditions for the allowance or is not living away from home at the time when the application for payment is made.

#### **Conditions for the single-parent allowance in the Student Finance Act 2000 (WSF)**

The single-parent allowance: you have a child and no partner. You receive child allowance for this child or the child is registered at your address within the municipality.

#### **5. Division for the purpose of income tax**

Should financial support prove to be higher than the amount that the student is receiving or would have received pursuant to Chapter 3 of the Student Finance Act 2000 if he were to make or had made a claim thereto, the part above that level shall be granted under the description 'provision for additional support', as this part is, in principle, subject to income tax.

#### **6. Monthly payment, set-off and discontinuation of payments in the event of deregistration**

Payment shall be effected at the end of the month to which it relates, with due observance of paragraph 1.

In the event of a payment arrears in favour of Inholland University of Applied Sciences, the amounts shall be set off against these arrears.

If enrolment is terminated, the remaining part of the payment shall not be paid out to the student. If a student re-enrols for the same programme at Inholland University of Applied Sciences within three years, it may be decided to continue the payment, provided that graduation within one study year is realistic and this will not be prevented by any lapse in the validity of results and innovations in the programme. The student shall contact the student counsellor to discuss a resumption application. After submitting the application, a decision shall be issued within six weeks, subject to analogous application of paragraph 9.

#### **7. Study delay during the payment period**

If a study delay is sustained again during the period in which a student is receiving graduation support, as a result of any circumstances whatsoever, the student shall notify a student counsellor of this as soon as possible. The student, the student counsellor and the programme shall ascertain the consequences that the delay will have for the time at which graduation had been planned and whether it will be possible to reduce the delay. Where special circumstances as referred to in Article 2(2) apply again, the student counsellor may advise that the duration of the payment be extended for a reasonable period of time. The level shall remain the same, except where there are circumstances that reasonably justify a reduction in the amount paid for the extra period.

Where a study delay is sustained that is not caused by (new) special circumstances as referred to in Article 2(2), payment may be discontinued.

#### **8. Influence of the committee activity grant**

If a student has received a committee activity grant for a number of months in an academic year or throughout the entire academic year, and if he also claims graduation support for some or all of these months because of committee activities and/or other special circumstances, half of the committee activity grant for the academic year in question shall be deducted from the graduation support calculated in accordance with paragraph 4 (limitation on the accumulation of payments).

*Example: Grant from March to August inclusive (6 x € 150 = € 900). Also an application for graduation support for part of the same period and the next academic year. Also suppose a payment calculated on the basis of paragraph 4 as follows: 5 months x € 100 = € 500. The actual payment shall then be: € 500 minus half of the grant = € 50. In this situation, the student shall still be able to opt not to have a delay from a committee activity grant period included in the application for graduation support where the student feels that this would be more favourable for him, despite the fact that the calculation will be based on half of the grant amount.*

#### **9. Decision about award**

Decisions relating to graduation support shall be made by or on behalf of the Secretary to the Executive Board.

A decision on the duration, amount and time at which a payment will start shall be taken within six weeks of the receipt of the application wherever possible.

A decision shall be communicated in writing, supported by reasons and stating that a written, reasoned objection can be lodged against the decision with the Executive Board via the Complaints and Disputes Portal on Insite within six weeks of the decision.

# Part B: Knowledge grants

## Article 5

### 1. Eligible international students

The knowledge grant is an allowance that promotes the enrolment of high-quality international students. A high-quality student shall be deemed to be a student that completes his programme at Inholland University of Applied Sciences within the nominal study duration (i.e. attaining 60 credits per year, not including exemptions). Students who started in the 2020/2021 academic year are allowed to attain 60 EC from other programme years.

International students are eligible if they:

- a. are enrolling for a full-time programme at Inholland University of Applied Sciences for the first time and, following this, also arrange to re-enrol;
- b. are not nationals of the EEA, Surinam or Switzerland;
- c. live in the Netherlands, Belgium, Luxembourg or one of the states forming part of the Federal Republic of Germany (North Rhine-Westphalia, Lower Saxony and Bremen);
- d. are required to pay the institutional tuition fees; and
- e. are not able to claim a student grant.

Students who receive a NL Scholarship in the same academic year, are not eligible for a knowledge grant.

### 2. Budget, amount and period

The budget is established annually by the Executive Board for the next academic year. Students who have started their studies with the support of a knowledge grant shall be able to assume that there will be no major changes in the annual amount of the grant, unless their study efforts are insufficient.

The following applies to students who started in the 2018-2019 academic year at the latest.

If all conditions are met, the grant shall be awarded retrospectively on an annual basis for the nominal programme duration. The nominal duration of a Bachelor programme is four years.

Upon once-only switching programmes in, or at the end of, the first or second year of enrolment, students will continue to fall under the scheme if they continue to meet the conditions. However, when switching programmes, students will never receive more than five grants in total for the old and new programmes combined.

The following applies to students who started from the 2019-2020 academic year.

If all conditions are met, the grant shall be awarded retrospectively on an annual basis for a maximum of three years.

Upon switching programmes in, or at the end of the first or second year of enrolment, students will continue to fall under the scheme if they continue to meet the conditions. However, students will never receive more than three grants in total for the old and new programmes combined.

### 4. First application and subsequent applications

To be considered eligible for payment of a knowledge grant for the first time and the annual follow-up grant, students are required to submit an application annually. The application shall be assessed and the knowledge grant awarded on the basis of the data already available at Inholland University of Applied Sciences.

The decision as to whether a student is a high-quality student will be made by Inholland University of Applied Sciences on the basis of the results attained after the end of the academic year.

### 5. Annual assessment

If a student has completed an academic year successfully (having attained 60 ECTS credits), the knowledge grant for the previous academic year shall be awarded.

If the status of a student changes and he becomes subject to the payment of statutory tuition fees as a result, he shall no longer fall under the scheme as of this time. In the event of a change in status and adjustment of the tuition fees due during the course of an academic year, the student shall receive a payment in proportion to the number of months in which he was subject to the payment of institutional tuition fees if he meets the conditions applicable in this respect.

### 6. Decision and payment method

Decisions about the award of knowledge grants shall be taken by or on behalf of the Head of the education policy and legal affairs department and will be announced in the month of October or, in the case of a February entrant, in the month of May. A decision must be reasoned and communicated in writing, stating that a written, reasoned objection against the decision can be lodged with the Executive Board via the Complaints and Disputes portal within six weeks of the date on which the decision is announced.

If the knowledge grant is awarded, the money shall be paid out, if and insofar as it is not possible to deduct it from tuition fees due.

For more information on knowledge grants, visit [inholland.nl/inhollandcom/how-to-enrol/scholarships/knowledge-grant/](https://inholland.nl/inhollandcom/how-to-enrol/scholarships/knowledge-grant/)



# Part C: Holland Scholarship

## Article 6 Introduction

The study exchange or graduation project abroad will be called 'mobility' from here on.

The form 'Learning Agreement' for a study exchange abroad will be called 'L/A' from here on.

The form 'Traineeship Agreement' for a graduation project abroad will be called a 'T/A' from here on. If there is no agreement for the graduation project, a statement by e-mail to the graduation coordinator will be sufficient.

### 1. Eligible students

Talented students from Inholland may be eligible for a one-off contribution to their student costs under the (national) Holland Scholarship Programme. The Holland Scholarship Programma is a grant programme from the Dutch Ministry of Culture, Education and Science, geared towards outgoing student mobility.

The main eligibility requirements for the scholarship are:

- a. The student is enrolled as a full-time student by Inholland in the same academic year as where the mobility will take place;
- b. The mobility of the student will take at least three months;
- c. The mobility of the student will take place in a country outside of the EER;
- d. The mobility of the student is a by the programme approved part of the Inholland curriculum student. A minimum of 10 EC will be granted for this.
- e. The mobility of the student is not eligible for a Erasmus+ grant or another grant provided by Inholland;
- f. The student has not previously received a Holland Scholarship (this can only be provided once);
- g. The student is willing to share the gained experiences by filling out a Student Report. This will be published on IRIS;

### 2. Budget, amount and period

The budget of the NL Scholarship program is limited. The total scholarship amounts to 2500 euros per mobility. This amount is paid out in one instalment after the fully completed and signed Statement of Arrival (S/A) is submitted.

### 3. Application, decision and payment method

- a. Applications can be submitted via the self-service portal. The deadlines are published under the link given in Article 1 (f).
- b. Once the scholarship has been awarded, it is paid after enrolment into the student's account as a lump sum, or in two equal instalments, no later than by 1 June following the year of application. The amount is not set off against payable tuition fees.
- c. The scholarship may not be used as surety for the tuition fees owed or to demonstrate living expenses, which is part of the IND procedure for the application for a residence permit.
- d. Decisions on awards are made by or on behalf of the Head of the Education Policy and Legal Affairs

Department and sent out no later than six weeks after the application deadline. A decision is accompanied by reasons and states that within six weeks of its issue, a written objection, substantiated with reasons, can be filed against it with the Executive Board through the Complaints and Disputes portal on Iris, Knowing and Arranging.

# Part D: The mobility fund at Inholland University of Applied Sciences

## Article 7

### 1. Eligible students

Students who wish to gain experience abroad as part of their studies can submit an application for a contribution towards the costs from the mobility fund of Inholland University of Applied Sciences.

The main conditions are:

- a. The student is not eligible for an Erasmus+ grant for Programme Countries (all EU Member States, Iceland, Liechtenstein, Norway, North Macedonia or Turkey) or Partner Countries (Russia, Georgia, Montenegro, Kosovo or Bosnia and Herzegovina);
- b. The student is enrolled for a Bachelor or Associate Degree programme at Inholland University of Applied Sciences and is not in arrears with the payment of his tuition fees;
- c. The activity forms part of the study planning for the programme (i.e. the student is awarded credits for it) and has been approved in writing by the programme or the Examination Board at the time of the application;
- d. The study exchange, work placement or graduation project abroad must last at least one month;
- e. The activity must take place within the space of one academic year. In other words, it must have been started and completed in the same academic year;
- f. The grant is awarded on a first-come, first-served basis;
- g. If the student fails to meet all the grant conditions, Inholland University of Applied Sciences may decide that the contribution is to be repaid.

For a full description of the conditions, see Iris/Knowing, Arranging/Study or work placement abroad.

### 2. Budget, amount and period

The budget for mobility grants is limited. Each year, the Executive Board shall establish the number of grants to be awarded and the amount of the grant for the next academic year on the basis of the budget. The amounts are fixed and are tiered in terms of categories based on their duration and the destination of the mobility.

### 3. Application, decision and payment method

Applications can be submitted using the application form published on the web page referred to above. An award decision will be made within two weeks of applying. This means that the following actions must have been completed: MoveOn registration, submission of a

completed application form and submission of a signed or placement contract. If the application is successful, the grant will be paid out during the next payment round.

Decisions about awarding a grant shall be made by or on behalf of the Head of the education policy and legal affairs department. A decision must be reasoned and communicated in writing, stating that a written, reasoned objection can be lodged against the decision with the Executive Board via the Complaints and Disputes portal on Iris (Knowing, Arranging) within six weeks of the date on which the decision was announced.

## Part E: Support upon loss of accreditation

### Article 8

#### 1. Financial disadvantage

If accreditation is lost, the object shall be to absorb any direct financial consequences that would not have arisen if accreditation had not been lost. Upon loss of accreditation, the programme is no longer subject to statutory tuition fees and the right to a performance-related education grant ceases to exist. If due to other reasons a student is not eligible for statutory tuition fees or the performance-related grant anyway, he will not be subject to any disadvantage. If a financial disadvantage does exist, the student shall receive a financial contribution for the period for which the disadvantage applies, throughout the duration of the remaining period in which he ought to be able, within reason, to complete his study.

In addition, students to whom Part A of these regulations applied before the loss of accreditation shall be able to continue to invoke this, with due observance of the conditions stated there.

#### 2. Application

Applications for financial support shall be addressed to the Executive Board at Inholland University of Applied Sciences via the form intended for this purpose and shall be submitted via a student counsellor. A copy of the latest information about the student grant shall be attached. The application shall be submitted at the latest two months after the occurrence of the financial consequences in question.

Applications that are not submitted in a timely manner shall not be processed, except where the applicant demonstrates that the application was submitted late due to force majeure.

#### 3. Remaining programme duration

The student counsellor shall ask the programme to notify him of the period in which a student ought to be able to complete his study within reason, based on the planning of the programme, the results achieved to date and after consultation with the student.

#### 4. Duration and amount of the support, time of payment

The student counsellor shall decide, in the form of an advice, on the duration in months and the amount in equal instalments per month of the financial support for the period referred to in paragraph 1 and the disadvantage referred to there.

The performance-related grant in accordance with the definition in Article 1(2) that the student was receiving in the final month as a result of the loss of accreditation shall be used as a guideline for the amount per month of the student grant.

Where possible, payment of the grant shall commence in the first month in which the loss arises and shall be paid at the end of the month to which it relates. Where a student is behind on payments to Inholland University of Applied Sciences, the amounts shall, in principle, be set off against this.

#### 5. Decision

Decisions regarding support shall be taken by or on behalf of the Secretary to the Executive Board within four weeks of the date on which applications are received. The decision must be reasoned and communicated in writing, stating that a written, reasoned objection can be lodged against the decision with the Executive Board via the Complaints and Disputes portal on Iris (Knowing, Arranging) within six weeks of the date on which the decision is announced.

Payment may be stopped if insufficient study progress is made. The provisions of the previous paragraph shall apply to the decision by analogy. Payment shall always end if enrolment is terminated.

## Part F: Transitional provision

### Article 9 Transitional provision

The amount and duration of rights granted in the form of decisions based on older regulations shall remain unchanged if the latter are more favourable for a student than the entitlement arising for a student on the basis of the present regulations.

## 3.4 Regulations on (financial) support for student organisations and committee activity grants

Adopted by the Executive Board on the 25th of June 2024, after consent given by the Inholland Advisory Committee on the 21st of June 2024.

Part D: The Student Initiative Fund (on which this regulation is based) was adopted by the Executive Board on June 18, 2020, and remains in effect as of September 1, 2024.

These regulations are the regulations referred to in Article 16 of Chapter 2 of the Education Guide, Part 5, Student Facilities. Part of these regulations detail the possibility of conducting committee activities free of tuition fees as described in the registration and deregistration rules published on the website.

### General

#### Article 1 Object, forms of support and general requirements

1. The object of these regulations on the provision of support for student organisations is to create or maintain these organisations. These regulations shall comprise the following forms of support:

A. (Financial) support for student organisations:

- Structural support in the form of money;
- The allocation of space and a subsidy for accommodation expenses;
- A subsidy for projects;
- A subsidy for targeted investments (with the exception of the study societies referred to in paragraph 2);
- A subsidy for good causes;
- A payment from the emergency fund.

B. Committee activity grants

C. Conducting committee activities free of tuition fees

The continuity of the regulations shall depend in part on the level of the budget that Inholland University of Applied Sciences has set for student facilities. The Executive Board shall decide on this annually within the framework of the budget; the director of the Board at the Amsterdam/Groningen Midwifery Academy (Academie Verloskunde Amsterdam-Groningen (AVAG)) shall do the same for study societies as regards Articles 4, 5, 6 and 8.

Accommodation space shall be allocated depending on the possibilities available at the location in question and on the costs involved.

An application to conduct committee activities free of tuition fees will be honoured if the conditions described in these regulations are met.

2. The student organisation shall be required to meet the following general criteria:

- It shall, in principle, have full legal rights and, if a study society is only affiliated to one or more programmes at Inholland University of Applied Sciences, it shall preferably have legal rights (however, an informal

association shall be subject to limitations as regards (its ability to) enter into rights and obligations and, for example, to open a bank account in the name of the association. This will also mean that there is no committee responsibility separate from the private person).

- As evidenced by its constitution, it must focus on students at Inholland University of Applied Sciences or on students in a broader sense or, in the case of a study society, solely on students from one or more specifically named programmes at Inholland. Where a study society does not have any legal personality, it shall provide a description of the structure and methods applicable to the association, its executive committee and subcommittees. Consideration shall also be given to the safeguards to be put in place in order to ensure the continuity of the committee;
- It must have an objective and engage in actual activities that the Executive Board believes have added value, which are not discriminatory and are predominantly of a non-commercial nature (where a study society is concerned in relation to the Midwifery programme: at the discretion of the AVAG Board);
- In principle, the student organisation must be accessible for all students from Inholland University of Applied Sciences or, in the case of a study society, all students from the programme or programmes in question;
- Student associations must have at least 50 paying members who are enrolled as students of Inholland University of Applied Sciences. Where a new association is concerned, or where justified by the importance of the association for Inholland University of Applied Sciences, or the students enrolled at Inholland University of Applied Sciences, a lower membership number requirement may apply;
- Foundations must be able to show that their actual activities benefit Inholland University of Applied Sciences or students of Inholland University of Applied Sciences;
- Student organisations must show that they are dependent on the contributions from students and/or on non-structural contributions from third parties.

Further conditions shall be attached to the allocation of (a form of) support.

Student organisations that do not meet all of the criteria above, but which ought to be able to utilise these regulations in a comparable manner in the opinion of the Executive Board, shall also be able to submit applications.

3. Any student organisation that wishes to be considered as eligible for support and is submitting its first application for support shall provide the Executive Board with the information stated below via the Secretary to the Executive Board, in the first application for support and annually thereafter. A study society shall provide the information required to the relevant faculty dean or, in the case of the Midwifery programme, to the Board at AVAG.

This information is as follows:

- a. A copy of its constitution (except where no amendments have been made since the submission of an earlier version) or the description referred to in paragraph 2 in the case of a study society;
  - b. Up-to-date proof of registration with the Chamber of Commerce (except where no changes were necessary to a version submitted at an earlier date) or, in the event of a study society, the names of the committee members and the date on which they took up their positions;
  - c. The budget for the academic or calendar year;
  - d. The activity schedule for the period ahead. In the event of a study society, specific consideration shall be given to the interaction with the education programme and the work placement;
  - e. A financial account of the last academic or calendar year;
  - f. A substantive report on the last academic or calendar year;
  - g. Where an association is concerned: an indication of the number of members that the organisation has and an indication of the number of members who are studying at Inholland University of Applied Sciences. Where there is an insufficient number of members, consideration shall be given to possibilities and activities designed to increase the number of members to the minimum number envisaged.
2. The application documents concerned must be submitted to the Secretary to the Executive Board and, in the case of a study society, to the relevant faculty director or, in the case of the Midwifery programme, to the Board of AVAG. It is also possible to have an exploratory discussion on the support possibilities available with the Secretary or a director.
  3. The Executive Board, or the Secretary to the Executive Board on behalf of the Executive Board, or the faculty director/the Board of AVAG in the case of a study society, shall decide on applications within four weeks of the date on which they are received. The applicant and/or other individuals may be asked for further information before a decision is rendered on an application. This may result in the extension of the decision period by a reasonable period.
  4. A substantiated decision is announced in writing and may entail:
    - a. that the application will be rejected;
    - b. that the application will be granted, whether partially or in full;
    - c. that the application will not be accepted for processing because it was not submitted on time or was not supplemented on time and there is no demonstrable evidence of circumstances beyond the control of the applicant.
  5. If an application is incomplete, the applicant shall be given a period of four weeks to complete the application.

## Article 2 Applications and awards

1. The board of a student organization that is supported or believes it is eligible for support must submit the documents referred to in Article 1, third paragraph, under a, e, f, and g by December 1st at the latest (for organizations operating on an academic year cycle, with the board appointed at the beginning of the academic year) or by March 1st at the latest (for organizations operating on a calendar year cycle, with the board appointed at the beginning of the calendar year). Subsequently, the documents under b, c, and d, together with the forms for requesting support, must be submitted by November 1st at the latest. For forms of support that are not yet relevant at that time and therefore are not included in the activity plan and budget, an application can still be submitted after that date. However, organizations are asked to plan well and aim to submit the intended application for all forms of support by November 1st.

The documents required for the application are to be submitted to the secretary of the executive board. Preliminary discussions about the possibilities for support can also be held with the secretary or a director.

Board members who wish to qualify for a board grant must also submit the appropriate application form with attachments by December 1st or March 1st (as described in the first paragraph of this section) at the latest.

## Article 3 Withdrawal or amendment of the subsidy or committee activity grants

1. If a student organisation or a committee member with a committee activity grant has deliberately provided incorrect information on the basis of which the support was granted, the Executive Board, a director or the Board of AVAG are entitled to withdraw the support before it has been granted, or to demand the full or partial repayment of the support after it has been granted,
2. Student organisations and committee members with a committee activity grant shall immediately notify the Executive Board (through the Secretary to the Executive Board) or the director/Board of AVAG in the case of a study society, of facts and events that may cause the Executive Board or the director/Board at AVAG to reconsider or terminate allocation of the monies provided.

Student organisations shall immediately repay any monies overpaid without the need for a notice of default.

Student organisations shall also immediately pay all costs incurred by the Executive Board or the Board at AVAG when demanding repayment of the amount overpaid.

## A. Further provisions relating to the allocation of forms of support to student organisations

### Article 4 Structural support

1. Student organisations shall be able to apply for structural financial support, with the exception of organisations with a room with drink and bar facilities in a building belonging to Inholland University of Applied Sciences. This shall be granted in the form of a fixed amount per academic year (which amount is € 2,000 unless the Board decision changes), regardless of the size of the organisation over and above the 50 members from Inholland University of Applied Sciences. In special cases, it may be decided to deviate from this lower limit for this subsidy. In the event of an interim application from a new organisation, an amount may be awarded on a pro rata basis.
2. Once granted, a subsidy shall be paid in instalments or in one lump sum to the bank account held in the name of the legal entity that maintains the organisation.
3. In consultation with the individual student organisation, it may be agreed that part of the subsidy shall be provided in the form of goods or services.
4. The subsidy is a gift and may be spent freely subject to the objective of the organisation and in line with its activity plan.

### Article 5 Granting space and subsidies for accommodation costs

1. Student organisations shall be able to apply for the allocation of space within a building at Inholland University of Applied Sciences. In principle, this space shall be used for committee and secretariat activities.
2. If space is granted, this shall be provided on the basis of a lease between Inholland University of Applied Sciences and the student organisation, to be entered into at the price to be determined annually by the Executive Board (under the current board decision, this amount is € 250). The accommodation subsidy described hereinafter shall be deducted from the rent amount applicable.
3. Inholland University of Applied Sciences shall grant a subsidy equal to 100% for the first 20 square metres. Space over and above this figure shall be covered by a subsidy of 75%. Where an existing study organisation has a room with drink and bar facilities in a building belonging to Inholland University of Applied Sciences, a subsidy of 100% shall be granted.
4. Repealed.
5. Repealed.

6. If an application for support relates to space leased or owned outside Inholland University of Applied Sciences, the student organisation is required to submit a copy of the lease or proof of ownership and an overview of the total accommodation costs, supported by documentary evidence.
7. The internal rules (see Chapter 3.1 of the Education Guide) shall apply mutatis mutandis to the use of space and equipment in the buildings and grounds at Inholland University of Applied Sciences.

### Article 6 Subsidies for projects

1. Student organisations may submit proposals for the subsidisation of projects once per year.
2. Projects that will be implemented in the short term, but within one year of the subsidy application at most, and that are intended to benefit, at any rate, all of the students of Inholland University of Applied Sciences at the location in question, shall be eligible for a subsidy. Where a study society is concerned, it will be required to offer added value in relation to the programme. Applications relating to projects may be for an amount of up to € 4,000, while applications submitted by a study society shall be subject to a maximum of € 2,000.
3. The object of projects must consist of a contribution to the social or cultural development of students.
4. Applications for support must be accompanied by:
  - a. a description of the project organisation;
  - b. a description of the project, including the objective, the results and a risk analysis;
  - c. a description showing that the project will contribute to social or cultural development;
  - d. a budget for the project, plus an explanation of this budget;
  - e. an indication of the turnaround time for the project;
  - f. the amount to which the application relates;
  - g. The names of other sponsors and the conditions that they have imposed.
5. When granting a subsidy, the amount for which an application has been submitted will be paid in one lump sum or in instalments. The payment of a subsequent instalment may be made conditional on the provision of an interim report on the progress being made with the project and information about the content and costs applicable for the next stage. If a study society does not have a bank account in the name of the legal entity, separate agreements will be made on how the subsidy will actually be paid.
6. Parts of the subsidy may be transferred on behalf of a student organisation directly to the business (or institution) that has supplied services or products to the student organisation in the context of the project.
7. Within three months of the completion of a project, the student organisation must render a financial account to the Executive Board via the Secretary to the Executive

Board, The Hague location or, in the case of a study society, to the faculty director/Board of AVAG.

8. If a project has a turnaround time of more than six months, interim reports must be provided. These are required in order to provide an insight into the progress being made and on how a subsidy is being spent, amongst other things. Agreements will be made with the Secretary to the Executive Board or the faculty director/Board of AVAG respectively on the period to which these reports are to relate.

#### Article 7 Subsidies for targeted investments

1. Student organisations, with the exception of study societies, may submit proposals for large investments once every three years. Applications for a maximum amount of € 10,000 may be submitted for investments of this nature.
2. Applications for support must be accompanied by:
  - a. a description of the activity for which the investment is being requested and why;
  - b. a budget for the activity, accompanied by an explanation;
  - c. a statement indicating the turnaround time for the activity for which the investment is being requested;
  - d. a statement indicating the amount requested;
  - e. the names of other sponsors and the conditions that they have imposed.
3. Paragraphs 5 to 8 inclusive of Article 6 apply mutatis mutandis.

#### Article 8 Subsidies for good causes

1. Student organisations may submit one proposal per year relating to a contribution to a campaign for a good cause, which contribution will enable the student organisation to express its social involvement. The good cause shall always lie outside the student organisation itself.
2. The Executive Board will double the proceeds ensuing from a campaign for a good cause, subject to a maximum of € 5,000 per campaign. In the case of a study society, a faculty director will do the same up to a maximum of € 1,500, while the Board of AVAG shall contribute an amount at its own discretion.
3. Before an activity is organised, the student organisation will provide the Executive Board with the following information via the Secretary to the Executive Board and, in the case of a study society, it will submit the information required to the faculty director/Board of AVAG:
  - a. the object of the campaign;
  - b. a description of the campaign;
  - c. the names of other sponsors and the conditions that they have imposed.
4. As soon as the campaign has ended, the Executive Board will be notified of the proceeds obtained via the Secretary to the Executive Board or the director/Board of AVAG respectively.

#### Article 9 The Emergency Fund

1. If a student organisation is affected by an unforeseen event and major financial problems ensue as a result, it can apply for assistance from the Emergency Fund.

2. Any monies granted from the Fund may be provided in the form of a gift, a bridging loan or a loan.
3. Student organisations wishing to apply for assistance from the Emergency Fund will contact the Secretary to the Executive Board, with whom the conditions under which financial support may be granted will be discussed. The Secretary will act in consultation with and on behalf of the Executive Board. Where a study society is concerned, the advice of the relevant faculty director or the Board of AVAG shall be taken into consideration as well.

## B. Committee activity grants

#### Article 10 Further provisions on committee activity grants

1. If a student engages in committee activities for a student organisation as referred to in Article 1 in a certain academic year and the said activities require a substantial time investment, he can submit an application in order to be considered eligible for a committee activity grant. The aforementioned application will be assessed by the Executive Board and, in the case of a study society, the advice issued by the relevant faculty director or the Board of AVAG will be taken into account.
2. Applicants must:
  - a. be enrolled as full-time students at Inholland University of Applied Sciences throughout the committee term, and
  - b. have concluded their first year without having received a binding study recommendation.

In special cases, the Executive Board may permit an exception to the condition under (a.) if the members of the organisation are predominantly studying at Inholland University of Applied Sciences.

3. Each academic year, a maximum of three board grants are awarded per organization, typically to the president, the secretary, and the treasurer. For organizations with more than 300 members, board grants are awarded to all board members, up to a maximum of seven board members.
4. The committee activity grant will be paid for the duration of the committee activities undertaken by the student in question, subject to a minimum of six months and a maximum of two years.

Students that hold a committee position for less than six months are not eligible for a committee activity grant.

Students that hold a committee position for more than a year must submit a new application after the first year has ended.

5. The amount of the grant will be determined by the Executive Board on an annual basis (under the current board decision, this amount is € 150). The grant can only be approved if no other payment is being received for the activities undertaken by the committee members. Payment shall be effected on a monthly basis.

6. Applications must be supported by a declaration from all of the committee members.
7. If a committee member ends his committee term early, he and the committee shall immediately notify the Executive Board of this in writing via the Secretary to the Executive Board. In this situation, the committee activity grant shall cease to be paid with effect from the first day of the month following the month in which the committee activities were terminated.
8. If a student who has received a committee activity grant also applies for graduation support due to a study delay (as referred to in Article 16, Chapter 2, of the Education Guide, part 5, Student Facilities), the amount that the student has received in the form of a committee activity grant in the period in which the study delay was sustained may be deducted from the graduation support, whether partially or in full.
9. A student of Inholland who becomes a board member of a General Student Social Association (ASGV) may be eligible for a board grant amounting to the nationally determined sum of €262.50 per month for the duration of the board position. A prerequisite is registration with the Chamber of Commerce. Applications can be made for a period of 6 months or 12 months. If the board position is continued, the board grant must be reapplied for.

## C. Conducting committee activities free of tuition fees

### Article 11 Further provisions on conducting committee activities free of tuition fees.

1. The Executive Board may exempt an enrolled student from paying the statutory tuition fee once at his request and for the period of one academic year, if the student is:
  - a. a fulltime member of the committee of a student organisation of any size with full legal capacity or of the committee of the participation council, or
  - b. engages fulltime in administrative or social activities that, in the opinion of the Executive Board, are also in the interests of Inholland University of Applied Sciences or teaching at Inholland University of Applied Sciences.
2. It is a requirement that the student does not follow any education or sit any test or examination at Inholland University of Applied Sciences or any other funded institution during that period, and that the membership or the activities referred to are of a non-commercial nature.
3. The application can be submitted to the secretary of the Executive Board. The student must substantiate his request in such a way that sufficient insight is gained into the aspects relevant for the assessment. The student may also be asked to enclose a supporting statement from other committee members or persons involved in his activities.

## D. The Student Initiatives Fund

This concerns the scheme referred to in Article 16, Chapter 2 of the Education Guide, Part 5 Student Facilities.

### General

The Student Initiatives Fund (SIF) is intended to put student initiatives into practice through a financial contribution from Inholland's Quality Agreement. Inholland students can apply to the Student Initiatives Fund to finance an initiative. This application must meet certain criteria and is assessed by the award committee consisting of student-employees of the Inholland fund. Student-employees are appointed each academic year following a recruitment process via ASA Campus. The Education Policy department coordinates the fund.

### Article 12 Objective and size

- The fund contributes to the development of the Inholland Professional.
- It actively engages students and strengthens the bond between students and Inholland.
- The fund helps to harness the innovative strength of students.
- The initiatives have an impact on Inholland students.
- The fund was instituted by the Executive Board and its annual budget amounts to €100,000.

### Article 13 Appointment and composition of the SIF

- The Education Policy department appoints the student-employees following a recruitment process via ASA Campus. The appointment is for one academic year. A total of seven student-employees are responsible for implementing the SIF, with one student-employee for each Inholland location.
- An awards committee of three student members is appointed from among the student-employees. The awards committee evaluates the applications against the criteria (from article 14) and decides on the SIF awards.
- For applications up to €5,000, the awards committee takes a decision itself. The SIF coordinator is involved in the decision if the application for an initiative exceeds €5,000. The coordinator is also responsible for pay-outs from the fund.
- The Education Policy department coordinates the fund.

### Article 14 Criteria for awards

Applications are linked to the concept of the Inholland professional along the four lines, which are in keeping with educational developments.

- The initiative contributes to the meaningful linking of knowledge and skills to professional practice.
- The initiative contributes to the development of activating education.
- The initiative contributes to the development of learning communities.
- The initiative contributes to the development of support through technology.
- The initiative contributes to student engagement with the programme, location or school.
- The applicant is capable of directing their initiative, both in terms of content and process.
- The applicant may apply for up to €10,000 for the initiative.

- The event is held during the academic year in which the application is submitted.
- Any equipment purchased (laptop, camera, etc.) will remain the property of Inholland University of Applied Sciences.
- The SIF must be clearly visible in the communication about the initiative.

#### **Article 15 Who can submit an application?**

- All students enrolled in a programme at Inholland University of Applied Sciences can apply to the Student Initiatives Fund, regardless of the phase of their studies. Study associations can also apply to the SIF.
- A student may apply on more than one occasion.

#### **Article 16 Application and award procedure**

- The application and award procedure takes two weeks.
- Application form: the applicant applies by completing the application form, including a budget, and sending it to the fund. There is a download link to the application form via the website of the Student Initiatives Fund [inholland.nl/sif](http://inholland.nl/sif).
- The SIF sends the student confirmation by e-mail of their application within two working days.
- Personal interview: the applicant has a personal consultation with the student-employee of the fund after filling in the application form to provide an explanation, clarification, etc.

- If the application is complete and the criteria are met, it is submitted to the fund's award committee. This committee decides on the application. The award committee sends the applicant an e-mail informing them that the application has been accepted and that the activity can be carried out.
- Upon approval, the applicant sends the invoices/expenses claims regarding the amounts given in the application budget by e-mail to the fund via [sif.contact@inholland.nl](mailto:sif.contact@inholland.nl). Invoices and expenses claims must meet the following conditions, as described in the procedure for fund payments. The applicant receives this document with the award e-mail.
- The student-employee checks invoices and claims and forwards them to the fund coordinator responsible for paying them.

#### **Article 17 Evaluations/feedback**

- Progress meetings: progress meetings are held between the applicant(s) and student-employee of the fund while the initiative is being carried out.
- If the student does not comply with the agreements, the SIF is entitled to cancel the application.
- Evaluation interview: once the initiative has been concluded, an evaluation interview is held between the applicant(s) and the student-employee of the fund. A feedback form will also be completed by the applicant(s) within a week and sent to the fund.



## 13.5 Instructions for test sessions<sup>2</sup>

Adopted by the Executive Board on the 25<sup>th</sup> of June 2024, after consent given by the Inholland Advisory Committee on the 21<sup>st</sup> of June 2024.

### Introduction

This document contains instructions for test sessions. The object of these instructions is to ensure that online test sessions run smoothly. These instructions apply to all test sessions and degree programmes. Test sessions held nationwide are subject to the instructions agreed for them.

### What we mean by...

- **A digital test session:**

This is a written test (in accordance with article 137 of the TER) taken digitally. A digital test session can be held at the university or at another location. The university's computers or laptops or the student's own devices are used. When a student uses their own equipment for a digital exam session (Bring Your Own Device), the device must meet certain technical specifications. More information about this can be found on Iris.

- **A written test session:**

This is a test taken by the student with pen and paper. That includes testing via 'print & scan'.

- **Technical issues during a digital test session:**

This refers to technical issues that are not the student's responsibility. This could be a case where the student, through no fault of their own, cannot participate in the test because of a technical fault. The student should always contact the Servicedesk of the location in the event of technical issues arising.

- **An ID document:**

Proof of identity includes a valid passport, a valid identity card, a Dutch alien's document or an application for one, or a valid driving licence. To be valid, the ID must not have expired more than five years ago.

### What is expected of the student?

#### The student...

##### 1. Registers for the test

Students can only participate in tests if they have registered for them.

**NB:** if the student is registered for the test but does not participate in it, this still counts as a test opportunity!

##### 2. Arrives on time

The start time of tests will always be announced in advance. This is the time when the test session begins. Students are advised to check the day before whether any changes have been made to the time or location of the test. Students are requested to arrive thirty minutes before the start time of the test, so they must ensure that they leave on time. This time is for using the toilet, presenting ID, going to the classroom, following instructions and (if applicable), starting up and logging on to the PC or

laptop. The student must be ready to sit the test at the start time. If it does not result in an interruption of the peace and quiet, students will be permitted to enter the testing room up to a maximum of 15 minutes after the start time. This time will be deducted from the time allowed for the test! After the first 15 minutes, students will no longer be admitted, irrespective of the reasons for their late arrival. Contrary to these written instructions, the Examination Board can determine that the 15-minute rule does not apply to certain test sessions. This will be stated in the test timetable. In addition, the examiner or invigilator (on behalf of the Examination Board) can give other or supplementary instructions.

**Please note:** Students arriving late can ask the examination board for an extra resit. See Examination Board: requests and complaints.

The following points should also be noted regarding timekeeping:

For a written test, the invigilator or examiner is in charge of timekeeping. This means that they:

- will determine when the test will start; they will do so using the clock in the room or their own watch or phone
- will monitor the time, including alerting students 5 minutes before the end of the test that the allotted time is almost up. If there is no clock in the room, the invigilator will report the lapse of time every half hour
- will state that the test session has ended when the allotted time has lapsed.

The duration of a digital test session is set in advance.

This means the following:

- the test session starts as soon as the start time begins:
- the test session ends as soon as the end time is reached.

### 3. Presents ID

Before the start of the test, students must provide proof of identity. Students must also sign the attendance list and write down their student ID number if required. This is sometimes done as soon as each student enters the room, and sometimes once all students are seated. The following provisions also apply to identification:

- **Loss or theft of identification**

If the student has no proof of identity due to theft or loss, they must hand over the lost/stolen property report they filed with the local authority to a staff member at the service point. This must be done well in advance of the start time of the test. They must also supply a recent passport photo with their full name written clearly on the back. The staff member at the Service Point will check whether everything is complete. If this is the case, the student can take the test. They must, however, present valid ID to the examination board within three days. If they fail to do this, the test will not be graded or the result will not be determined.

If this concerns a special case, when the student has still not shown valid identification after three days. In that case, the student's identity can be determined by the examination board based on the data held by the

<sup>1</sup> This document has been prepared as part of the Education Guide. For that reason, there is no cover page.

<sup>2</sup> In this document, we use the terms "student", "he" or "his" for readability. This includes female students and the terms "she" or "her".

university. The examination board may ask the student additional questions to verify their identity.

- **Consequences of inability to provide proof of identity**

If a student is unable to identify himself, he will not be allowed to participate in the test. The student has forfeited a test opportunity.

- **Student statement**

Some tests do not involve an ID check. In these cases, the student declares that he is taking the test on his own, without any help from others. If there are indications that the student did not take the test himself or independently, this will be considered as a suspicion of fraud. The examiner will note this suspicion on the protocol. This will be sent to the Examination Board. The Examination Board will then act in accordance with Part 8, Chapter 13 of the TER.

#### 4. Reads the instructions given in advance

It is important that the student reads all instructions (including those on the test sheet) that are given beforehand.

#### 5. Reads and follows instructions

The student is expected to:

- carefully study the instructions of the degree programme about preparing for the test, and take all actions given in the instructions before the taking test.
- For a digital test session: check beforehand whether he fulfils the technical conditions to take part in the test and, if offered, takes part in the technical check or the School Year test.
- For a digital test session on their own laptop/computer, ensure that the battery is charged sufficiently
- For a digital test session: log into the digital test system or the application where the test is behind held on time.

#### 6. Adheres to the rules

If the student does not follow the rules or instructions, this can be an irregularity or fraud. This is explained in more detail in Part 8, Chapter 13 of the TER. The sanctions are severe. For example, students can be banned from sitting tests for up to a maximum of one year. If serious fraud is involved, the student's enrolment can be terminated.

### What rules apply during the test session?

#### Seating

The invigilator or examiner will instruct students where to sit. The student must be seated at the designated place and follow the instructions of the examiner or invigilator.

#### Use of materials

Unless stated otherwise, only a blank scrap of paper is allowed at the place where the student takes the digital test. This sheet must be presented on the invigilator's request.

#### Permitted materials

The description of the module states which other resources the student may use. This could be a book or another document such as a reader. This information is also given in the test description. If this is not the case, the examiner will let you know by other means what the student is allowed to bring. This will always be done well before the test.

If calculators are permitted, students must carefully check which functions they are allowed to have.

#### Not permitted during test sessions

Unless otherwise indicated, during the test the student may not:

- communicate with other students or third parties (other than the invigilator or helpdesk)
- have materials on the table other than those permitted
- have watches or other electronics available
- look at the work of others or find out the answers or workings of other students in another way
- engage in discussion with the invigilator and examiner
- make unnecessary noises.
- lend materials to another student.
- bother other students or break their concentration

The invigilator can ask students before the test to hand in the items that they are not permitted to use. Students will get these items back after the test. Mobile phones and other devices must be completely switched off before, during and after the test, and put away in students' bags or jackets. If this is not possible, students must hand in these items (completely switched off) to the invigilator before the test start time. Mobile phones and other devices may only be turned on after the test and outside the testing room.

**Please note:** If the invigilator establishes a violation of the above, they will note it in the protocol.

#### Clothing and bags

Students are only permitted to wear headwear without a peak or comparable brim. Whether the peak or brim goes all the way round is irrelevant.

The student may not wear clothing and objects that cover the face. In a digital test session, the ears must not be covered either. The invigilator determines where coats and bags may be placed.

#### Raising a hand to ask a question or say something

If a student thinks that there is something missing from the test or that there is something wrong with the questions or the assignment, he will draw the attention of the invigilator or examiner by raising his hand.

The invigilator or examiner will ask the student what is wrong what may need to be done.

#### Special arrangement

If the student has received a decision from the examination board for a special arrangement (such as extended test duration, separate room, restroom break, etc.) during the exam session, they must present this immediately at registration.

### Food and drink

No food or sweets are allowed during the test. Students are, however, permitted to drink. Students must place their drinks on their tables at the start of the test. The packaging must not create any disruptions to other students. Canned drinks are not permitted.

If a student must eat something due to personal circumstances during the test, he must request permission from the Examination Board no later than 15 working days before the test. The student must then bring the Examination Board's decision to the test session and present it when signing in.

### Toilet breaks

The student is not allowed to go to the toilet during the exam session if the exam does not last longer than two hours. If an exam lasts longer than two hours, the student may go to the toilet after two hours if urgently needed, accompanied by a supervisor. This also applies to students for whom the exam duration exceeds two hours due to special accommodations. Permission must be granted by the examiner or proctor.

**Please note:** If the student thinks that due to his personal circumstances this will take too much time, see the Examination Board: requests and complaints.

If the student has a special arrangement for students with a disability, he must present it at the time of registration. The student is not allowed to bring anything to the toilet, i.e. no bag, no coat, no papers, no means of communication.

### Irregularities or (the suspicion of) fraud

If the examiner or the invigilator notices irregularities or suspects fraud, he can immediately take measures to stop the irregularity or prevent the fraud from continuing. The examiner or the invigilator may ask the student questions about the suspicion of fraud. The examiner/supervisor's question as well as the student's response to it will be noted on the protocol. Students may have their comments regarding the event recorded in the protocol. In that event, they may sign the protocol, but they are not required to do so.

In order to prevent any disruption, the invigilator or examiner can also decide to not point out the detected fraud to the student. In that case, the examiner or the invigilator will put in the protocol that the student has (possibly) committed exam fraud or not followed the rules.

The examiner or the invigilator hands the protocol over to the examination board who will decide on the matter.

The TER (Part 8, Chapter 13) explains what happens in case of fraud and irregularities and sets out the measures that can be taken.

An irregularity or fraud can also have consequences for students who did not play a role in it. For example, if the Examination Board decides that everyone has to sit the test again.

Everyone can help prevent irregularities and fraud by:

- following the rules
- reporting anything that does not seem right or anything they have doubts about to the Examination Board via ECRS.

### End of the test

*At a written test session*

- the student must check that his name is on the test sheet and on all other sheets. They should write the number of sheets of paper they are submitting on the cover sheet or somewhere else, if specified in the instructions.
- the student hands the test, the workings and all other items received such as scrap paper to the examiner or invigilator. The student may only take certain items with him if this is clearly indicated in the instructions.
- The examiner or invigilator should note on the attendance list that everything has been handed in correctly.

*At a digital test session*

- Have the student tell the invigilator that he has finished the test
- Close the student's test and then (if applicable) also close the Schoolyear program
- The student cooperates with the supervisor in checking this on request.

### Leaving the test room

In the case of tests held parallel with different time slots, the student may leave the test room up to half an hour before the formal time of the end of the test. For other tests students are permitted to leave the testing room from 30 minutes after the invigilator has given the starting signal.

The invigilator will state at the start of the test when students are permitted to leave the testing room. In the case of a written test session, the student must first hand in his test. In the case of a digital test session, the student must first ensure that the test has been completed correctly and (if applicable) that the Schoolyear program has been closed.

If students have finished the test early, they may have to wait until a certain time before they can hand in their work or finish the test and leave. The examiner or invigilator will let them know what this time is at the start of the test.

## Examination Board: requests and complaints

### Late login, test opportunity forfeited?

#### *Arriving late*

If the student arrives after the start time of the exam, they may be denied entry. They have forfeited their chance. The student can then submit a motivated request to the examination board for an additional exam opportunity. The examination board will assess whether this request will be granted.

#### *Logged in late (to a digital test session)*

If the student logs in after the start time of the test, the following provisions apply:

- In the case of a test involving several students that has already started: the student cannot take the test and has forfeited a test opportunity unless they can prove that they could not log on in time due to technical problems.
- In the case of a test in which the student takes the test individually: the student can take the test within the time slot in which the test is open; the original end time will apply.

### Request for additional opportunity

If, due to (demonstrable) technical problems before or during the test, the student is unable to take or complete the test, he can apply to the Examination Board for an extra test opportunity.

### Sitting a test subject to clarification

If it is administratively unclear whether a student is allowed to take the test, he may do so under certain conditions. This is subject to the condition that the examination committee verifies after the test whether the student was indeed allowed to take the test. If this is the case, the test will be graded. If not, the test will not be assessed.

### Sitting the test in an adapted form

If the Examination Board has granted a student extra time to sit a test, or has approved other special arrangements, such as an alternative form of test, he must send this decision of the examination committee to the examination organisation and examiner no later than ten days before the test session.

### Special arrangement for toilet visits

If a student feels that a two-hour test without going to the toilet is too long due to their personal circumstances, they will need to ask the examination board for a special arrangement no later than four weeks before the test.

If the circumstance arises within four weeks before the start of the test, the student must request the special arrangement from the examination board as soon as possible after it occurs.

### Complaints

If students disagree with the way that the test has taken place, they can submit a complaint to the Examination Board after the test has ended, via the digital Complaints and Disputes portal on Iris.

Author: Onderwijsgidssupport Team

## 3.6 Programme Committee Regulations

### (part of the Students' Charter)

Adopted by the Executive Board on the 25<sup>th</sup> of June 2024, after consent given by the Inholland Advisory Committee on the 21<sup>st</sup> of June 2024.

#### PREAMBLE

The Enhanced Governance Powers (Educational Institutions) Act (Wet Versterking Bestuurskracht) reinforces the position of the programme committee. The Programme Committee Regulations have been amended in line with this act.

#### Article 1 Definitions

1. These Regulations are the Programme Committee Regulations referred to in Article 10(3) of the Management and Administration Regulations (BBR).
2. These Regulations and any amendments to these Regulations,
  - a. shall be adopted by the Executive Board;
  - b. following the consent of the Central Representative Advisory Council;
  - c. and have been included in the Students' Charter.

#### Article 2 Scope and Size

1. A programme committee as referred to in Section 10.3c of the Higher Education and Research Act (WHW) has been created for each programme that has been registered in the Central Register of Higher Education Study Programmes (Centraal Register Opleiding Hoger Onderwijs). All forms, variations and locations of the programme shall fall under the same programme committee.
2. In derogation from the first paragraph, the Executive Board shall be able to decide, at the proposal of the relevant faculty director and with the consent of the Central Representative Advisory Council or otherwise, to create a joint programme committee for two or more programmes with related content. In this situation, the second sentence of the first paragraph shall apply.
3. A programme committee shall consist of a minimum of 6 and a maximum of 12 members. In the case of small programmes, it is permissible for the programme committee to consist of four members. The size of the programme committee shall be determined by the faculty director, based on the advice of the Faculty Representative Advisory Council.
4. Half of the members of the programme committee are staff members elected by staff, while the other half are students elected by students.
5. The faculty director shall ensure that the programme committees are able to properly perform the tasks conferred on them and that they actually do so.

#### Article 3 Recruitment and Appointment of Programme Committee Members

1. The faculty director shall see to the recruitment of members for the programme committees.
2. The programme committee is appointed by election unless the faculty director decides on a different method of appointment in consultation with the Faculty Representative Advisory Council and with the approval of the programme committee. Every year, a decision shall be made regarding whether the alternative method of appointment should be maintained.

The faculty director is responsible for ensuring that the seats on the programme committees are filled. The director shall ensure that interim vacancies are filled within a period of two months.
3. The following individuals can be appointed as members of the programme committees:
  - members of staff employed by Inholland University of Applied Sciences;
  - students who are enrolled in the programme and who have paid the tuition fees, or the part of these tuition fees already due, at the time of the nomination and appointment. Members of the Executive Board, directors, Education and Research Managers and teaching support staff (OOP and OP) team leaders cannot be members of the programme committees.
4. It shall not be possible to impose any further requirements on membership of programme committees in respect of the founding principles and objectives of the educational institution than those imposed upon appointment as a member of staff or when enrolling as a student.
5. The faculty director shall appoint the members of the programme committee and notify them of this by letter.
6. Intended members of the Programme Committee may serve as aspiring members prior to their appointment by the Programme Director.

#### Article 4 Term

1. The faculty director shall appoint a member of the programme committee for a period of two years. At their request, the appointment period for a student may be set at one year. A member's term shall commence on the date of the appointment decision. Following the expiry of a term, the members in question shall be eligible for re-appointment for a term of up to six consecutive years.
2. The programme committee shall appoint a chair and a secretary from amongst its members for a period of one academic year.
3. The names of the members of the programme committee shall be published on the faculty's team site, stating their positions, contact details and term of appointment.

## Article 5 End of Membership

1. Membership of a programme committee shall end:
  - a. at the end of the term;
  - b. when a written request to this effect has been submitted by the member in question to the chair;
  - c. when the member in question no longer meets the requirements for membership;
  - d. in the event of protracted absence due to personal circumstances;
  - e. when a member of the programme committee fails to attend meetings on more than one occasion without a valid notice of absence or seriously disrupts meetings.

The chair of the programme committee shall be responsible for establishing whether a situation as referred to in (a) through (e) is the case. If the individual in question is the chair, this responsibility shall fall to the secretary. Before establishing whether or not the situation referred to under (d) is the case, the member in question shall be consulted, if possible. Before establishing whether the behaviour stated in (e) is the case, the member in question shall be given the opportunity to present their case and shall have been issued at least one warning, including a written statement of the reasons for the warning or dismissal. The reasons referred to in the previous sentence may not be connected to the content of the advice issued by the member in question.

2. A member who has been dismissed from membership pursuant to paragraph 1(e) shall be able to lodge an appeal against this with the Faculty Representative Advisory Council. This appeal shall not suspend the dismissal. The Faculty Representative Advisory Council shall arrive at a substantiated decision on the submitted appeal within six weeks and shall notify the Executive Board thereof. The Executive Board shall decide whether to uphold the chair's contested decision within two weeks of receiving the opinion of the Faculty Representative Advisory Council.

## Article 6 Tasks

1. The programme committee is tasked with advising on the improvement and safeguarding of programme quality. The committee also has:
  - a. right of approval regarding the Teaching and Examination Regulations (OER) as referred to in Section 7.13 of the Higher Education and Research Act, with the exception of the aspects specified in subsections 2a, 2f, 2h up to and including 2u and 2x, and with the exception of the requirements as referred to in Section 7.28, subsections 4 and 5, and Section 7.30, subsection 2;
  - b. right of approval regarding the Management and Administration Regulations, if and insofar as an appointment method other than elections has been determined;
  - c. right to be consulted regarding the Teaching and Examination Regulations as referred to in Section 7.13 of the Higher Education and Research Act, with the exception of the aspects to which the programme committee has the right of approval pursuant to paragraph 1;
  - d. the responsibility to assess how the Teaching and Examination Regulations were executed in the previous

academic year (prior to 1 October of the following academic year);

- e. the responsibility to provide advice – upon request – to the Faculty Representative Advisory Council and the board of the organisational unit in question regarding all matters relating to the education provided within the degree programme concerned. In any event, the board will advise the programme committee regarding the degree programme's quality policy, the content of the accreditation scans and/or self-evaluations for internal and external audits and improvement plans stemming from internal and external audits.
2. Each year, before 1 November, the programme committee shall report to the faculty director. In any event, this report will contain an overview of its duties performed in the past academic year, a synopsis of the advice provided by the committee and the opinion of the committee on the quality of the education upon which this advice is based.
  3. In the performance of its tasks, the programme committee shall maintain regular contact with students, lecturers and management.

## Article 7 Advice, Evaluations, Assessments and Reports

1. The advice referred to in Article 6 shall be requested at a time that makes it possible for the advice to have a real influence on the decisions to be taken.
2. Advice shall always be provided within six weeks of a request, except where the party requesting the advice has agreed to a longer period or the programme committee has agreed to a shorter period. If this advice is not provided within the period referred to in the previous sentence, it shall be deemed to not have been issued.
3. The programme committees shall issue advice to the Executive Board on the institution-wide Teaching and Examination Regulations and send a copy of this advice to the faculty director, the relevant Faculty Representative Advisory Council and the Central Representative Advisory Council.
4. The chair and secretary of the programme committee shall issue advice other than the advice referred to in the third paragraph to the relevant faculty director, Faculty Representative Advisory Council and Education and Research Manager. If the advice referred to in the previous sentence relates, or partly relates, to the institution-wide Teaching and Examination Regulations, a copy of the advice shall be sent to the Executive Board and the Central Representative Advisory Council for their information.
5. The party to which a written advice from the programme committee is addressed shall inform the committee, in writing, of its reasoned position regarding the advice within four weeks of receipt. If this position is not provided within the period referred to in the previous sentence, it shall be deemed to not have been issued.
6. If and in so far as an advice from the programme committee is not followed, the party to which the advice is addressed shall provide the relevant programme committee with a reasoned notification of this fact within

four weeks and shall also send a copy of this notification to the relevant Faculty Representative Advisory Council.

7. The provisions of this article shall apply mutatis mutandis to evaluations, assessments and reports by the programme committee.
8. The reports and advice referred to in Article 6 and in this article shall be published on the faculty's team site as soon as possible.

#### Article 8 Consultation

1. Twice per year, the Executive Board shall hold consultations with the chairs of the programme committees. At the discretion of the Executive Board, the consultations referred to in the previous sentence may be conducted on a faculty-by-faculty basis.
2. The faculty director shall hold general consultations with the chairs and secretaries of the programme committees of their faculty twice per year.
3. The programme committee shall be authorised to invite the management of the faculty to discuss the policy proposed at least twice a year, based on an agenda prepared by the programme committee.

#### Article 9 Meetings and Reports

1. The programme committee shall meet at least five times per academic year, based on an agenda proposal by the chair and the secretary.
2. At the beginning of the chair and secretary's term, the chair shall set the meeting dates, times and locations for this period and announce them on the team site.
3. All meetings of the programme committee are public, except where the programme committee decides to hold a meeting behind closed doors, specifying reasons for its decision to do so. The reasons referred to in the previous sentence may only relate to the overriding interests of an individual or the overriding interests of Inholland University of Applied Sciences.
4. The programme committee shall also meet:
  - a. at the request of the Executive Board, the faculty director or the Education and Research Manager, stating the reasons for the meeting. A representative of the requesting party shall then be invited to attend the meeting;
  - b. at the request of the chair of the programme committee, stating the reasons for the meeting, including an agenda proposal;
  - c. at the request of at least two-thirds of the members of the programme committee, stating the reasons for the meeting, including an agenda proposal.

A meeting on request shall be held within 14 days of the date on which the written request was received by the chair, except where this proves to be impossible.

5. Meetings shall be planned so that any hindrance to the provision of and participation in education activities is

limited and incidental in nature, and so that no hindrance arises with respect to tests and examinations.

6. The programme committee shall not adopt a report or advice if at least half of the number of current members are not present, except where this quorum can be deemed to have been met because one or more members not present have made a written declaration of their agreement to a report or advice prior to the start of the meeting.
7. An authorisation of another member is invalid.
8. Aspiring members do not have voting rights within the meeting regarding the execution of the committee's tasks as described in Article 6.
9. A brief report of the meeting will be prepared by the secretary and approved during the next meeting.
10. The adopted report shall always be brought to the immediate attention of the relevant faculty director and Education and Research Manager.
11. The secretary shall be responsible for archiving the documents produced by the programme committee.
12. The aforementioned paragraphs 1, 2, 4b, 4c and 6 are applicable unless the programme committee determines otherwise within its own standing regulations.

#### Article 10 Other Provisions

1. The other bodies at Inholland University of Applied Sciences shall provide the programme committees with all of the information, solicited or otherwise, that they could reasonably require for the performance of their tasks, doing so punctually and, where requested, in writing.
2. The Executive Board shall ensure that members and former members of programme committees are not adversely affected in terms of the positions they hold at Inholland University of Applied Sciences due to this membership.

#### Article 11 Facilities

1. All activities carried out by members of staff for programme committees shall form part of their appointment. Prior to an appointment, the faculty director shall determine, following consultation with the programme committee, how many hours of the annual workload shall be allocated to activities of the programme committee. At the very least, this will be the minimum number of hours as specified in the Collective Labour Agreement (0.025 FTE). Furthermore, during allocation of the hours, distinction is made between the roles of chair and secretary, with a greater number of hours being allocated to the chair. When allocating a greater number of hours, the nature and intensity of the work required by the programme committee during the year in question will be taken into account.
2. Students shall receive a fixed-amount attendance fee, which shall be determined in advance by the Executive Board in accordance with the facilities regulations

for student members of the faculty representative advisory councils.

3. The faculty director shall decide on the other facilities available to the programme committee, which shall always include administrative, financial and legal support and training.
4. In any event, the administrative support will consist of secretarial duties, will focus on the tasks that the programme committee is required to conduct in its capacity as a representative advisory body and on the role the committee plays within the degree programme, and will be provided by an administrative secretary appointed for this purpose.
5. By means of coordination activities, Inholland University of Applied Sciences will maintain an overview of the members of the programme committees, the persons fulfilling the role of administrative secretary and the training of the programme committees.

#### Article 12 Designation as a Dispute

1. Where a decision by a body at Inholland University of Applied Sciences is not consistent with or deviates from an advice issued by the programme committee, or where an advice issued by the programme committee is not followed, the programme committee shall be able to request to designate this as a dispute.
2. Before the programme committee issues such a request, consultation shall take place with the body in question, except where this body has indicated that it does not require this consultation. If the aforementioned consultation has not taken place within four weeks of the date on which the programme committee invited the body in question to engage in consultation, the consultation shall be deemed to have taken place.

#### Article 13 Final Stipulations

1. These regulations shall replace all regulations previously adopted for a programme committee of a programme or group of programmes.
2. These regulations shall be cited as the Programme Committee Regulations.
3. These regulations and any amendments to these regulations shall take effect on 1 September 2017 and remain in force until 1 September 2018.

These Regulations have been amended and therefore differ from the 2016-2017 Regulations.

#### EXPLANATORY NOTES

All degree programmes within Inholland have a programme committee. This is in line with both the Higher Education and Research Act and the 'Creating Quality Together' theme as formulated in the Inholland Educational Compass, in which educational quality is created via continual interplay between students, staff and the professional field. The role played by the programme committees is one of the ways in which this interplay is shaped.

Programme committees consist of members who are either students or staff members within the programme. The programme committees enable expression of the perspectives of students and lecturers and dialogue based on these perspectives.

The primary task of the programme committees is to provide advice regarding programme quality. Accordingly, they play a role in the evaluation and improvement of programme quality.

The education within Inholland is organised according to the concept of the education cycle. Based on the idea that responsibility for education should be assigned to the programme team as much as possible, the education cycle describes the roles and tasks within the programme with a focus on the design and realisation of high-quality education. The programme committee occupies an independent position within the education cycle, and the education cycle also guides the programme committee in shaping its own role; the programme committee fleshes out its specific role, taking into account the roles played by the other actors in the education cycle. As part of the education cycle, the programme committee maintains relationships with the relevant actors within the scope of the themes and issues put on the agenda by the programme committee.

The programme committee adds value by means of the quality of the advice provided and the conduct of dialogue with the actors involved in the degree programme, such as the team leader, curriculum committee, etc. These parties are also obliged to seek and conduct dialogue with the programme committee, which involves sufficiently following up on advice and instructions from the programme committee and informing the programme committee about this follow-up action. This is all conducted based on recognition of the important contribution that the programme committee can make to boosting the quality of the degree programme.

To ensure it carries out its role effectively, it is also extremely important that the programme committee have access to the information it requires in order to provide effective advice. The various actors within the degree programme will actively provide relevant information to the committee, and the programme committee will maintain a critical eye regarding the information it requires in order to fulfil its role.

The position of the programme committee has been reinforced by the Improved Governance (Higher Education) Act (*Wet Versterking Besturing, 2010*), and the Enhanced Governance Powers (Educational Institutions) Act (*Wet Versterking Bestuurskracht, 2016*). The programme committee has been assigned the role of representative advisory body and the enactment of the Enhanced Governance Powers (Educational Institutions) Act now gives it the right of approval concerning a number of aspects of the Teaching and Examination Regulations (OER). This strengthens its position in the dialogue with the degree programme.

The Programme Committee Regulations are intended to provide an official basis for the programme committee. The actual value added by the programme committee is provided via the aforementioned interplay between the various parties involved during the determination and promotion of the quality of the programme.



# Appendix A: Overview of the programme committee's rights of approval concerning aspects of the Teaching and Examination Regulations in accordance with Section 7.13 of the Higher Education and Research Act.

The Enhanced Governance Powers (Educational Institutions) Act (Wet Versterking Bestuurskracht) has given programme committees the right of approval on a number of aspects of the Teaching and Examination Regulations. This overview clarifies to which aspects these rights of approval relate.

**Guide for readers:** in the following overview, Column 1 indicates which aspects of the Teaching and Examination

Regulations (OER) are stipulated in the act. The third column indicates whether the programme committee has the right of approval or right to be consulted on this aspect. The second column indicates the section of the Inholland Teaching and Examination Regulations in which the aspect in question is recorded. The fourth and fifth columns specify the rights of approval of the Central Representative Advisory Council and the Faculty Representative Advisory Council respectively.

Aspects of OER cf. WHW	Implementation/location in Inholland OER	Programme committee (OC) approval:	Central Representative Advisory Council (MR) approval:	Faculty Representative Advisory Council (DMR) approval:
a. the content of the programme and the associated exams;	The programme specific section of the TER must describe the objectives of the degree programme and the examinations. Articles 10, 11, 13 - 17, 20 - 24, 27, 28, 29 - 31a, 35, 36, 40, 89, 171 - 178 and the annual programme	Right to be consulted		
a 1 the manner in which the teaching activities of the programme in question are evaluated;	Included in the programme-specific section of the OER. Article 24	X		
b. the content of the graduation tracks within a programme;	The programme-specific section of the OER describes the content of the graduation tracks and the exit profiles. Articles 12, 36, 38 and 39	X		
c. the qualities in terms of knowledge, understanding and skills that students must have obtained by the end of the programme;	The programme-specific section of the OER describes the content of the necessary competencies. Article 5 and 36	X		
d. where necessary, how practical training is organised;	The programme-specific section of the TER describes how the practical training is organised. Articles 114 - 116	X		
e. the study load of the programme as a whole and of each of the units of study that constitute the programme;	The programme-specific section of the TER describes the study load of the programme and of the separate courses. Article 6 and the annual programme	X		
f. the detailed rules referred to in Section 7.8b, subsection 6 and Section 7.9, subsection 4;	Relates to the detailed rules at the institutional level concerning the execution of recommendations in the first-year programme and the main phase (binding study recommendation and barrier measures). Articles 56, 57, 60 and 61 of the Programme-specific section	Right to be consulted		
g. to which Master's programmes Section 7.4a, subsection 1 is applied;	<i>NB: only relates to Master's programmes at research universities.</i>	<i>X (only applies to master programmes)</i>		
h. the number and sequence of exams, along with the times at which they may be taken;	The general section of the TER specifies the rules regarding to h. Articles 95 - 103 of the programme-specific section	Right to be consulted	X	
	The programme-specific section of the OER specifies which examinations will be conducted, the sequence in which they are conducted and when they are conducted. Article 20 of the annual programme	Right to be consulted		X
i. the full-time, part-time or work-study structure of the programme;	The general section of the TER specifies that the aspects in h.1 are included in the programme-specific section. Articles 6, 14, 15 of the Programme-specific section and the annual programme	Right to be consulted	X	
	The programme-specific section of the Teaching and Examination Regulations specifies in which form(s) the degree programme will be offered. Article 6 of the annual programme	Right to be consulted		X
j. where necessary, the order and time periods in which interim and final exams are offered, along with the number of times per academic year students can sit them;	The general section of the TER describes the general rules regarding the subjects as referred in J. Articles 95 - 97 of the programme-specific section The programme-specific section describes when the exams are offered (annual programme)	Right to be consulted	X	
k. the detailed rules referred to in Section 7.10, subsection 4 (validity period of marks);	The general section of the TER specifies the general rules regarding the subjects as referred in K. Articles 22, 23 and 146 - 148	Right to be consulted	X	
	The programme-specific section of the TER specifies which rules have been drawn up pursuant to k.2.	Right to be consulted		X

<b>l. whether the examinations will be conducted verbally, in writing or in another manner, subject to the Examination Board's right to determine otherwise in exceptional cases;</b>	The general section of the TER specifies that examinations can be administered in an alternative manner. Articles 92 - 94 of the programme-specific section	Right to be consulted	X	
	The programme-specific section of the TER specifies the manner in which the examination will be conducted. Annual programme	Right to be consulted		X
<b>m. how students with a chronic condition or disability are given reasonable opportunities to take exams;</b>	Articles 106 - 109 of the programme-specific section	Right to be consulted	X	
<b>n. the public nature of oral exams, subject to the Examination Board's right to determine otherwise in exceptional cases;</b>	Article 93 paragraph b of the programme-specific section	Right to be consulted	X	
<b>o. the period during which examination results are announced, along with whether (and if so, under what circumstances) there can be any exceptions;</b>	Articles 129 - 134 of the programme-specific section and the description of the courses	Right to be consulted	X	
<b>p. the manner in which those who have sat written exams are allowed to inspect their assessed work, and the associated period;</b>	Articles 133 - 149 of the programme-specific section	Right to be consulted	X	
<b>q. the manner in which information will be provided on questions and assignments set or issued as part of a written examination, and on the standards applied during assessment, as well as the associated period;</b>	Articles 149 - 150 of the programme-specific section	Right to be consulted	X	
<b>r. the grounds on which the Examination Board may issue exemptions from one or more examinations based on recognition of prior learning (obtained at or external to higher-education institutions);</b>	Articles 155 - 166 of the programme-specific section	Right to be consulted	X	
<b>s. where necessary, any instances in which successful completion of examinations is a prerequisite for admission to other examinations;</b>	The general section of the TER specifies that conditions can be set regarding admission to subsequent elements of the degree programme (known as traffic lights). Articles 29 - 31 of the general section of the TER	Right to be consulted	X	
	The programme-specific section of the TER specifies which examinations must be passed before admission is granted to subsequent elements of the programme. Articles 31a, 35, 36, 37 and the annual programme	Right to be consulted		X
<b>t. where necessary, any obligation to participate in practical exercises with a view to admission to the relevant examination, subject to the Examination Board's right to issue an exemption from any such obligation, with or without imposing substitute requirements;</b>	The general section of the TER specifies that participation in practical exercises can be designated as obligatory. Article 115 of the general section of the TER	Right to be consulted	X	
	The programme-specific section of the TER specifies the practical exercises for which participation is obligatory and why they are obligatory (known as the attendance requirement). Annual programme	Adviesrecht		X
<b>u. ensuring study progress and individual study coaching;</b>	How study progress is monitored and how the study coaching is conducted. Articles 51-53 of the general section of the TER	Right to be consulted	X	
<b>v. if applicable, the manner in which students are selected for special pathways within a programme as referred to in Section 7.9b ;</b>	Excellence or Honours programmes, for example. The programme-specific section of the TER contains whether these requirements apply within the programme Articles 16 and 17 of the programme-specific section of the TER	X		
<b>x. how the teaching is actually organised;</b>	For example, maximum amount of study materials, any voluntary contribution, administration, contact hours. Annual programme	Right to be consulted		X

# Appendix B: Election Regulations

## Programme Committees

for approval to the faculty director. Approval relieves the election committee of its responsibilities.

### ELECTION REGULATIONS PROGRAMME COMMITTEES

#### Establishment of the Election Committee

##### Article 1

1. The faculty director appoints an election committee tasked with organizing the elections, and notifies the Executive Board, staff, and students of the composition of the election committee.
2. The election committee consists of three members, preferably including one student. No candidates for a programme committee may serve on this committee.

#### Tasks of the Election Committee

##### Article 2

- 2.1 The election committee oversees the election of the members of the programme committee(s) and manages the election within the framework of these regulations and the Programme Committee Regulations (hereinafter: programme committee regulations).
  - 2.1.1 The election committee appoints a chairperson and secretary from among its members, who sign the documents and receive adequate secretarial support for the exercise of their duties.
  - 2.1.2 The faculty director may support the activities of the election committee by conducting PR activities. These activities may include: providing information on the role and significance of a programme committee, PR aimed at encouraging candidacy by students and staff, providing facilities for candidates for their campaigns, PR to promote turnout in the elections, PR regarding the election results, and PR related to the established programme committees.
- 2.2 The election committee performs the following tasks, in accordance with the provisions of the following articles:
  - a) It determines and announces how, where, and until when candidacy can take place;
  - b) It decides on the validity of candidacies;
  - c) It determines whether elections are necessary based on the number of candidates, and if so, after consultation with the faculty director, it establishes the election dates, announces them, and informs eligible voters on how, where, and when voting can take place;
  - d) It establishes a timetable for the elections, including at least: 1) the location, time, and manner in which the elections will take place, 2) the deadline and method for announcing the election results, 3) the method and dates for providing information on the elections to staff and students;
  - e) It establishes the lists of candidates and designs the ballot;
  - f) It organizes the counting of the votes cast, determines the election results, and announces them;
  - g) After determining the results and announcing them to the faculty director, it provides an account of the conduct of the elections based on a previously submitted written report. The report may include recommendations regarding all aspects related to the organization of the elections. The report is submitted

#### Elections: Candidacy

##### Article 3

- 3.1 Candidacy must be submitted no later than three weeks before the election date to the election committee.
- 3.2 Upon registration, the candidate declares that, if elected, they can and will fulfill the obligations arising from membership in the specified programme committee. The candidate also states why they wish to participate in the programme committee.
- 3.3 The name of a candidate may only appear on one list of candidates.

##### Article 4

- 4.1 The election committee examines whether the submitted candidate registrations comply with the requirements of the law, these regulations, and the programme committee regulations, particularly Article 3 of the programme committee regulations regarding active and passive voting rights.
  - 4.1.1 The election committee declares a candidate registration that does not meet the requirements referred to in the preceding clause invalid and notifies the person who submitted it of this omission. Omissions can be corrected within a period of four working days.
- 4.2 The valid candidate registrations and the lists of candidates are announced by the election committee within the relevant programme(s) no later than two weeks before the election date.
- 4.3 A list of candidates is only prepared for a particular constituency if more individuals from that constituency have submitted candidacies than the available seats determined for that constituency.

#### Elections: Voting

##### Article 5 Method of Voting

- 5.1 The election is conducted by secret ballot, either in writing or electronically, based on a personal voting system.
- 5.2 Preference is given to electronic voting.

##### Article 6 Electronic Voting

- 6.1 In the case of electronic voting, each eligible voter receives a call to vote via the school's intranet. The voting procedure and voting period are announced via Insite.
  - 6.1.1 Each eligible voter receives a ballot using their own login credentials. Staff members receive a ballot for the staff constituency election, while students receive a ballot for the student constituency election. These ballots list the candidates for selection. The eligible voter completes the ballot and submits it as instructed. After submission, it is not possible for the eligible voter to change the cast vote or participate in the voting process in any other manner.

6.2 Each eligible voter may cast only one vote.

6.3 Proxy voting is not allowed.

### Article 7 Written Voting

7.1 The election committee sends an invitation card to each eligible voter.

7.1.1 On behalf of the election committee, a certified ballot paper is issued to each eligible voter on the (first) election date at the locations designated by the election committee, immediately before they cast their vote. Staff members receive a ballot for the staff constituency election, while students receive a ballot for the student constituency election. The ballots list the candidates for selection. Immediately after completion, the eligible voter places this ballot in the designated box.

7.2 Each eligible voter may cast only one vote.

7.3 Proxy voting is permitted. The proxy must be given in writing to an eligible voter from the same constituency as the proxy giver, who must also present the proxy card in the name of the proxy giver when casting the proxy vote. The proxy vote can only be cast simultaneously with the eligible voter's own vote.

7.4 A person can vote by proxy for no more than two eligible voters.

### Elections: Results

#### Article 8

8.1.1 After the end of the voting, the election committee determines the number of valid votes cast for each candidate. Each vote cast is worth 1 point. The validity of the votes is checked against Article 3 of the programme committee regulations regarding active and passive voting rights.

8.2 The following ballot papers are invalid:

- a. those not issued or sent by or on behalf of the election committee;
- b. those that do not clearly and unambiguously indicate the choice of the eligible voter;
- c. those on which more than one vote has been cast.

#### Article 9

9.1 To determine the election results, the following steps are taken:

- a. First, the number of votes cast for each candidate in each constituency is counted.
- b. Subsequently, a list is compiled for each constituency of the candidates in descending order of the number of points received, which implies that the candidate with the most points is ranked first. In case of tie votes for candidates, the elected candidate is determined by drawing lots conducted by the election committee.

9.2 The election results are determined by the election committee and announced to the faculty director, the Executive Board, staff, and students no later than two weeks after the election date.

9.2.1 The election committee informs each candidate of the election results in writing or by e-mail.

9.3 The used ballot papers or electronically determined results are sealed and kept by the Faculty Director for at least 3 months.

### Irregularities / Objection to the Results

#### Article 10

10.1.1 An eligible voter who believes that a decision of the election committee is contrary to the law or these regulations may lodge a written and reasoned objection with the faculty director within seven days after the relevant decision has been announced. The objection must be submitted in writing and must be motivated. The faculty director may, if desired, allow the election committee and the objector to provide an oral explanation. The faculty director makes a decision within seven days.

10.2 If the objection relates to a decision made prior to the elections and the faculty director upholds the objection, the election committee must make a new decision on the matter in accordance with the law and these regulations.

10.2.1 If the objection relates to the election results and the faculty director upholds the objection, the faculty director may instruct the election committee to conduct a controlled recount of the votes.

10.2.2 If an irregularity has occurred that cannot reasonably be rectified in a less intrusive manner, the faculty director may declare the elections invalid, after which new elections must be held. If the irregularity concerns the candidacy, a new candidacy process must also be conducted in that case.

### Other Provisions

11.1 In case of circumstances not covered by this election regulation, the faculty director shall decide, if necessary after consultation with the Executive Board.

## 3.7 The regulations of the Advisory Council

Adopted by the Executive Board on the 25<sup>th</sup> of June 2024, after consent given by the Inholland Advisory Committee on the 21<sup>st</sup> of June 2024.

### Definitions

#### Article 1

##### The following terms and definitions shall apply in these regulations:

Act:	the Higher Education and Research Act ( <i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i> );
foundation:	the Stichting Hoger Onderwijs Nederland;
institution:	Inholland University of Applied Sciences, maintained by the foundation;
Supervisory Board:	the supervisory board of the institution;
Executive Board:	the executive board of the institution;
Faculty Dean:	the dean of a Faculty, as well as of the site organisation of one or more sites;
Support Manager:	the head of a support department;
PI:	the partner institute referred to in Article 8.1(3), of the Act, established upon creation of the Stichting Samenwerkingsinstituut Verloskunde Amsterdam - Groningen, by which the Midwifery programme is delivered;
organisational unit:	a) a Faculty, consisting of a group of programmes and research activities and also the site organisation of one or more sites, with the exception of the programmes that are delivered by the PI and the sites at which the PI alone is based; b) the PI and the sites at which the PI alone is based; c) a support department.
arbitration committee:	the arbitration committee on disputes relating to participation in higher education ( <i>geschillencommissie medezeggenschap hoger onderwijs</i> ) referred to in Article 9.39 of the Act;
academic year:	the time frame commencing on 1 September and ending on 31 August of the following year;
Advisory Council (in practice, also referred to as the 'HMR'):	the body responsible for consultations between the staff member category and the student member category, as well as for the consultations with the Executive Board and the Supervisory Board about participation in decision making in the institution;
sub-advisory council:	the participation body that operates within an organisational unit;
Faculty Advisory Council:	the advisory council responsible for consultations between the staff member category and the student member category, as well as for the consultations with the Faculty Dean of the relevant organisational unit on staff participation, insofar as matters are concerned that pertain to the organisational unit in particular;
Advisory Council for the Partner Institute:	the body responsible for consultations between the staff member category and student member category and with the board and management of the Partner Institute respectively on matters that pertain to the Partner Institute in particular;
Advisory Council for the Support Departments:	the body responsible for consultations between staff members from the support departments with the Secretary to the Executive Board about participation, where matters are concerned that pertain to the support departments in particular;
member category:	the part of the advisory council or sub-advisory council that has been elected by and from amongst staff or by and from amongst students;
consultative meeting:	a meeting at which there is consultation between the Advisory Council and the Executive Board or the Supervisory Board;
meeting:	a consultative meeting or a meeting of the Advisory Council outside of the presence of the Executive Board and the Supervisory Board.

## The Advisory Council

### Article 2

In accordance with the provisions of the Act, the institution shall have an Advisory Council for the purpose of consultations between and participation in decision making by the member categories referred to in Section 1. The object shall be to improve the quality of decision-making, partly motivated by shared responsibility for the social task conferred on the institution and in order to promote the interests of students and staff at the institution. The Advisory Council shall be appointed by the Executive Board.

## The regulations of the Advisory Council

### Article 3

1. The Executive Board shall submit all changes to these regulations to the Advisory Council in the form of proposals and shall only adopt these proposals once the (un)amended proposal has gained the consent of at least two-thirds of the members of the Advisory Council following consultation on this matter.
2. At least once every five years, the Executive Board shall be obliged to submit a review proposal to the Advisory Council on the provisions laid down in Sections 32 up to and including 36.

## Composition of the Advisory Council and the sub-advisory councils. Election of the members.

### Article 4

1. The Advisory Council shall consist of 20 members. Half of the members shall be elected from among and by members of staff at Inholland University of Applied Sciences; the other half shall be elected from amongst and by students. At least half of the total number of seats shall be filled. Both member categories shall be represented.
2. A Faculty Advisory Council shall consist of 10 members. The Faculty Advisory Council of the Agri, Food & Life Sciences Faculty shall consist of eight members.
3. The Advisory Council for the Partner Institute shall consist of eight members.
4. The Sub-advisory Council shall consist of five members.
5. The provisions of the second, third and fourth sentence of Subsection 1 shall apply mutatis mutandis to the sub-advisory councils, with the exception of the Advisory Council for the Support Services.
6. If not at least half of the total number of seats is filled or a member category is not represented due to vacancies, this shall be reported to the Advisory Council. In such case, the Advisory Council and the Executive Board shall consult on an appropriate solution, with the Advisory Council taking responsibility for a temporary solution as a safety net. Within that framework, the duties and responsibilities of the relevant member category and the Advisory Council for the Support Services can be taken care of by the relevant category of the Advisory Council for a maximum of one year. To that end, the remaining members in office shall be included in the consultations of the relevant member category for the relevant matters.

### Article 5

1. Members of the Executive Board, members of the Supervisory Board, deans, the support department heads, members of management and the Board at the PI, members of the programme advisory committees and also members of a sub-advisory council may not (also) be members of the advisory Council.
2. The consultations with the Advisory Council shall be held with one or more members of the Executive Board or, if it concerns a consultative meeting with the Supervisory Board, one or more members of the Supervisory Board.

### Article 6

1. The following individuals shall be entitled to vote in elections of the members of the Advisory Council:
  - a. Staff employed at Inholland University of Applied Sciences, whether with a temporary or permanent contract;
  - b. Students enrolled with the institution.
2. Without prejudice to the provisions of Section 5(1), the following individuals shall be eligible for election to the Advisory Council:
  - a. Staff with a permanent contract and an appointment of at least 0.4 FTE;
  - b. Students enrolled with the institution.

### Article 7

1. Membership of the Advisory Council shall end upon expiry of the term and further to:
  - a. written resignation by a member of the advisory Council, which resignation shall be addressed to the Chair of the Advisory Council;
  - b. discontinuation of the staff or student membership;
  - c. placement under curatorship;
  - d. death;
  - e. a resolution of the Advisory Council in connection with failure to comply with the obligations as laid down in these regulations, the law or the rules of procedure applicable to the Advisory Council;
  - f. as soon as a member of the Advisory Council starts to hold a position as referred to in Section 5(1).
2. Before the resolution as referred to under (e) is adopted, the Advisory Council or representatives appointed by the Advisory Council must give the person in question the opportunity to be heard on the matter.
3. A resolution to terminate can only be adopted by the Advisory Council by a majority of at least two thirds of the members, minus the member involved.

If, other than the member in question, not all the members are present, the chairman shall convene another meeting to be held within three weeks though no earlier than within one week, with the notice convening the meeting at least stating the location, time and subject of the vote or revote. At this meeting, the resolution to terminate can be adopted regardless of the number of members present, by a two-thirds majority of the votes cast.

4. The person in question shall be informed of the resolution to terminate in writing, stating reasons.

## Article 8

1. The term of office for members of both the staff member category and the student member category shall be three years.
2. Current members shall be eligible for immediate re-election.
3. In the event of an interim vacancy, it shall be filled by the candidate from the member category in question who gained the highest number of votes in the most recent elections and who is still willing to become a member of the Advisory Council shall fill the vacancy.

Where a number of candidates achieved an equal number of votes, lots shall be drawn. Anyone who is not selected when lots are drawn shall be included amongst the candidates considered for any further interim vacancies.

4. Where there is no replacement to fill an interim vacancy, this vacancy shall be filled by means of an interim election, except where general elections are due to be held within six months.
5. The term applicable for a member elected to fill an interim vacancy shall be equal to the remainder of the term applicable for the individual replaced by him.

## Article 9

1. The Advisory Council shall supervise the election of the members of the Advisory Council and the sub-advisory councils.
2. To this end, the Advisory Council shall appoint an election Committee that is responsible for the organisation of elections. Individuals who put themselves forward as candidates for the elections shall not be permitted to be members of the election committee formed for the elections too.
3. The election committee shall carry out the following tasks, with due observance of the provisions of this section and Sections 10 to 18 inclusive:
  - a. After consultation with the Executive Board, establishing the election dates applicable, the publication of these dates and the provision of information to individuals entitled to vote about the way in which, the times at which and places where voting shall take place;
  - b. Establishing and announcing the way in which, the places where and the latest date on which nomination shall be possible;
  - c. Establishing the candidates standing for election and designing the voting form;
  - d. Establishing a logistics plan for the elections;
  - e. Organising the counting of the votes cast and establishing and announcing the election results;
  - f. Following its determination of the election results and the composition of the new Advisory Council, it shall render account on the course of the elections during

the next consultative meeting of the Advisory Council, which it shall do on the basis of a report that has been submitted prior to the meeting. The aforementioned report may contain recommendations about any aspect of the organisation of the elections. The report shall be submitted to the Faculty Dean for approval. Approval shall discharge the election committee.

4. Elections shall be held by means of electronic secret votes; in exceptional cases, voting shall be effected by ballot.

## Article 10

1. After consultation with the Executive Board, the Advisory Council shall determine the dates for periodic and interim elections, as well as the times at which voting is to start and end. The Executive Committee for the Advisory Council shall inform the Executive Board, staff and students of the staff composition of the election committee.
2. In general, the term of office for the members of the Advisory Council and of the members of the sub-advisory councils shall commence on 1 March. Elections shall always be held in February.

## Article 11

1. Nominations shall be made no later than three weeks before the election date, by means of a communication to the election committee in accordance with the prescribed procedure. Nominations shall be made on an individual basis; no lists shall be drawn up.
2. Candidates may be nominated by individuals entitled to vote, by staff organisations and by student organisations.
3. Each candidate nomination submitted shall be accompanied by a written declaration from the candidate, stating his consent to nomination and declaring his ability and intention to fulfil the obligations arising from membership of the Advisory Council should he be elected.

## Article 12

1. The election committee shall ascertain whether the candidate nominations submitted comply with the requirements laid down by the Act and by these Regulations.
2. Any candidate nomination that fails to comply with the requirements referred to in the previous subsection shall be declared invalid by the election committee, which shall notify the individual(s) that submitted the candidate nomination in question and the candidate(s) in question of this failure.

The rectification of a failure of this nature shall be effected in a period of four working days. This may not result in the nomination of a different candidate.

3. The election committee shall publish all valid candidate nominations within the institution no later than two weeks before the date of the election.

### Article 13 Electronic Voting

1. Unless there are implementation problems, voting shall be electronic.
2. Every person entitled to vote shall receive an invitation to vote via Insite. The voting procedure and the period open for voting shall be announced via Insite.
3. Each individual entitled to vote shall use his login codes to access a digital voting form.

Members of staff shall use their login codes to access a digital voting form for the election of staff members. Students shall use their login codes to access digital voting forms intended for the election of student members.

The voting forms issued shall indicate the candidates standing for election. Voters shall complete the voting forms and return them in the manner indicated. Once this has been done, voters shall no longer be able to take part in the voting process.

4. Each voter shall only be able to cast one vote.
5. Voters shall not be entitled to vote by proxy.

### Article 14 Written Voting

1. The election committee shall send each voter an invitation to vote.
2. On behalf of the election committee, each voter shall be issued with an authorised voting form immediately before he proceeds to vote at the locations designated by the election committee to this end on the (first) election day. Members of staff shall receive voting forms for the election of staff members. Students shall receive voting forms intended for the election of student members. The voting forms shall indicate the candidates standing for election. Once voting forms have been completed, voters shall immediately deposit them in the box intended for this purpose.
3. Each voter may only cast one vote.
4. Voting by proxy shall be permitted. The proxy shall be given in writing to a person who is entitled to vote and from the same member category as that applicable for the person issuing the proxy. The proxy shall also be required to produce the polling card in the name of the person issuing the proxy when casting the proxy vote. The proxy holder shall only be able to cast the proxy vote with his own vote.
5. Individuals shall only be able to cast a maximum of two proxy votes.

### Article 15 (lapsed)

### Article 16

1. Once voting has ended, the election committee shall determine the number of valid votes cast for each candidate and the total number of valid votes cast per member category.
2. Voting forms shall be invalid where they:
  - a. have not been issued or sent by or on behalf of the Advisory Council;
  - b. do not clearly and unequivocally indicate the vote cast by a particular voter;
  - c. have been used to cast more than one vote.

### Article 17

1. The following procedure shall be observed when determining the election results.
  - a. Per member category, the election committee shall allocate every candidate a seat on the basis of the number of votes received by that candidate, starting with the candidate who received the most votes.
  - b. Where votes are tied, the drawing of lots shall decide.
2. Election results shall be established by the election committee and shall be announced in full to the Advisory Council, the Supervisory Board, the Executive Board, staff and students.
3. The Advisory Council shall retain the voting forms, or the result determined by electronic means, for a period of at least three months and shall ensure that these are sealed.

### Article 18

1. A voter who believes that a decision made by the election committee is contrary to the Act or these Regulations shall be entitled to lodge a reasoned, written administrative appeal with the Executive Board within seven days of the announcement of the decision in question. Any such appeal shall be filed in writing and state the reasons underlying its submission. Should it wish to do so, the Executive Board may give the election committee and the individual lodging the appeal the opportunity to give a verbal explanation. The Executive Board shall issue its decision within a period of seven days.
2. Where an administrative appeal pertains to a decision taken prior to the elections and the Executive Board declares the appeal well-founded, the election committee shall take a new decision, which decision shall be in accordance with the Act and these regulations.
3. Where an administrative appeal pertains to the election results and the Executive Board declares the appeal well-founded, the Executive Board may instruct the election committee to effect a supervised recount of the votes cast.
4. Where an irregularity has occurred that cannot reasonably be rectified in any less drastic manner, the Executive Board may declare the election invalid and hold new elections, provided it does so with the consent of the Advisory Council. Where the irregularity in question pertains to the nominations submitted, new nominations shall be submitted.



## The Division of Roles within and Procedures applicable for the Advisory Council

### Article 19

The Advisory Council shall adopt rules of procedure for the further organisation of its activities and the activities of the sub-advisory councils. These rules shall not contain any provisions that are contrary to the Act and/or these regulations.

### Article 20

1. From amongst its members, the Advisory Council shall choose a Chairman, one or more deputy chairmen and, where appropriate, a Secretary, whose duties shall be determined by the Advisory Council.
2. The Advisory Council shall appoint an Executive Committee from the group consisting of the chairman, vice chairmen and secretary (where applicable), as referred to in Subsection 1 of this section, which committee shall consist of a maximum of four members. Both member categories shall be represented in the Executive Committee.

### Article 21

1. The Advisory Council shall meet at least six times per year, according to a schedule to be determined by the Advisory Council annually prior to the start of the academic year.
2. The Advisory Council shall also meet:
  - a. at the request of the Executive Board, stating the reasons for this request and including an agenda proposal;
  - b. at the request of the Chairman of the Advisory Council, stating the reasons for this request and including an agenda proposal;
  - c. at the request of at least six members of the Advisory Council, stating the reasons for this request and including an agenda proposal.
3. The Chairman shall determine the time and venue for each meeting. A meeting that has been requested shall be held within 14 days of the date on which the Chairman received the written request. Where some urgency is involved, an appropriate time shall be proposed in mutual consultation between the Chairman and the Executive Board.
4. Meetings shall be convened by means of a written notification to the members and the Executive Board, accompanied by the agenda items to be discussed, the written documents pertaining to the various items on the agenda and, in the case of a consultative meeting, the request submitted to this end.
5. At the request of any staff committees or student committees referred to in Section 10.34 of the Act, the Advisory Council shall meet with the said committee at least once per year to discuss matters particularly relevant to the committee in question.
6. In principle, students or staff members with voting rights can attend the consultative meetings between the Advisory Council and the Executive Board. This applies

unless the Advisory Council determines otherwise, particularly in connection with Section 22. In addition, it depends on the number of seats available in the room. The relevant parties must register with the administrative office no later than four working days before the meeting.

### Article 22

1. Notwithstanding the provisions of Subsection 3, all consultative meetings shall be freely accessible for individuals from the different member categories, except where the Advisory Council decides otherwise.
2. The members of the Advisory Council shall maintain the confidentiality of all matters to which they become privy in this capacity and in respect of which the Executive Board, the Supervisory Board or the Advisory Council has imposed confidentiality on them, or the confidential nature of which should have been clear to them.
3. The Executive Board, the Supervisory Board or the Advisory Council may impose an obligation to observe confidentiality in relation to certain information issued to the Advisory Council. Where this is the case, the party imposing confidentiality shall clearly specify which information falls within the scope of the obligation of confidentiality, the period for which this is to apply and whether there are individuals to whom the obligation to observe confidentiality need not apply.
4. Where requested to do so, the party that has imposed an obligation to observe confidentiality shall decide on the individuals for which an exception shall be made when the Advisory Council wishes to consult them on the information in question. Naturally, it shall only do so subject to the condition that the said individuals also treat the information in question as confidential.
5. In the case of a dispute on the confidentiality referred to in Subsection 4, the Advisory Council or any member thereof shall be able to file an administrative appeal. Any such appeal shall be filed in writing and state the reasons underlying its submission. Should it wish to do so, the Executive Board or the Supervisory Board may give the individual lodging the appeal the opportunity to give a verbal explanation. The Executive Board or the Supervisory Board shall issue its decision within fourteen days.
6. The obligation to observe confidentiality shall not lapse upon the termination of membership of the Advisory Council, nor upon termination of the connection that the member in question has with the institution.
7. Where a particular personal interest arising for one of the members of the Advisory Council is at issue during a certain (part of a) meeting, the Advisory Council may decide that the member in question shall not take part in the said (part of the) meeting. The Council shall then also decide that discussion of the matter in question will take place in a closed meeting. A member who has a personal interest shall indicate this himself.

### Article 23

1. An agenda shall be drawn up for each meeting, which agenda shall contain the subjects indicated by the Chairman and the members. Each member of the Advisory Council shall be entitled to submit items for the agenda at least 14 days prior to the meeting in question.
2. The agendas of the consultative meetings shall be sent to the Executive Board or the Supervisory Board and the members of and any advisers to the Advisory Council.

All agendas shall be published on Insite. Except where urgency demands otherwise, agendas shall be announced at least seven days in advance of consultative meetings.

### Article 24

1. Except where determined otherwise in these regulations, all resolutions passed in accordance with these regulations shall be passed by majority vote. Except where determined otherwise in a specific case, business matters shall be decided upon verbally, while matters concerning individuals shall be voted on by ballot. Blank votes shall not be counted. Voters shall not be entitled to vote by proxy.
2. It shall only be possible to pass legally valid resolutions in meetings attended by at least two-thirds plus one of all members present or, in the situation referred to in Sections 33 and 34, by at least two-thirds of the number of individuals from the member category in question, except where determined otherwise for specific circumstances in these regulations. Where an insufficient number of members are present, a resolution may be passed on the subjects in question at the next meeting, regardless of the number of members present.
3. Where the majority of votes is not obtained when electing a member to the Advisory Council, a second vote shall take place between the individuals that simultaneously obtained the largest number of votes during the first vote, or, where the highest number of votes is not simultaneously obtained by two or more individuals, between the individuals that obtained the two highest number of votes during the first vote.

Where a majority is not secured during the second vote either, the individual that achieves the highest number of votes during the second vote shall be deemed to have been elected. Where the largest number of votes is obtained simultaneously by two or more individuals during the second vote, the election shall be decided by the drawing of lots.

4. In the event of a tie on votes on a resolution to be passed that does not have any bearing on individuals, this matters shall be put forward again during the next meeting. Where this results in a tie of votes again, the resolution shall be deemed to have been defeated.

### Article 25

1. A report shall be produced on each consultative meeting. The secretary shall send a draft of each report on a consultative meeting to the members of the Advisory Council and to the Executive Board as soon as possible. The Advisory Council shall ensure that the approved reports on these meetings are sent to the Executive Board, the sub-advisory councils, any advisers to the Advisory Council and to any committees referred to in Section 21(5) and that they are published on the Intranet.
2. Resolutions passed by the Advisory Council and the reasons underlying the said resolutions shall be announced to staff and students at the institution in a manner to be determined by the Advisory Council, with due observance of the provisions of Section 23(2).
3. The announcement referred to in Subsection 2 shall not apply to matters on which confidentiality has been imposed in accordance with Section 22. While the obligation to observe confidentiality exists, this part of the report, the resolutions and the reasons underlying the said resolutions shall only be made available to members of the Advisory Council and to those individuals to whom and bodies to which these may be disclosed in accordance with Section 22.

### Article 26

1. Each year before 1 April, the Advisory Council shall report on its activities and those undertaken by any committees as referred to in Section 21(5) during the course of the last calendar year.
2. The provisions of Section 25(1), sentence 3, shall apply mutatis mutandis to the annual report. The Advisory Council shall ensure that the annual report is also announced to the Supervisory Board and to individuals belonging to the different member categories.

### Article 27 (lapsed)

### Article 28

1. The Advisory Council may invite one or more experts to provide it with verbal or written advice. The Advisory Council shall provide the said experts with all information necessary to this end.

Where financial obligations arise from the aforementioned that are in excess of the budget available for this purpose, prior consultation shall occur with the Executive Board.

2. The Advisory Council may receive solicited and unsolicited advice from anyone connected to the institution. The Advisory Council shall only be permitted to deviate from solicited advice where it has good reason to do so.

### Article 29

1. The Advisory Council shall be able to create (ad-hoc) committees for the discussion of matters to be indicated by it. In addition to committees consisting entirely of members of the Advisory Council, the Advisory Council may also create committees with a mixed composition. At least half of the members of the latter type of committee shall be members of the Advisory Council,

while the remainder shall be individuals from the member categories identified in Section 1. The powers conferred on these committees shall be laid down in more detail in the rules of procedure applicable to the Advisory Council.

2. At least once each year, the Advisory Council shall give the committees referred to in the subsection above the opportunity to consult with it on matters particularly concerning the committee in question.

### Tasks and Powers Conferred on the Advisory Council

#### Article 30

1. The Supervisory Board shall give the Advisory Council the opportunity to consult at least twice a year. Discussion of the annual report of the Advisory Council and the general course of affairs in the institution may be part of that consultation. With the consent of both bodies, the Executive Board shall attend all or part of that consultation.
2. At least twice each year, the Executive Board shall give the Advisory Council the opportunity to consult with it on the general state of affairs at the institution.
3. The Advisory Council shall be authorised to invite the Executive Board to discuss the policy proposed twice per year, based on an agenda prepared by the Advisory Council.
4. For the rest, the Executive Board and the Advisory Council shall consult each other in the event of a reasoned request to this end from the Executive Board, representatives from one of the Advisory Council member categories or at least one member from each of the member categories represented in the Advisory Council collectively.
5. The Advisory Council shall be entitled to discuss all matters concerning the institution. It has the authority to submit proposals to the Executive Board on these matters and to make its views known in this respect.

The Executive Board shall give a written, reasoned response to all proposals submitted by the Advisory Council within three months and shall also do so in the form of a proposal. Before proceeding to issue its response, the Executive Board shall give the Advisory Council at least one opportunity to consult with it on its proposal.

6. At the start of the academic year, the Executive Board shall issue the Advisory Council with basic written information on the composition of the Executive Board, the way in which the institution is organised, assignment of responsibilities between the Supervisory Board and the Executive Board and the main areas of the policy adopted. At least once each year, the Executive Board shall inform the Advisory Council in writing of the policy pursued by both it and the Supervisory Board in the past year and of its financial, organisational and educational policy intentions for the institution for the year ahead.

In addition, the Executive Board shall provide the Advisory Council with:

- any information that it may require in the discharge of its duties in accordance with the principles of reasonableness and fairness, in due time and without having to be asked (and, if desired, in writing), and,
- upon request, any information that it considers necessary in the discharge of its duties in accordance

with the principles of reasonableness and fairness, in due time (and, if desired, in writing).

This shall include the provision, at least once per year, of information about the level and content of regulations on the terms and conditions of employment and agreements per group of persons employed in the institution, the members of the Executive Board and the Supervisory Board.

7. The Executive Board shall immediately notify the Advisory Council of any intentions with regard to the matters described in the strategic plan referred to in Section 2.2 of the Act. This shall include all major decisions, such as changes to the founding principles for or objectives of the institution, the termination of the institution or an important part thereof, the creation or termination of a programme, the transfer or conversion of the institution or an important part thereof, a merger with another institution for higher education and the conclusion or termination of or important changes to long-term collaboration with another institution.

#### Article 31

1. The Advisory Council shall do its utmost to promote openness, accessibility and mutual consultation with the institution.
2. The Advisory Council shall also be vigilant to discrimination within the institution on any grounds whatsoever and shall particularly promote the equal treatment of men, women and individuals with a handicap or chronic illness and immigrants.
3. To promote the employment of individuals with a handicap and ethnic minorities.
4. To this end, the Advisory Council shall have the authority, as referred to in Section 12(2), opening words and under (d), of the Equal Treatment Act (Algemene wet gelijke behandeling), to request that the Equal Treatment Committee (Commissie Gelijke Behandeling) institute investigations.

#### Article 32

The Executive Board shall require the consent of the Advisory Council for each resolution planned in relation to:

- a. changes to the founding principles for or objectives of the foundation or institution;
- b. the determination of or changes to the identity of the institution and to policy in this respect;
- c. the determination of and changes to the board and management regulations
- d. the determination of or changes to the strategic plan;
- e. the determination of or changes to policy on the budget system to be used, as set out in the framework letter;
- f. the determination of or changes to the budget, which shall include, among other things:
  - the distribution of the funds between the policy areas of education, research, housing and management, investment and personnel, in accordance with the statutory right of consent with regard to the main outlines of the budget, and

- the amount of the institutional tuition fees as referred to in Section 7.46 of the Act;
- g. important reductions in or the important expansion of the activities undertaken by the institution or the termination, important reductions in or the important expansion of the activities undertaken by an important part of the institution;
- h. the transfer or conversion of a part of the institution to or with another institution for higher education;
- i. the conclusion or termination of or changes to important collaboration with another institution for higher education or a merger as referred to in Section 16.16 of the Act;
- j. a fundamental change to the organisation of the institution;
- k. the determination of or changes to the organisation of the quality management system in accordance with Section 1.18 of the Act, as well as the determination of or changes to policy proposed in the light of the outcome of the quality assessment referred to in Section 2.9(2), second sentence, of the Act;
- l. the determination of or changes to rules pertaining to health, safety and welfare;
- m. the determination of or changes to rules on working conditions;
- n. the determination of or changes to target-group policy;
- o. the determination of or changes to the Teaching and Examination Regulations as referred to in Section 7.13 of the Act, with the exception of the subjects under (a) through (g) of the second subsection;
  - content of the programme and examinations;
  - evaluation methods under the Teaching and Examination Regulations;
  - content of the graduation tracks;
  - the qualities acquired upon graduation;
  - the set-up of practical training;
  - the study load;
  - the study recommendation regulations and the rules on restriction of access to graduation tracks;
  - which Master's programme shall comprise more than 60 credits;
 as well as the third subsection:
  - how a student can continue with a Bachelor's programme after completing the AD programme, and the relevant requirements; but including the determination of, or changes to the educational objectives of the institution and of the frameworks for the decentralised parts of the Teaching and Examination Regulations.
- p. the determination of, or changes to the Students' Charter;
- q. the determination of, or changes to the policy as referred to in Section 7.51 through 7.51g and the regulations as referred to in Section 7.51h of the Act on the profile fund;
- r. requests for deviations from statutory regulations with regard to participation in decision making, as referred to in Section 10.37 of the Act;
- s. the determination of or changes to the way in which the facilities made available to the Advisory Council are arranged;
- t. the determination of or changes to policy on the accommodation offered by the institution as well as new accommodation, renovation and relocation of the institution, or part of it, with total building costs of five million euro or more;

- u. the determination of or changes to policy on centralisation, co-sourcing and the outsourcing of support services;
- v. the choice of advisory council systems referred to in Section 10.16a(1) of the Act.

The right of consent in parts e. and f. shall not be exercised insofar as the substance of the relevant matter has already been laid down for the university in provisions under or pursuant to the Act or a collective labour agreement, and insofar as the right of consent has already been exercised in another manner.

### Article 33

1. The Executive Board shall require the consent of the staff member category for each planned resolution pertaining to matters of general importance for the special legal position enjoyed by staff, including:
  - a. the determination of or changes to policy on the formation of the various categories of staff within the institution, as well as with regard to policy on the appointment and dismissal of members of the Executive Board and other staff;
  - b. the following, in order to regulate the consequences ensuing for staff in the situations below:
    - i. the termination of, an important reduction in or the expansion of the activities undertaken by the institution or of an important part thereof;
    - ii. the merger of the institution with another institution for higher education;
    - iii. The entry into, breaking off of or important changes to a long-term partnership with another institution for higher education;
    - iv. a fundamental change to the organisation of the institution;
    - v. participation in or the termination of participation in an education project or experiment;
  - c. the determination of or changes to possible working regulations for staff and in relation to the structure and organisation of work meetings, insofar as the resolution applies generally to an entire staff member category;
  - d. the determination of or changes to the working hours regulations;
  - e. the determination of or changes to the regulations governing staff leave;
  - f. determination of the annual timetable;
  - g. the determination of or changes to rules on the (in-service) training of staff;
  - h. all matters for which the CLA for employees at universities of professional education (CAO-HBO) prescribes detailed mutual consultation between the Executive Board and the Advisory Council's staff member category;
2. The right of consent in the matters referred to in Subsection 1 shall not be exercised where the matter in question has already been arranged for the institution in a provision laid down by or pursuant to the Act or by or pursuant to a collective labour agreement.

### Article 34

The Executive Board shall require the consent of the student members of the Advisory Council for each resolution to be passed, in order to:

- a. regulate the consequences ensuing for students in the situations below:
  - i. the termination of, an important reduction in or expansion of the activities undertaken by the institution or an important part thereof;
  - ii. the merger of the institution with another institution for higher education;
  - iii. the entry into, breaking up of or important changes to a long-term partnership with another institution for higher education;
  - iv. a fundamental change to the organisation of the institution;
  - v. participation in or the termination of participation in an education project or experiment;
- b. determine or change policy on facilities for students;
- c. determine or change policy on the use of the monies raised by the students for the benefit of the institution.

### Article 35

1. The Executive Board shall ensure that the Advisory Council is given the opportunity to deliver an opinion on each planned resolution pertaining to:
  - a. the determination of or changes to the constitution for the foundation;
  - b. the determination of or changes to policy on the expenditure of the institution's resources, as well as its annual budget;
  - c. the determination of or changes to policy on the maintenance of the buildings in use by the institution;
  - d. a provision on the programmes to which a binding study recommendation shall apply, as referred to in Section 7.8b(3) of the Act, or a referral as referred to in Section 7.9(1) of the Act;
  - e. the determination of or changes to further rules relating to the financial support referred to in Section 7.50(3) of the Act;
  - f. the determination of policy on the measures referred to in Section 7.57h of the Act, including full or partial refusal of access to the buildings and grounds at the institution as well as the termination of enrolment;
  - g. the determination of the policy on internal communication.

A member of the staff member category of the Advisory Council shall be part of the appointment advisory committee to be set up by the Executive Board for the appointment of a Faculty Dean. The member in question shall not be entitled to vote and shall monitor the correctness of the process, but may ask questions and share his opinion.

2. The Supervisory Board shall ensure that the Advisory Council is given the opportunity to deliver an opinion on each planned resolution relating to:
  - a. the determination of profiles for members of the Executive Board;
  - b. the appointment or dismissal of members of the Executive Board. The opinion shall be requested and provided confidentially;
  - c. the determination of profiles for members of the Supervisory Board;

- d. the appointment of members of the Supervisory Board, on the basis of an anonymous presentation, drawn up on the basis of the profiles referred to under (b); In addition, the Advisory Council shall be authorised to make a recommendation to the Supervisory Board on the appointment of one of the members of the Supervisory Board. A recommendation of this nature shall contain a minimum of two names.
3. With regard to the resolutions as referred to in subsection 2, the Supervisory Board shall ensure that:
    - a. the advice is requested at a time that makes it possible for it to have a substantial influence on the resolution to be passed.
    - b. the Advisory Council is given the opportunity to consult with the Supervisory Board before the opinion is issued;
    - c. the Advisory Council is informed of the manner in which the opinion issued shall be followed as soon as possible;
    - d. if the Supervisory Board does not wish to follow (part of) the opinion - the Advisory Council shall be given the opportunity to consult with the Supervisory Board further before the resolution is definitively adopted.
  4. A member of or person acting on behalf of the staff member category and a member of or person acting on behalf of the student category of the Advisory Council shall be part of the selection committee to be set up by the Supervisory Board for the appointment of a member of the Executive Board.

### Article 36

The Advisory Council shall be responsible for the health, safety and welfare of all staff employed by and students enrolled at the institution, as referred to in the Working Conditions Act (Arbeidsomstandighedenwet) and the Decree in Respect of Working Conditions (Arbeidsomstandighedenbesluit), under which they shall be:

- a. given the opportunity to state their views or to be heard;
- b. entitled to request the application of law, or
- c. entitled to file a notice of administrative appeal.

### Article 37

1. The Executive Board shall give the student members of the Advisory Council the opportunity to deliver an opinion on any planned resolution:
  - a. for which Section 33 requires the Executive Board to gain the consent of staff members of the Advisory Council;
  - b. relating to general staff and staff appointment policy;
  - c. relating to policy on the institutional tuition fees referred to in Section 7.46 of the Act;
  - d. relating to regulations on the reimbursement of statutory tuition fees, as referred to in Section 7.48(4) of the Act;
  - e. relating to regulations for the selection criteria and the selection procedure for the additional requirements referred to in Sections 7.26 and 7.26a of the Act, for admission to a programme for which an admissions quota applies as referred to in Section 7.53(3) of the Act and where the selection procedure for admission

- to a Master's programme is concerned as referred to in Section 7.30b(4) of the Act;
  - f. relating to the rules for the selection of students for a special pathway within a programme, with the object of attaining a higher knowledge level, as referred to in Section 7.9b(1) of the Act;
  - g. relating to the rules for student choice recommendations and student choice activities, as referred to in Section 7.31b(4) of the Act.
2. Section 33(2) shall apply mutatis mutandis to the right to prior consultation referred to in Subsection 1, heading and under (a) and (b) (no authority if provided for by law or pursuant to a CLA).
  3. The Supervisory Board shall give the student members of the Advisory Council the opportunity to deliver an opinion on any planned resolution:
    - a. in respect of the profiles referred to in Section 35(2)(b) and (c).

### Article 38

1. All planned resolutions submitted to the Advisory Council shall be accompanied by the main outline of the arrangements set out with regard to the consequences arising from a resolution of this nature, insofar as the arrangements in question are subject to the opinion or consent of the Advisory Council or one of the member categories from the Advisory Council.
  2. Where the Advisory Council has a right of consent in respect of arrangements relating to the consequences arising from a particular resolution, a resolution of this nature shall not be implemented until this consent has been obtained or until the arbitration committee has rendered a decision.
2. The Advisory Council, or the member category in question, shall issue its advice to the Executive Board within six weeks of its notification of a planned resolution, or shall send the Executive Board its decision, in which it either gives or withholds its consent, within the same period.
  3. The Executive Board shall ensure that discussions are possible with the Advisory Council within the period indicated in Subsection 2 above.
  4. Where the Advisory Council fails to deliver its opinion within the period referred to in Subsection 2 above, it shall be deemed to have delivered a negative opinion. Where the Advisory Council fails to grant its consent within the period referred to in Subsection 2 above, it shall be deemed to have refused its consent.
  5. The Executive Board shall decide whether or not to observe the (fictitious) negative opinion within six weeks of the date on which a negative opinion is received by it, or within six weeks of the expiry of the period allowed for an opinion of this nature.
  6. The periods referred to in the subsections above may be deviated from with the consent of the Executive Board and the Advisory Council.
  7. In exceptional cases involving imperative necessity, the Executive Board shall be able to unilaterally reduce the period referred to in Subsection 2 above. Where this situation applies in the framework of the assessment of a dispute that has arisen in respect of a planned resolution, the arbitration committee may include the question of whether or not a reasonable, objective need existed for the reduction of the period when considering the dispute.

### Article 39

The provisions of Sections 32 to 36 inclusive shall not apply:

- a. where the matter in question concerns an individual member of staff, student or external student, with the exception of Section 35(1)(b);
- b. where the matter in question concerns the general legal position enjoyed by staff and this is discussed during consultations within the framework of the collective labour agreement for employees at universities of applied sciences and provided this provision is not contrary to the voting right of the staff member category in respect of those matters as referred to in Section 10.24(1) of the Act.

### Article 40

1. The Executive Board shall be able to submit planned resolutions for discussion during normal consultative meetings of the Advisory Council, as referred to in Section 21(1) or, where reason exists to do so, simultaneous with the presentation of a planned resolution, request discussion in an extra meeting to be convened under Section 21(2)(a). In the latter case, the agenda proposed shall always include the discussion of the planned resolution. In derogation from Section 21(3), the consultative meeting shall, in this case, be held at a time that facilitates the timely notification of the Executive Board of the decision made by the Advisory Council.

### Operation of sub-advisory councils

#### Article 41

1. The Secretary to the Executive Board shall consult with the Advisory Council for the Support Departments on behalf of the heads of the support departments.
2. Sections 5 up to and including 30 and 44 up to and including 46 shall apply mutatis mutandis to the sub-advisory councils.

However, this shall exclude Section 30(1).

The following shall also apply for the application of this subsection:

- in addition to the provisions of Section 5(1):
  - a. it shall not be possible for the members of the Advisory Council to be members of a sub-advisory council too;
  - b. it shall not be possible for the members of a sub-advisory council to be members of another sub-advisory council too;
- In derogation from Section 6(2), heading and under (a), members of staff with permanent contracts for at least 0.3 FTE shall be eligible for nomination;
- In derogation from Section 7, heading and under (b), this shall concern the member category at the level of the organisational unit.

3. The sub-advisory councils shall do their utmost to promote openness, accessibility and mutual consultation in the organisational unit in question.
4. Within the organisational unit in question, the sub-advisory councils shall also be responsible for guarding against any form of discrimination in general and for promoting the equal treatment of males and females in particular.
5.
  - a. The Faculty Advisory Council, the Advisory Council for the Partner Institute and the Advisory Council for the Support Departments shall exercise the right of consent and right to prior consultation arising for the Advisory Council towards the Faculty Dean in question or the board or management of the PI and the Secretary to the Executive Board where matters are concerned that particularly affect the specific organisational unit in question and where the powers in question have also been conferred on the Faculty Dean in question, the board or management of the PI or the Secretary to the Executive Board.<sup>1</sup> Sections 32 up to and including 40 shall apply mutatis mutandis to the sub-advisory councils.
  - b. Within the organisational unit in question and subject to the frameworks in place at the institution, the Faculty Advisory Council, the Advisory Council for the Partner Institute and the Advisory Council for the Support Departments shall exercise their right of consent in respect of the following, amongst other things, provided the matters concerned are not reserved for the Advisory Council:
    - i. the determination of or adjustments to the budget;
    - ii. the determination of or modifications to the business plan;
    - iii. the determination of or modifications to the staff plan (including the staff establishment plan and the training plan);
    - iv. the determination of or modification to the Tuition and Examination Regulations for the various programmes, with due observance of the exceptions stated in Section 32(o) and with the exclusion of the text components adopted by the Executive Board (the TER for all programmes).
  - c. Moreover, based on the resolution by the Executive Board, the Advisory Council for the Partner Institute shall function as the Programme Advisory Committee in the PI, which it shall do on the basis of the Management and Administration Regulations.
6. Once a year, the Executive Board shall give each sub-advisory council the opportunity to have a meeting to discuss the general state of affairs in the organisational unit in question with it, in the presence of the Faculty Dean in question or the board of the PI and the Secretary to the Executive Board.
  - a. on the formation, amendment or application of these regulations;
  - b. that ensue from the provisions of Sections 30 to 37 inclusive, 44(3) and 45(4).
2. In the event of a dispute between the Advisory Council and the Executive Board, the Supervisory Board shall ascertain whether a settlement is possible. Where it is found that this is not possible, the Advisory Council or the Executive Board shall submit the dispute to the arbitration committee.
3. Where a dispute relates to a failure to observe the advice of the Advisory Council or a failure to observe this advice in part, implementation of the decision shall be suspended for four weeks, except where the Advisory Council does not have any reservations about the immediate implementation of the decision.
4. The Advisory Council shall be able to submit a dispute between a programme advisory committee and the Executive Board to the arbitration committee where the dispute relates to:
  - a. a failure to observe the advice of the said programme advisory committee on the Tuition and Examination Regulations, or a failure to do so in full;
  - b. the assessment by the programme advisory committee of way in which the Tuition and Examination Regulations are implemented.

The provisions of Subsections 2 and 3 shall apply mutatis mutandis to disputes.

#### Article 43

1. The arbitration committee shall take cognizance of disputes between:
  - a. a Faculty Advisory Council and the Faculty Dean in question;
  - b. the Advisory Council for the Support Departments and the Secretary to the Executive Board, that ensue from the provisions of Sections 41 and 44(3).
2. In the event of a dispute as referred to in the first subsection under (a) or (b), the Executive Board shall ascertain whether a settlement is possible. Where this is found not to be possible, the Faculty Advisory Council or the Faculty Dean in question, and the Advisory Council for the Support Departments or the Secretary to the Executive Board shall submit the dispute to the arbitration committee.
3. A Faculty Advisory Council shall be able to submit a dispute between the programme advisory committee functioning within the Faculty in question and the Faculty Dean in question to the arbitration committee where the dispute relates to the advice of the programme advisory committee on a matter relating to education in the programme in question other than those referred to in Section 42(4)(a) and (b). The provisions of Subsection 2 shall apply mutatis mutandis.
4. The provisions of Section 42(3) shall apply mutatis mutandis to the disputes referred to in this section.

## Dispute Regulations

### Article 42

1. The arbitration committee shall take cognizance of disputes between the Advisory Council and the Executive Board and the Supervisory Board respectively:

<sup>1</sup> Laid down in the Administrative and Management Regulations and Management Regulations of Inholland University of Applied Sciences.

## Other Provisions

### Article 44

1. The Executive Board shall give the Advisory Council, the sub-advisory councils, and the members of both, the opportunity to perform their duties properly, subject to the framework of the resources and facilities allocated to the institution by government. The facilities available to the Council in any case include administrative, financial and legal assistance.
2. The Executive Board shall give the members of the Advisory Council and sub-advisory councils the opportunity to receive the training required by these members for the proper performance of their duties during the period of time to be determined pursuant to Subsection 3. Staff members of the Advisory Council and sub-advisory councils shall be given the opportunity to receive this training during working hours and on full pay.
3. The amount of time referred to in Subsection 2 shall be determined by:
  - a. the Executive Board and the Advisory Council jointly, where training is to be delivered to the members of the Advisory Council;
  - b. the Faculty Dean and the relevant Faculty Advisory Council jointly, where training is to be delivered to the members of the Faculty Advisory Council in question;
  - c. management of the PI and the Advisory Council for the Partner Institute jointly, where training is to be delivered to the members of the Advisory Council for the Partner Institute;
  - d. the Secretary to the Executive Board and the Advisory Council for the Support Departments jointly, where it concerns training is to be delivered to the members of the Advisory Council for the Support Departments;

### Article 45

1. The Executive Board shall ensure that members, candidate members and former members of the Advisory Council, as well as the members of any committee created by the Advisory Council, shall not find that their positions with the institutions are adversely affected as a consequence of their membership of the Advisory Council or other position referred to above.
2. Where a student feels that his position has been adversely affected as referred to in Subsection 1 above with regard to a matter for which the Examinations Appeals Board or the Higher Education Appeals Tribunal (College van Beroep voor het Hoger Onderwijs) has competence, he shall raise this with the said bodies in the framework of proceedings. Where the student was unable to reasonably prove the adverse consequences arising for him from his membership of the Advisory Council within the period applicable, for institution of the proceedings in question and in cases where the above-mentioned Board and Tribunal do not have competence, he shall be able to raise the adverse effect in question with the Executive Committee for the Advisory Council.

3. Where a member of staff feels that his position has been adversely affected as referred to in Subsection 1 above with regard to a matter for which the Appeals Committee referred to in Section 4.7 of the Act has competence, he shall raise this with the committee in the framework of proceedings with the said Committee, notwithstanding the competence of the sub-district court in this respect. Where the member of staff was unable to reasonably prove the adverse consequences arising for him within the period applicable for institution of the proceedings, in question and in cases where the committee does not have competence, he shall be able to raise the adverse consequence in question with the Executive Committee for the Advisory Council.
4. Where the Executive Committee for the Advisory Council is also of the opinion that consequences have arisen for a student as referred to in Subsection 1 above, it shall enter into discussions with the Executive Board. Further to these discussions, the Executive Board shall formulate a planned resolution, which shall be submitted to the Advisory Council for its consent.

## Transitional Law and Final Provisions

### Article 46

1. These regulations and any amendments to these regulations shall take effect the day after the regulations or the amendments to these regulations have been adopted definitively, with due observance of the provisions of Section 3.
2. Any amendment of these regulations shall not affect the validity of resolutions passed prior to the entry into effect thereof.

### Article 47

These regulations may be cited as the Regulations of the Advisory Council.



## 3.8 Rules of Procedure for the Examinations Appeals Board

Adopted by the Executive Board on the 25<sup>th</sup> of June 2024, after consent given by the Inholland Advisory Committee on the 21<sup>st</sup> of June 2024.

### General Provisions

#### Article 1 Terms

The following terms and definitions shall apply in these rules of procedure:

- a. **Board:** the Examinations Appeals Board referred to in Section 7.60(1) of the WHW;
- b. **Chair:** the chair of the relevant chamber of the Board;
- c. **WHW:** the Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek);
- d. **Student:** a student or other interested party whose interests are directly affected by a decision;
- e. **Institution:** Inholland University of Applied Sciences, which is maintained by the Netherlands Higher Education Foundation (Stichting Hoger Onderwijs Nederland);
- f. **Executive Board:** the Executive Board of Inholland University of Applied Sciences as referred to in Section 1.1, under y, of the WHW;
- g. **Respondent:** the body at Inholland University of Applied Sciences that made the contested decision or that has competence in relation to the decision.

#### Article 2 Composition and Appointment

1. The Board shall consist of 12 members, who shall also be deputy members.
2. The board is divided into three chambers according to Article 7.60, third paragraph of the WHW; namely, a chamber at the Amsterdam location, Haarlem, and Rotterdam. The Groningen location falls under the Amsterdam chamber. The Alkmaar location falls under the Haarlem chamber, and the locations in The Hague, Delft, and Dordrecht fall under the Rotterdam chamber.
3. Each chamber shall have three members: one chair (who shall also be a member), one lecturer member and one student member.
4. The chair, the lecturer member and the student member shall also be deputy members of another chamber in the same capacity. Agreements to this end shall be made via the secretaries.
5. The chairs, any deputy chairs and secretaries of the chambers shall be able to come together to engage in consultation on matters relating to the Board. The chairs shall appoint a chair from their number for this meeting. The chair of a chamber shall represent the chamber in question in relation to resolutions passed at meetings of this nature, after having heard the case put forward by the other members of the chamber in this respect.
6. The Executive Board shall appoint the chair, the deputy chair and the other members and deputy members for a period of three years and, where students are concerned, for a period of two years. They shall be eligible for reappointment immediately.

7. The chair and the deputy chair shall be required to meet the requirements governing eligibility for appointment as the judge of a district court, as referred to in Section 5 of the Judicial Officers (Legal Status) Act (Wet rechtspositie rechterlijke ambtenaren).
8. In derogation from Subsections 1 and 4, it shall be possible, at the request of a chamber, for deputisation to be effected by appointing deputy members for the chamber in question that are not members of another chamber too. A deputy of this nature shall also be permitted to act as a deputy for another chamber.

#### Article 3 Removal

1. The Executive Board shall remove members and deputy members where requested to do so by the members and deputy members in question.
2. When the chair reaches the age of 70, he or she shall be removed with effect from the month following the month in which he or she reaches the age of 70.
3. Members and deputy members shall be removed where they have ceased to have the capacity that formed the ground for their appointment as members or deputy members of the Board.
4. Members and deputy members shall be removed where they are unsuitable to carry out their duties due to illness or shortcomings or where they have been convicted of a crime by a court judgement that has become final and conclusive. Before removal is granted on this ground, the individual in question shall be notified of the intention to remove him and he shall be given the opportunity to present his case in this respect.

#### Article 4 Remuneration for Members of the Board

The members and deputy members of the Board, not being members of staff employed by the institution, shall receive a remuneration to be determined by the Executive Board.

#### Article 5 Secretariat

1. The Executive Board shall provide for a secretariat for the Board and shall appoint secretaries to assist the Board. The Executive Board shall be able to appoint one or more members of staff in addition to the secretary.
2. When performing his duties, a secretary shall observe the instructions provided by the chair in question.
3. The secretariat has its office in The Hague, at Theresiastraat 8, Room 3.140; P.O. Box 95597, 2509 CN The Hague, e-mail: [geschillen@inholland.nl](mailto:geschillen@inholland.nl).

#### Article 6 The Powers Conferred on the Board

1. Students shall be able to lodge appeals with the Board against:
  - a. the decisions referred to in Sections 7.8b (3) and (5), and 7.9(1) of the WHW;
  - b. decisions taken on successful completion of the programme, as referred to in Section 7.9d of the WHW;
  - c. decisions, not being decisions of a general purport, taken in accordance with the provisions under or pursuant to Title 2, prior education requirements

- and admission requirements, Chapter 7, Education, of the WHW, with a view to admission to examinations;
- d. decisions taken pursuant to the supplementary examination referred to in Sections 7.25(4) and 7.28(4) of the WHW;
- e. decisions by the examinations boards and examiners for the institution;
- f. decisions by the committees referred to in Section 7.29(1) of the WHW, and
- g. decisions taken pursuant to Section 7.30a and 7.30b of the WHW with a view to admission to the programmes referred to in that section.

2. A decision shall be equated with a refusal to decide. Where a decision has not been taken within the period permitted for this purpose by law or has not been taken within a reasonable time in the absence of a period of this nature, this shall be equated with a refusal to decide.

### Article 7 Information Requirement

The various bodies, members of staff and examiners for the institution shall provide the Board with the information that it deems necessary for the performance of its task.

### Lodging an Appeal

#### Article 8 Grounds

Appeals may be lodged on the ground that a decision is contrary to the law.

#### Article 9 Period; Submission

1. An appeal shall be lodged in the form of a substantiated notice of judicial appeal within six weeks of the date on which the decision in question is sent, issued or announced to the student. Where the appeal lodged pertains to a refusal to decide, the appeal shall be lodged within a reasonable period of time.
2. Where a notice of judicial appeal has been submitted after the expiry of the period stated in Subsection 1, inadmissibility on this ground shall not apply where the student demonstrates that he lodged his appeal as soon as he could reasonably be required to do so.
3. Notices of judicial appeal shall be addressed to the Examinations Appeals Board and shall be sent or submitted to Disputes. Disputes has its office in The Hague, at Theresiastraat 8, Room 3.140; P.O. Box 95597, 2509 CN The Hague.

It shall also be possible to submit a notice of judicial appeal digitally, via the e-mail address for Disputes, [geschillen@inholland.nl](mailto:geschillen@inholland.nl).

4. Immediately after receipt of a notice of judicial appeal, Disputes shall record the relevant receipt date on the notice of judicial appeal, which it shall then forward to the secretary for the Board. The secretary shall issue the student with confirmation of receipt.
5. Where a notice of judicial appeal has been submitted to an institutional body other than Disputes, the Board shall be able to presume that the provisions of Subsection 1 have been met nevertheless.

6. In the event of incorrect submission as referred to in the Subsection above, the relevant confirmation date shall be recorded on the notice of judicial appeal, after which it shall immediately be forwarded to Disputes together with the documents submitted with it, subject to the simultaneous notification of the sender of the aforementioned.

### Article 10 The Content of Notices of Judicial Appeal

A notice of judicial appeal shall have been signed by the student in question and shall contain:

- a. the name and address of the student or the name and student number of the student;
- b. details about the body or examiner that made the decision against which the appeal has been lodged;
- c. a clear description of the decision against which the appeal has been lodged, together with submission of a copy thereof, where possible, or, where the appeal has been lodged against the refusal to decide, a clear description of the decision that should have been taken in the opinion of the student;
- d. the grounds on which the appeal is based;
- e. the date.

### Article 11 The Rectification of Omissions

1. The secretary shall ascertain whether a notice of judicial appeal meets the provisions of Sections 9 and 10. Where the secretary is of the opinion that the notice of judicial appeal does not meet the said provisions, he shall immediately notify the student of this in writing, informing him of the omission and of the period in which he will be able to rectify the omission in question.
2. Where a student fails to rectify the omission in question within the period referred to in the previous Subsection, the appeal may be declared non-admissible, subject to application of the relevant provisions of these Rules of Procedure.

### Amicable Settlement

#### Article 12 Amicable Settlement; Defence

1. Before handling an appeal without prejudice to the provisions of Section 15, the Board shall send the notice of judicial appeal to the respondent, inviting it to ascertain in consultation with the student whether it is possible to achieve an amicable settlement of the dispute in question. Where an appeal has been lodged against a decision by an examiner, the invitation referred to in the previous sentence shall be sent to relevant examinations board. The chair shall be able to decide to omit this procedure.
2. The respondent shall notify the Board of the outcome of deliberations within three weeks and shall submit all relevant documents to the Board when doing so.
3. Where it has been found that an amicable settlement is not possible, the notice of judicial appeal shall be processed by the Board, for the purpose of which the respondent shall include a statement of defence with the documents referred to in the previous Subsection and shall do so within the three-week period referred to in the said Subsection. The chair shall also be able to decide that a statement of defence may be submitted later, before a date that he

considers to be reasonable. The secretary shall ensure that a copy of the statement of defence is immediately sent to the student too.

## Processing Appeals

### Article 13 Challenges

1. Where it has been found that an amicable settlement as referred to in Section 12 is not possible, the secretary shall notify the parties of which members of the Board will handle the appeal, which it shall do as soon as possible.
2. Within three working days of the receipt of the notification referred to in the previous subsection, the parties shall be able to individually challenge each of the members of the Board in relation to facts or circumstances that could impede the formation of an impartial decision by the member in question.

The other current members of the Board shall decide whether or not the challenge in question will be permitted as soon as possible.

The challenge shall be permitted where votes are tied.

3. Where the challenge referred to in the previous Subsection is allowed, the chair shall ensure that the member in question is immediately replaced by a deputy member.

### Article 14 Preliminary Inquiry

1. Where it is found that an amicable settlement is not possible, the chair shall initiate a preliminary inquiry, where necessary.
2. The chair shall have the power:
  - a. to call upon a party or parties to provide further information for the purpose of the preliminary inquiry; the chair can also request parties to provide information in writing within a certain period;
  - b. to invite experts to contribute to the preliminary inquiry for the same purpose; the chair shall also be able to invite experts to provide the Board with written advice within a certain period;
  - c. to request the respondent and other administrative bodies to provide him with written information within a period of time to be determined by the chair and to send him the documents held by him or at their disposal respectively.
3. When applying the provisions of the previous Subsection, the chair shall ensure that all of the parties involved in the dispute are notified of the information and documents obtained in this manner.

### Article 15 Hearing, Hearing Date and Notice to Appear or Written Settlement

1. The chair shall decide on the place and time applicable for a particular hearing. The secretary shall notify the parties of the hearing immediately and shall issue them with a notice to appear, which will enable them to present their cases. In the notice to appear, parties shall receive the documents relating to the case, where these are not already in the possession of the parties. The Board shall observe a period of at least ten days when issuing its notice to appear.

2. It shall not be necessary to allow parties to present their cases where:
  - a. an appeal is clearly not admissible;
  - b. an appeal is clearly ungrounded, or
  - c. the parties have declared that they do not wish to utilise their right to present their cases.
3. The situation referred to in Subsection 2, written settlement shall be effected by the Board. The chair shall set a final date for any submission of further documents, as well as the date on which a decision will be made.

The provisions of Sections 17 and 27 shall apply mutatis mutandis.

### Article 16 Document Submission

1. The parties shall be able to submit further documents up to three days before the hearing.
2. Where it has been decided that parties will not present their cases and where a party has indicated that it wishes to submit further documents, the Board shall give the party in question the opportunity to do so within a period to be determined by the Board.

## The Hearing

### Article 17 Public Hearings

An appeal shall be heard in a public hearing of the Board, during which parties shall also be heard in public, except where the Board decides otherwise at the request of one of the parties or, for serious reasons, on its own initiative.

### Article 18 The Tasks Conferred on the Chair

1. The chair shall open, lead and close hearings.
2. The chair shall hear the parties, witnesses and experts and shall give each the opportunity to explain their individual positions.
3. Except where prescribed otherwise in these Rules of Procedure, the chair shall decide in the last instance on how any disputes arising during a hearing are to be heard.

### Article 19 Authorised Representatives and Witnesses

1. At hearings, it shall be possible for parties to be represented by an authorised representative or assisted by a counsel.
2. Where requested by one of the parties, the witnesses and experts brought by the party in question may be heard. The parties shall be required to notify the Board in writing of the names of these individuals four days before the hearing at the latest.
3. In the situation referred to in Subsection 2, the costs incurred by witnesses and experts shall be borne by the party who has brought the witnesses and experts in question.
4. The Board shall be able to summon witnesses and experts to appear at a hearing, whether at the initiative of the Board or at the request of the parties. In the first situation, the Board shall bear the costs, while costs shall be borne by the request party in the second situation.

### Article 20 Non-appearance

Where a party has failed to appear at the hearing, the chair shall check whether the party in question has been summoned properly. Where this is the case, it shall be possible to proceed with the hearing of the case without the party in question. The same shall apply where both parties have failed to appear at the hearing.

### Article 21 The Submission of New Documents during a Hearing

Pursuant to Section 16 of these Rules of Procedure, the parties may submit further documents up to three days before the hearing.

If new documents are brought into the proceedings during the hearing, the chair shall decide whether these documents shall be included in the proceedings.

### Article 22 Amending Appeals and the Defence

The parties shall be able to amend the content of an appeal or defence, as well as the grounds on which these are based, until the time at which the hearing ends, except where the Board is of the opinion that the other party shall be unreasonably disadvantaged by the amendment in question

### Article 23 Staying Hearings

The Board shall be able to stay a hearing, whether on its own initiative or at the request of one of the parties. The Board shall establish a new date for the hearing.

### Article 24 Further Inquiry

1. Where it is found that the inquiry has not been exhaustive, the Board shall be able to decide to continue the hearing in the hearing in a manner and at a time to be determined at a later date. Parties may also be issued with instructions in relation to the proof to be provided.
2. When facts or circumstances become known that may be of substantial importance for the decision to be taken on a notice of judicial appeal, the parties shall be notified of this and shall be given the opportunity to respond in writing or to present their cases in this respect.

### Article 25 The Joinder of Third Parties

1. On its own initiative or where requested to do so by one of the parties, the Board shall be able to issue a written notice to appear to third parties whose interests are directly affected by a dispute. Each third party shall become a party to the proceedings by virtue of the notice to appear.
2. Without prejudice to Subsection 1, anyone whose interests are directly affected by a dispute shall be able to request the permission of the Board to intervene or to become a party to the proceedings.

Where the aforementioned request is allowed, the individual who made the request shall become a party to the proceedings.

3. The Board shall recommend the measures necessary to ensure the proper course of the proceedings in the situations referred to in Subsections 1 and 2.

4. The Board shall be authorised to consolidate cases that deal with a related subject and separate consolidated cases.

### Decisions

#### Article 26 Date of the Decision

1. Before closing the hearing in the hearing, the chair shall state when a decision is to be rendered. The Board shall decide within 10 weeks, calculated from the date after that on which the period for the submission of the notice of judicial appeal expires.
2. The period shall be suspended with effect from the date on which a student has been asked to rectify an omission as referred to in Section 11 of these Rules of Procedure, until the date on which the student has rectified the omission or until the period of time allowed for this purpose has expired unutilised.
3. A further postponement shall be possible where the student agrees to this and the interests of other interested parties are not damaged as a result or agree to a further postponement.

#### Article 27 Deliberations and the Decision

1. The Board shall deliberate and decide in the same composition present at the hearing. The Board shall base its decision solely on what was put forward at the hearing and on the documents received before the hearing or submitted to the proceedings during the hearing.
2. The Board shall decide by majority vote.
3. Where the Board deems it well-founded to do so, it shall reverse a decision, whether fully or in part. The Board shall be able to determine that a case is to be decided on again or as yet where a decision has been refused, or that the examination, the awarding of a degree certificate, the entrance examination, the additional examination or any component thereof, shall be conducted again, subject to conditions to be imposed by the Board. The Board shall be able to decide that the legal consequences of the decision reversed or the reversed part thereof shall be upheld, whether fully or in part.
4. Where necessary, the respondent whose decision has been reversed shall render a new decision, which it shall do with due observance of the decision rendered by the Board. The Board shall be able to set a time limit for this in its decision.

#### Article 28 Procedural Requirements for Decisions

1. Decisions rendered by the Board shall be dated and shall contain:
  - a. the name and place of residence of the parties, or the name and student number of the student and the name of the authorised representative(s);
  - b. the grounds on which the decision is based;
  - c. an explanation;
  - d. a decision;
  - e. the names of the members of the Board that rendered the decision;
  - f. the grounds on which it was decided not to ask parties to present their cases, which grounds shall be in accordance with Section 16(2).

2. Decisions shall be signed by the chair and the secretary and a copy thereof shall be sent to the parties and shall be made available to interested parties. The Board shall be able to decide to omit the names of the parties involved in the copies issued to interested parties.

#### **Article 29 Provisionally Enforceable Decision**

1. In cases in which the interests of the student demand an immediate provisionally enforceable decision, a student shall be able to request the chair of the Board to grant injunctive relief through the submission of a reasoned application in anticipation of the decision in the main proceedings. The chair shall also be able to grant an immediate provisionally enforceable decision on its own initiative.
2. The chair shall decide on a request of this nature after the applicant and the body or examiner in question have presented their cases or have been summoned. The chair shall be able to decide not to hear the parties.
3. The provisionally enforceable decision shall lapse as soon as the Board has decided in the main proceedings, provided no other time has been indicated in this respect in the decision rendered by the Board.
4. If a request for a provisional measure is granted, the student is not entitled to compensation for legal costs. This is different if the contested decision is revoked due to an illegality attributable to the administrative body.

#### **Article 30 Revision**

at a later date or circumstances that could have led to a different decision had they been known earlier.

#### **Article 31 Lodging an Appeal with the Higher Education Appeal Tribunal**

It shall be possible to lodge a written appeal with the Higher Education Appeal Tribunal against a decision on a notice of judicial appeal within six weeks of the date on which the Board rendered its decision. For further information, see the website of the Council State, Student Affairs: [raadvanstate.nl/studentenzaken](https://raadvanstate.nl/studentenzaken).

#### **Article 32 Archiving**

The secretary shall ensure that decisions rendered by the Board are kept in the (digital) archive maintained by the Board, together with all documents relating to these decisions.

#### **Article 33 Final clause**

The chair shall decide on cases not provided for by these Rules of Procedure, where necessary after consultation with the other members of the Board.

## 3.9 The Whistleblower Regulations

Staff departments JZ en CHR

### Chapter layout

- I Applied Frameworks of Legislation and Definitions
- II Procedure
- III Data Protection, Registration, Retention Period, and Legal Protection
- IV Final Provisions

### I Applied Legal and Regulatory Frameworks

- = Whistleblower Protection Act
- = Collective Labour Agreement for Universities of Applied Sciences, Article V-1, Paragraph 3

### Article 1 Definitions

In this regulation, the following terms are defined as:

1. Hogeschool Inholland: The Foundation for Higher Education Netherlands, legally registered in The Hague.
2. Competent Authority: One or more of the external organizations and institutions, as designated in the Whistleblower Protection Act, where a report can be made.
3. Reporter: The person who reports a suspected wrongdoing or violation and who:
  - a. Performs or has performed work-related activities for Hogeschool Inholland under an employment, payroll, secondment, temporary agency work, contract, work experience placement, or internship agreement; or
  - b. Will perform work-related activities for Hogeschool Inholland, such as applicants or other persons whose work relationship has yet to commence; or
  - c. Performs, has performed, or will perform work-related activities for Hogeschool Inholland through a working relationship with a supplier, contractor, or subcontractor of Hogeschool Inholland; or
  - d. Is or was enrolled as a student at Hogeschool Inholland.
4. Suspicion of a wrongdoing<sup>1</sup> or a breach of Union law<sup>2</sup> (short: breach): The reasonably grounded suspicion of a reporter that within Hogeschool Inholland, or at another organization or company with which the reporter has come into contact personally through work or study at Hogeschool Inholland, there is a wrongdoing or breach of a right with one or more of the following characteristics:
  - a. There is (a risk of) violation of a legal provision or internal rules;
  - b. There is (a risk of) violation of European Union (EU) law through an act or omission;
  - c. There is a danger to public health;
  - d. There is a danger to the safety of individuals;
  - e. There is a danger of environmental damage;
  - f. There is a danger to the proper functioning of the organization due to improper conduct or omission.
5. Protected group:
  - Under the Whistleblower Protection Act, mandatory protection (see item 6) applies to:
    - a. Reporters of suspected wrongdoings of public interest and/or breaches of EU law, both for internal reports and reports to a competent authority;
    - In addition to the reporter of a suspected wrongdoing or breach, the following persons who assist the reporter in reporting the suspicion of a wrongdoing or breach of EU law are also part of the protected group, such as:
      - b. The person(s) handling the report;
      - c. Confidential advisors;
      - d. Internal investigators;
      - e. Advisors consulted by the reporter (e.g., legal aid insurer or union representative);
      - f. Family members of the reporter; and
      - g. Colleagues of the reporter, provided they have a working relationship with the person against whom the report is directed.
    - Hogeschool Inholland's whistleblower Policy also extends to the protection of the Whistleblower Protection Act to reporters of integrity violations<sup>3</sup>.
6. Legal Protection:
  - a. All persons in the protected group (see item 5) are protected against retaliation and are safeguarded from legal proceedings, provided the report is made correctly;
  - b. If a person in the protected group claims to have been retaliated against by Hogeschool Inholland in a legal proceeding, the burden of proof is reversed. Hogeschool Inholland must then prove that there has been no retaliation against the person in the protected group;
  - c. Reporters cannot be held liable for defamation or breach of confidentiality, including those mentioned in article E-2 of the collective labor agreement for universities of applied sciences (cao hbo), if they reasonably believed that their disclosure was necessary to reveal a wrongdoing or breach of EU law, or an integrity violation.

<sup>1</sup> A wrongdoing is an act or omission that jeopardizes the public interest.

<sup>2</sup> A breach of Union law is an act or omission that violates certain EU legislation, which does not necessarily jeopardize the public interest.

<sup>3</sup> An integrity violation refers to an incident where (there is suspicion that) the norms and values of Hogeschool Inholland are violated. This regulation does not apply to an alleged violation of scientific integrity (refer to the Complaints Procedure for Scientific Integrity of Hogeschool Inholland for that matter). The difference between an integrity violation and a wrongdoing is that the public interest is (not yet) at stake in the former, whereas it always is in the latter.

## II Procedure

### Article 2 Initiating a report, internal reporting point, and external reporting points

1. To ensure independence, Hogeschool Inholland has authorized the Dutch Compliance Institute to receive internal reports on behalf of Hogeschool Inholland. The Dutch Compliance Institute serves as the internal reporting point (see appendix 1 for the contact details of the internal reporting point). An internal report may be made orally or in writing, in person, by phone or voice message, or by letter or e-mail.
2. A reporter is not obligated to make an internal report to the Dutch Compliance Institute (Nederlands Compliance Instituut) first. If a reporter deems it necessary, they may directly approach an external reporting point (see Annex 2 for an overview of competent authorities acting as external reporting points).
3. For the consideration of the reporter, making an internal report to Hogeschool Inholland allows the institution to address the wrongdoing or breach earlier and take measures to stop it. In case of uncertainty, a reporter can always seek advice from the House for Whistleblowers (Huis voor Klokkeluiders) at [www.huisvoorklokkeluiders.nl](http://www.huisvoorklokkeluiders.nl).
4. From the moment of reporting, both the reporter and the protected group are protected against retaliation by Hogeschool Inholland.

### Article 3 Handling of internal reports

1. The reporter receives an acknowledgment of receipt within seven days.
2. The details of the report, including the date it was made, are documented in writing by the internal reporting point with the agreement of the reporter.
3. The highest possible confidentiality is maintained during the registration, handling, investigation, and outcomes of the report (see also Article 7).
4. Unless the report concerns actions or omissions of the Executive Board (College van Bestuur), the internal reporting point promptly informs the Chair of Executive Board by sending a copy of the report and its registration.
5. If the report concerns actions or omissions of Executive Board, the internal reporting point informs the Chair of the Supervisory Board (Raad van Toezicht) about the report.

### Article 4 Investigation following the report

1. The internal reporting point advises the Chair of the Executive Board or the Chair of the Supervisory Board on how to handle the report, such as recommending to initiate an investigation based on the report of (suspected) wrongdoing or breach.
2. The Chair of the Executive Board or the Chair of the Supervisory Board promptly considers the advice and informs the internal reporting point about how the report will be handled.

### Article 5 Feedback on report

Within a reasonable period, but no later than three months after the acknowledgment of receipt, the reporter is informed in writing by or on behalf of the Chair of the Executive Board, or where applicable, the Chair of the Supervisory Board, about the action taken regarding the report and, if applicable, the next steps.

## III Data protection, registration, retention period and legal protection

### Article 6 data protection

1. The chair of the Executive Board, or where applicable, the Supervisory Board Chair, determines to whom and when information regarding the report, its handling, investigation, and outcomes will be disclosed, with confidentiality obligations applying to those involved in the process.
2. The reporter has the right to protection of their personal data. If it is necessary for the handling of the internal report to disclose the identity of the reporter to those handling the report, the internal reporting point obtains prior consent from the reporter for this purpose.

### Article 7 Registration and retention period

1. The report, as well as the investigation results, handling, and other documentation related to the report, are registered, processed, and stored in a secure environment, and the file is only accessible to designated handlers.
2. The data mentioned in paragraph 1 of this article are not stored longer than necessary. The file is destroyed no later than five years after the completion of the report, unless the Chair of the Executive Board, or where applicable, the Chair of the Supervisory Board, sees reason not to close the file yet. In such cases, the reasoning is added to the file.

### Article 8 (Legal) protection

1. The reporter who, in accordance with the provisions of this regulation, has reported (suspected) wrongdoing or breach shall not be disadvantaged in any way solely as a result of the report.
2. In addition to the reporter, other individuals within the protected circle, as defined in Article 1, Section 5, also enjoy the legal protection described in Article 1, Section 6.

## IV Final provisions

### Article 9 Final provisions

1. The Whistleblower Policy of Inholland was established by the Executive Board on the 25th of June 2024, after obtaining approval from the General Participation Council (HMR) on the 23rd of June 2024.
2. This Whistleblower Policy replaces the Whistleblower Policy of Hogeschool Inholland that came into effect on the 1st of September 2023.
3. The Executive Board will annually inform the General Participation Council (HMR) in writing about the implementation of the Whistleblower Policy of Inholland for the past year and share its expectations regarding the operation of the Whistleblower Policy in the coming year.

4. The Whistleblower Policy will be published on the public website of Hogeschool Inholland ([inholland.nl](https://www.inholland.nl)) as well as on the Iris intranet, ensuring that anyone who has performed, is performing, or will perform work-related activities for Hogeschool Inholland, as well as anyone who has been, is, or will be enrolled as a student at Hogeschool Inholland, can access the Whistleblower Policy.
5. This policy may be cited as the “Whistleblower Policy of Hogeschool Inholland” and will come into effect on the 1st of June 2024.



# Appendix 1 Internal Reporting

## Point - Contact Information

### Internal Reporting

It is preferable to first report a suspicion of misconduct to your own organization. This gives your organization (employer) the opportunity to address the report immediately and to end any misconduct as quickly as possible, while also taking measures to prevent future misconduct. However, it is not mandatory to report internally first. If, for any reason, you prefer to go directly to an external reporting point, you may do so. You can submit your report to an authority competent in the suspected misconduct, such as an inspection service or supervisory authority. If you choose to report directly externally, you will receive the same protection as you would with an internal report.

To report a suspicion of misconduct internally, you can contact the Dutch Compliance Institute (NCI), which has been authorized by Inholland University of Applied Sciences to act as an independent internal reporting point.

The contact details of the Dutch Compliance Institute (NCI) are:

#### Website:

Meldpunt ([compliance-instituut.nl](https://compliance-instituut.nl))

#### E-mail:

[meldpunt-klr.inholland@compliance-instituut.nl](mailto:meldpunt-klr.inholland@compliance-instituut.nl)

#### Postal and Visiting Address:

Jan Leentvaarlaan 61-63  
3065 DC Rotterdam

#### Location:

An appointment at the above address is possible. It is also possible to make an appointment at a location of Inholland University of Applied Sciences.

#### Phone:

Primary contact: Adinda Lammens, 06-572 99 264  
Secondary contact: Joëlle Sliedrecht, 06-539 80 395

#### Anonymous Reporting:

Anonymous reporting is possible. This can be done by:

- Sending a letter, or
- Sending an e-mail from a temporary e-mail address that the reporter creates themselves.

#### Independence

The Dutch Compliance Institute advises Inholland University of Applied Sciences on the handling of the report. If an investigation is recommended, the Dutch Compliance Institute does not carry out this investigation itself.

# Appendix 2 External Reporting

## Points - Contact Information for Competent Authorities

### Direct External Reporting

It is preferable to first report a suspicion of misconduct to your own organization. This gives your organization (employer) the opportunity to address the report immediately and to end any misconduct as quickly as possible, while also taking measures to prevent future misconduct. However, it is not mandatory to report internally first. If, for any reason, you prefer to go directly to an external reporting point, you may do so. You can submit your report to an authority competent in the suspected misconduct, such as an inspection service or supervisory authority. If you choose to report directly externally, you will receive the same protection as you would with an internal report.

For externally reporting a suspicion of misconduct, you can contact the following competent authorities:

- Huis voor klokkenluiders (HvK):  
[Ik vermoed een misstand | Huisvoorklokkenluiders.:](#)
- Autoriteit Consument en Markt (ACM):  
[Bescherming klokkenluiders | ACM.nl:](#)
- Autoriteit Financiële Markten (AFM):  
[Bescherming klokkenluiders \(afm.nl\):](#)
- Nederlandsche Bank N.V. (DNB):  
[Contact en veelgestelde vragen \(dnb.nl\):](#)
- Inspectie gezondheidszorg en jeugd (IGJ):  
[Melden over uw werkgever \(klokkenluidersmelding\) | Inspectie Gezondheidszorg en Jeugd \(igj.nl\):](#)
- Nederlandse Zorgautoriteit (NZa):  
[Meldpunt misstanden bij zorgaanbieders of zorgverzekeraars \(klokkenluiders\) | Contact | Nederlandse Zorgautoriteit \(nza.nl\):](#)
- Autoriteit Nucleaire Veiligheid en Stralingsbescherming (ANVS):  
[Overtreding of misstand melden | Autoriteit NVS:](#)
- Autoriteit persoonsgegevens (AP):  
[Autoriteit Persoonsgegevens:](#)
- Inspectie Leefomgeving en Transport (ILT):  
[Home | Inspectie Leefomgeving en Transport \(ILT\) \(ilent.nl\):](#)
- Nederlandse Arbeidsinspectie (NLA):  
[Home | Nederlandse Arbeidsinspectie \(nlarbeidsinspectie.nl\):](#)
- Nederlandse Voedsel- en Warenautoriteit (NVWA):  
[Home | NVWA.](#)

Each of the above authorities has its own area of expertise in which they are authorized to investigate reports. If there is no specific supervisory authority authorized, the Huis voor klokkenluiders may conduct an investigation into a report.

## 3.10 Rules of Procedure of the Objections Advisory Committee

Adopted by the Executive Board on the 25<sup>th</sup> of June 2024, after consent given by the Inholland Advisory Committee on the 21<sup>st</sup> of June 2024.

### Introduction

The Education Guide sets out the rights and obligations of students of Inholland University of Applied Sciences. These Rules of Procedure of the Objections Advisory Committee form part of the Education Guide.

### Article 1 Terms

In these Rules of Procedure, the following terms shall have the following meanings:

- a Objections Advisory Committee (hereinafter: the Committee): Disputes Advisory Committee pursuant to Section 7.63a of the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW*), charged by the Executive Board with processing notices of objection submitted to the Executive Board or the faculty director and which issues recommendations in this regard to the Executive Board or the faculty director;
- b Body: department or employee of Inholland that has taken the decision in respect of which an objection may be submitted;
- c WHW: the Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*);
- d Student: student or other interested party whose interests are directly affected by a decision;
- e Inholland: Inholland University of Applied Sciences, which is maintained by the Netherlands Higher Education Foundation (Stichting Hoger Onderwijs Nederland);
- f Executive Board: the Executive Board of Inholland University of Applied Sciences, as referred to in Section 1.1, under y, of the WHW;
- g The Higher Education Appeals Tribunal (CBHO): an independent body that hears cases in the field of higher education, based in The Hague.

### Article 2 Composition

1. The Committee shall comprise at least nine members, who shall also be deputy members.
2. The board is divided into three chambers according to Article 7.60, third paragraph of the WHW; namely, a chamber at the Amsterdam location, Haarlem, and Rotterdam. The Groningen location falls under the Amsterdam chamber. The Alkmaar location falls under the Haarlem chamber, and the locations in The Hague, Delft, and Dordrecht fall under the Rotterdam chamber.
3. Each chamber shall have three members: one chair (who shall also be a member), one lecturer member and one student member.
4. The chair, the lecturer member and the student member shall also be deputy members of another chamber in the same capacity. Agreements to this end shall be made via the secretaries.

5. The chairs, any deputy chairs and the secretaries of the chambers shall be able to come together to engage in consultation on matters relating to the Committee. The chairs shall appoint a chair from their number for this meeting. The chair of a chamber shall represent the chamber in question in relation to resolutions passed at meetings of this nature, after having heard the case put forward by the other members of the chamber in this respect.
6. The Executive Board shall appoint the chair, the deputy chair and the other members and deputy members for a period of three years and, where students are concerned, for a period of two years. They shall be eligible for reappointment immediately.
7. In derogation from Subsections 1 and 4, it shall be possible, at the request of a chamber, for deputisation to be effected by appointing deputy members for the chamber in question that are not also members of another chamber. A deputy of this nature shall also be permitted to act as a deputy for another chamber.

### Article 3 Removal

1. The Executive Board shall remove members and deputy members where requested to do so by the members and deputy members in question.
2. When the chair reaches the age of 70, he or she shall be removed with effect from the month following the month in which he or she reaches the age of 70.
3. Members and deputy members shall be removed where they have ceased to have the capacity that formed the ground for their appointment as members or deputy members of the Committee.
4. Members and deputy members shall be removed where they are unsuitable to carry out their duties due to illness or shortcomings or where they have been convicted of a crime by a court judgement that has become final and conclusive. Before removal is granted on this ground, the individual in question shall be notified of the intention to remove them and shall be given the opportunity to present their case in this respect.

### Article 4 Remuneration for Members of the Committee

The members and deputy members of the Committee, not being members of staff employed by Inholland, shall receive a remuneration to be determined by the Executive Board.

### Article 5 Secretariat

1. The Executive Board shall provide for a secretariat for the Committee and shall appoint secretaries to assist the Committee. The Executive Board shall be able to appoint one or more members of staff in addition to a secretary.
2. In performing their duties, the secretaries shall observe the instructions provided by the chair in question.
3. The secretariat has its office in The Hague, at Theresiastraat 8; P.O. Box 95597, 2509 CN The Hague, [geschillen@inholland.nl](mailto:geschillen@inholland.nl).

### Article 6 Powers conferred on the Committee

1. The Committee shall make recommendations to the Executive Board or the faculty director regarding objections from students to decisions by bodies or employees, taken in pursuance of the WHW and regulations based on the WHW, other than those specified in Section 7.61 of the WHW.
2. A refusal to decide shall be equated with a decision. Where a decision has not been taken within the period permitted for this purpose by law or has not been taken within a reasonable time in the absence of a period of this nature, this shall be equated with a refusal to decide.
3. A student whose interests are directly affected may submit a notice of objection. Those who are enrolled at Inholland other than in pursuance of the WHW or other statutory regulations, e.g. those enrolled on post-higher professional courses and types of contract education, cannot submit a notice of objection in accordance with these Rules of Procedure.

### Article 7 Procedure for submitting an objection

1. The objection may be lodged by a student or their authorised representative. It shall be lodged in the form of a substantiated notice of objection.
2. The notice of objection shall be submitted within six weeks of the date on which the student is notified of the decision in question.
3. Where the notice of objection is submitted after the expiry of the period stated in Subsection 1, inadmissibility on this ground shall not apply where the student cannot reasonably be deemed to have been in default.
4. Notices of objection shall be addressed to the Objections Advisory Committee and sent or submitted to Disputes. Disputes has its office in The Hague, at Theresiastraat 8; P.O. Box 95597, 2509 CN The Hague. It shall also be possible to submit a notice of objection digitally, via the e-mail address for Disputes, [geschillen@inholland.nl](mailto:geschillen@inholland.nl).
5. On receipt of a notice of objection, Disputes shall record the date of receipt on the notice of objection, which it shall then forward to the secretary for the Committee. The secretary shall issue the student with confirmation of receipt.
6. Where a notice of objection has been submitted to a university of applied sciences body other than Disputes, the Committee may still deem the provisions of Subsection 1 to have been met.
7. In the event of incorrect submission as referred to in the Subsection above, the relevant date of receipt shall be recorded on the notice of objection, after which it shall immediately be forwarded to Disputes, together with the documents submitted with it, with simultaneous notification of the sender.

8. The notice of objection shall contain:
  - a. the name, address, e-mail address and telephone number of the student;
  - b. the date on which the objection was lodged;
  - c. a clear description of the decision to which the objection relates, together with submission of a copy thereof, where possible. Where the objection relates to a refusal to make a decision, it should include a clear description of the decision that should have been taken in the student's opinion;
  - d. the grounds on which the objection is based.
9. The submission of a notice of objection shall not suspend the effect of the decision to which the objection relates, unless provided otherwise under or pursuant to statutory provisions.
10. The secretary shall ascertain whether a notice of objection meets the requirements. Where the secretary is of the opinion that the notice of objection does not meet the requirements, they shall immediately notify the student of this in writing, informing them of the omission and of the period in which they will be able to rectify the omission in question.
11. Where a student fails to rectify the omission in question within the period referred to in the previous Subsection, the objection may be declared non-admissible.

### Article 8 Requirement to attempt an amicable settlement

1. Before processing an objection, the Committee shall send the notice of objection to the body to which the objection relates, inviting it to ascertain in consultation with the student whether an amicable settlement of the dispute in question is possible.
2. The body shall notify the Committee of the outcome of deliberations within 15 working days and shall submit all relevant documents to the Committee when doing so.
3. It shall not be necessary to ascertain whether an amicable settlement is possible if, in the chair's opinion, the objection is clearly not admissible, is clearly well-founded or is clearly unfounded.
4. The chair may decide not to require the parties to endeavour to reach an amicable settlement if, in the chair's opinion, such an attempt would be pointless or would cause disproportionate harm to the student. In this event, the chair shall specify a period within which the statement of defence must be submitted.
5. Where it has been found that an amicable settlement is not possible, the notice of objection shall be processed by the Committee.

### Article 9 Urgent cases

1. In urgent cases, on request, the chair of the Committee may stipulate that the Committee issue its recommendations to the Executive Board or the faculty director as quickly as possible.
2. The chair shall determine within five working days of receipt of the objection whether the case is urgent, and

shall notify the student and the Executive Board or the faculty director as quickly as possible. The Executive Board or the faculty director shall then reach a decision within twenty working days of receipt of the objection.

#### **Article 10 Preliminary inquiries and statement of defence**

1. Where it is found that an amicable settlement is not possible, or where the chair has ruled that attempts to reach an amicable settlement are not required, the Committee shall ask the body that took the decision in respect of which the objection has been submitted to submit a statement of defence. Said body shall forward its defence to the Committee within 15 working days of receipt of this request.
2. The chair may decide that the statement of defence can be submitted later, within a period they deem reasonable.
3. As well as the statement of defence, the chair may, on their own initiative, obtain any information and request any documents they deem necessary. The bodies shall provide the Committee with any information that it may require in order to perform its duties.

#### **Article 11 Hearing**

1. As soon as the chair believes that the relevant facts have been fully clarified by the preliminary inquiries and that the evidence required to enable a decision to be made has been included in the documents, the secretary shall forward the documents to the student, asking them to advise the Committee whether they wish to present their case. The student shall be given five working days to respond to this request.
2. If the student has indicated that they wish to present their case, the chair shall decide on the place and time of the hearing. The secretary shall immediately issue the parties with a notice to appear at this hearing. This notice shall be issued at least ten working days before the hearing.
3. Within three working days of receipt of the notice to appear referred to in the previous Subsection, the parties shall be able to individually challenge each of the members of the Committee in relation to facts or circumstances that could impede the formation of an impartial decision by the member in question. The other current members of the Committee shall decide whether or not the challenge in question will be permitted as soon as possible. The challenge shall be permitted where votes are tied. Where the challenge referred to in the previous Subsection is allowed, the chair shall ensure that the member in question is immediately replaced by a deputy member.
4. If a party is assisted by a counsel or represented by an authorised representative, the secretary for the chamber shall send all documents relating to the notice of objection to that individual.
5. If interested parties so request, the Committee shall make the notice of objection and other documents relating to the case available for inspection at the hearing. At the request of an interested party or otherwise, where there are compelling reasons for keeping them confidential,

the Committee may decide not to apply the requirement to make the notice of objection and other documents available for consultation. Notification shall then be given of the application of this provision.

6. Objections shall be heard in a hearing of the Committee. Unless provided for otherwise by a statutory provision, the Committee shall decide whether the hearing will be public.
7. It shall not be necessary to allow a student to present their case where:
  - a. the objection is clearly inadmissible;
  - b. the objection is clearly unfounded;
  - c. the student has not indicated that they wish to exercise the right to present their case, as set out in Subsection 1 of this Section;
  - d. the objection has been met in full and the interests of other interested parties cannot be adversely affected as a result.
8. At a hearing, parties may be represented by an authorised representative or assisted by a counsel. They may also bring witnesses and experts to the hearing, provided that they notify the Committee and the other party in writing of the names of these individuals four working days before the hearing at the latest.
9. The Committee shall decide whether the hearing will be public or otherwise.
10. The Committee shall be able to summon witnesses and experts to appear at a hearing, whether at the initiative of the Committee or at the request of the parties.
11. Where a party has failed to appear at a hearing, the chair shall ascertain whether the party in question has been summoned properly. Where this is the case, it shall be possible to proceed with the hearing of the case in the absence of the party in question. The same shall apply where both parties fail to appear at the hearing.
12. A convened hearing cannot proceed unless all the summoned members of the Committee, plus the chair, are present.
13. The chair:
  - a. shall open, lead and close hearings;
  - b. shall give each of the parties the opportunity to explain their individual positions;
  - c. shall ensure that the case to be heard during the hearing duly results in a recommendation;
  - d. except where prescribed otherwise in these regulations, shall decide on the manner in which any disputes arising during a hearing are to be heard.
14. A) Where, during the course of a hearing, the Committee produces documents on its own initiative, the parties shall be given the opportunity to read these documents and to make their opinion on these documents known.  
B) If written documents are submitted by the parties during the hearing, the chair decides on the handling of these documents.

15. The parties may ask each other questions through the chair.
16. The parties shall be able to amend the content of an objection or defence, as well as the grounds on which these are based, until the time at which the hearing ends, except where the Committee is of the opinion that the other party would be unreasonably disadvantaged by the amendment in question.
17. The chair may suspend a hearing, on their own initiative or at the request of one of the parties, specifying the date on which the hearing will resume or how the parties will be notified to this effect.
18. The chair may decide not to allow further questioning of witnesses or experts if, in their opinion, the facts have been sufficiently clarified by previous witnesses and experts.
19. If the chair is of the opinion, before the hearing of the Committee ends, that the inquiries have not been exhaustive, they may decide to suspend the hearing. A decision to suspend the hearing in this way may go hand in hand with the issuing of instructions to the parties regarding the proof to be provided.

#### **Article 12 Recommendation and Decision**

1. The Committee shall base its recommendation on the documents that were submitted and on the deliberations of the hearing. The Committee shall decide on the recommendation to be issued by majority vote. In the event of a tie in a vote, the chair's vote shall prevail. Where required by the minority, a minority position shall be made clear in the recommendation.
2. The Committee shall issue a recommendation to the Executive Board or the faculty director regarding the objections submitted to it.
3. The recommendation shall be in writing and shall include a report of the hearing. A copy of the recommendation shall be sent to the student and to the body to which the objection relates.
4. If the Committee finds that the objection is justified, the contested decision shall be reviewed on that basis.
5. Where the review so requires, the Executive Board or the faculty director shall revoke the contested decision and shall replace it with a new decision where necessary.

6. The decision of the Executive Board or the faculty director shall be announced within ten weeks of receipt of the notice of objection, without prejudice to the decisions based on the proceedings, by sending it or handing it to those to whom it applies. Where the original decision was not addressed to one or more interested parties, the decision of the Executive Board or the faculty director shall be announced in the same way as the original decision was announced.
7. If the decision on the objection differs from the Committee's recommendation, the reason for this shall be specified in the decision.

#### **Article 13 Appeal**

Students may lodge an appeal against a decision of the Executive Board or the faculty director with the Council of State, Student Affairs. The time limit for lodging an appeal is six weeks. The time limit for lodging an appeal shall commence from the day after the day on which the decision of the Executive Board or the director was announced. For more information, see the website of the Council of State: [raadvanstate.nl/studentenzaken](https://raadvanstate.nl/studentenzaken).

#### **Article 14 Other Provisions**

1. The secretary shall ensure that the recommendations made by the Committee, including related documentation, are filed in the Committee's archives.
2. The Committee shall produce a report of its activities on an annual basis.
3. The chair shall decide on cases not provided for by these regulations, where necessary after consultation with the other members of the Committee.
4. The General Administrative Law Act does not apply to provisional measures regarding reimbursement of legal costs within the context of the Higher Education and Scientific Research Act. If a request for a provisional measure is granted, the student is not entitled to reimbursement of legal costs. This is different if the contested decision is revoked due to an illegality attributable to the examination board.

#### **Article 15 Entry into Force**

These Rules of Procedure were adopted by the Executive Board on the 25th of June and shall enter into force on 1 September 2024.

## 3.11 Code of conduct for student counsellors at Inholland University of Applied Sciences

Adopted by the Executive Board on the 25<sup>th</sup> of June 2024, after consent given by the Inholland Advisory Committee on the 21<sup>st</sup> of June 2024.

### Introduction

The Inholland University of Applied Sciences has a Student Counselling Service. Student counsellors have an informative, mediating, advisory and guiding role. Among other things, the Student Counselling Service provides help, information and advice to students in the field of study, education, legislation and regulations (internal/external), facilities and student support. All this has the aim of promoting optimal study progress. The Student Counselling Service is also the point of contact for help with objections and appeals. It represents student interests in the broadest sense of the word and has a position of trust for students. To this end, the position of the Student Counselling Service within the organisation is as independent as possible.

Because of the vulnerability of people in personal contacts, the privacy of personal information and the necessary independent attitude of the student counsellor in representing the interests of the student, a code of conduct is important in the context of due care and privacy.

The code is therefore a guideline against which the professional conduct of the student counsellor can be tested.

This not only creates clarity for the student counsellor, but also ensures that the student asking for help knows what to expect from the student counsellor.

### Article 1 Definitions

In this Code of Conduct, the following terms have the following meanings.

1. Student counsellor: the person who has been appointed as student counsellor at Inholland University of Applied Sciences as referred to in Article 7.34, paragraph 1 (d), of the Higher Education and Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk onderzoek (WHW)), and who has the task of informing, advising, supervising and, where necessary and possible, representing the interests of students in order to promote optimal study progress, and who also fulfils a signalling and advisory role within the University of Applied Sciences in his field of work.
2. Student: the person who is enrolled as a student in a study programme at the University of Applied Sciences, as well as prospective students and former students who have an interest.
3. Service contact: all contacts between the student counsellor and the student in order to obtain or provide information, advice, guidance or help.

### Article 2 Scope

The Code of Conduct applies within Inholland University of Applied Sciences.

### Article 3 Position

The student counsellor functions independently but is accountable for his performance to his immediate superior.

### Article 4 Material provisions

A student counsellor has such a workspace that third parties cannot take cognizance of the course and content of the service contact between a student and the student counsellor. In addition, the student counsellor has an internet connection at his disposal so that he can view and use his files and the DGRS (= student counsellors registration system).

### Article 5 Purpose

1. The service contact with the student should be aimed at promoting optimal study progress for the student.
2. The student counsellor has an eye for the interests of the student and is an expert in the field of facilities: directly in education and indirectly in the educational, study and living environment of the student.
3. The student counsellor has a solicited and unsolicited signalling and advisory role within the University of Applied Sciences.

### Article 6 General principles

1. The student counsellor performs his duties within the framework of the statutory regulations and the regulations applicable within the University of Applied Sciences.
2. The duties of the student counsellor do not include acting as a representative of the student, for instance in legal or other proceedings.
3. The service contact with the student and colleagues must meet the requirements of expertise and due care that, under the given circumstances, can be demanded of the student counsellor. The student counsellor must be able to justify his performance to his immediate superior.
4. In recognition of the fact that the service contact can also relate to aspects of the student's private domain, the student counsellor must exercise the restraint that should reasonably be dictated by respect for the student's person. The student counsellor respects the student's privacy and does not unnecessarily include it in the service contact.
5. In the contact with the student counsellor, the student will, where possible, be held highly accountable for his self-activity and own responsibility.
6. Where necessary and possible, the student counsellor refers the student to other experts or consults them.
7. The student counsellor is responsible for the maintenance and development of his expertise, taking into account recent developments in the field of duties of the student counsellor.

8. Under no circumstances will the student counsellor abuse the superiority he has over a student by virtue of his position and expertise.
9. The student counsellor may not accept gifts from a student that exceed a relatively small value. The student counsellor must also refrain from making gifts to the student.
10. The student counsellor must refrain from conduct that can reasonably be expected to harm the objectives of the position.
6. The obligation of confidentiality remains even after termination of the service contact.
7. The student counsellor has the right, even without the consent of the student concerned, to discuss anonymised information about the student with third parties, provided that this information exchange takes place within the framework of optimising the service contact or increasing the expertise of the student counsellor, and the student counsellor furthermore makes every effort to protect the student's privacy.

#### Article 7 General tasks

1. The student counsellor's task is to provide assistance by informing, mediating, guiding and advising students. In doing so, the student counsellor takes an independent stance. The primary objective is always to promote optimal study progress.
2. To this end, the student counsellor provides information and education to individual students and groups of students.
3. If necessary, the student counsellor consults with internal bodies, such as Examination Boards, programme/ cluster managers, faculty directors, Central Student Administration, the SAC, International Office and other Inholland bodies on policy when it concerns student guidance, student interests and student facilities.
8. Information about the student may only be used in publications, lectures or education for the purpose of promoting expertise if it is made unrecognizable and untraceable in advance.
9. Within the framework of the binding study recommendation procedure (see the relevant article in the Education Guide) and the Modern Migration Policy Act (Wet modern migratiebeleid (MoMi)) (see the relevant article in the Education Guide), the student counsellor advises the student/ binding study recommendation committee. The study advice indicates whether and to what extent the student's personal circumstances are relevant to the study delay, without further announcing the nature of the circumstances. The student can consult the advice via Peoplesoft. When a student appeals against the issued study advice, the Board of Appeal for Examinations is also entitled to access the study advice issued by the dean.
11. If third parties ask the student counsellor to actively approach students in the context of, for example, research, projects or meetings, the Student Counselling Service cannot cooperate in this because of the confidential position of the student counsellors.

#### Article 8 Confidentiality

1. The student counsellor is obliged to observe secrecy with regard to what has become known to him in the performance of his duties.
2. Confidential information about a student may only be provided to third parties if and insofar as the student has given explicit and demonstrable permission to do so.
3. The student may inform the student counsellor that he withdraws his permission to further provide confidential information to third parties.
4. The student counsellor may breach his obligation of confidentiality if one of the situations mentioned below applies. In all of the cases below, the student counsellor will consult with his immediate superior and at least one other colleague.
  - a. The student counsellor must be in a state of conscientious distress by maintaining confidentiality, in a situation where failure to breach the duty of confidentiality can or will cause demonstrable and serious damage and/or danger to third parties;
  - b. The student counsellor considers it likely that damage to the student himself and/or others can be prevented or limited by breaking the confidentiality;
  - c. The student counsellor is restricted in his defence in a complaint lodged against him by the person to whom he is obliged to maintain confidentiality. The student counsellor, when breaking the confidentiality, takes into account that he does not unnecessarily or disproportionately harm the interests of the person to whom he is obliged to maintain confidentiality.
5. If it concerns criminal offences, the student counsellor is obliged to point out to the student that the confidentiality in this respect is limited by law.

#### Article 9 Student counsellors registration system (DGRS)

1. The student counsellor keeps records of all his contacts with students in the student counsellors registration system (DGRS) so that he can adequately guarantee the progress (if any) or transfer of the contact and, if necessary, account for the service contact. In addition, relevant letters/ documents will be stored digitally in the student's name.
2. The DGRS is set up and managed in such a way that confidentiality and protection of the student's privacy are guaranteed.
3. The DGRS is only accessible to student counsellors. For optimal service and to make appointments, the management assistant can be authorized by the student counsellor to access the DGRS.
4. The student is entitled to a copy of his file in the DGRS when it concerns reports of the conversations between the student counsellor and the student in question. The student is not entitled to inspect those notes or documents in his file that relate to the privacy of third parties or that have been provided confidentially to the student counsellor by third parties.
5. A student file in the DGRS will be kept for at least fifteen years from the first moment of enrolment of a student at an Inholland study programme.

#### **Article 10 Service contact**

1. A student has the right to make use of the services of a student counsellor who, in principle, is linked to the location of the study programme followed by the student.
2. After the student has made contact, the student counsellor will make every effort to contact the student within a reasonable period of time and, where necessary, to ensure further contact.
3. When making contact, the student counsellor will, if necessary, draw the student's attention to the existence of this Code of Conduct and, if requested, provide further information about its contents.
4. If the student counsellor knows the student directly or indirectly from a personal point of view, the student counsellor will refer the student in question to a colleague student counsellor.
5. In principle, the student is allowed to involve third parties in the service contact if, in the opinion of the student counsellor, this does not impede the contact.

#### **Article 11 Termination of service contact**

1. The student counsellor has the right to terminate the service contact. In that case, he will explain his decision to the student, and possibly advise the student on the follow-up and arrange for an adequate referral.
2. The student counsellor can terminate the service contact with a student if there is an important reason, insofar as this is due to the student's behaviour and attitude. The student counsellor may also break off contact if the student has failed repeatedly to follow the advice of the student counsellor.
3. A student has the right to refrain from continuing the service contact with a student counsellor. The student counsellor will confirm to the student in writing or by e-mail that the student has renounced the service contact.

#### **Article 12 Complaints procedure**

If a student is of the opinion that a student counsellor has acted in violation of this Code of Conduct and that he is therefore directly affected in his interest, he may submit a complaint about this to the student counsellor's manager for the location concerned via the Complaints Procedure on Insite, if joint consultation has not led to a satisfactory result.

#### **Article 13 Has come into force**

1. Three years after this Code of Conduct comes into effect, the manager of the Student Counselling Service and the student counsellors of Inholland University of Applied Sciences will evaluate the operation of this Code of Conduct and decide on any adjustments.
2. This Code of Conduct, called 'Code of Conduct for Student Counsellors at Inholland University of Applied Sciences', was adopted by the Executive Board and came into effect on 3 October 2018.



# Chapter 4

## Teaching and examination regulations

The programme specific section of the TER can be consulted via the website [oer.inholland.nl](https://oer.inholland.nl)

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# PART 1. INTRODUCTION

## 1. Contents of the TER

These Teaching and Examination Regulations provide students with information about teaching and testing of the (CROHO-number: ). In this document, we refer to the Teaching and Examination Regulations as 'the TER'.

The TER also contains the rules that apply to teaching and testing.

The TER concerns teaching in the programme in all forms and variants, for both the September and February intakes.

As well as regular students (further referred to simply as 'students'), higher education programmes can include external students. Enrolment as an external student only entitles the student to take tests, not to attend classes. The TER only applies to students. The provisions relating to testing and examinations also apply to external students.

**i** Kies deze tekst als er sprake is van een opleiding binnen de pilot flexibilisering.

For the programmes in the 'flexible education' pilots, the Schedule, entitled 'Schedule of the TER for Flexible Bachelor's programmes', applies.

## 2. Organisation of this document

We expect students to be familiar with the contents of the TER. That does not mean that everyone has to learn the text by heart, but students who have general questions or problems should first check to see whether the TER can clarify the matter. Students can do a quick check for information by using the table of contents or the index. Note: the index does not indicate every single place where a word or concept is mentioned, but it does point to the place where the definition or key information can be found.

The TER applies to all students, regardless of when they first enrolled. This means that what was written in last year's TER does not automatically apply this year. Changes may have been made. Students who have to repeat or make up a component from a previous year therefore cannot assume that everything will still be the same. It is important to check the content, procedures and rules for this year in good time.

As much as possible, we explain the concepts that we use in this TER within the part of the text that deals with that concept. But we sometimes need to use a concept that we haven't already explained. In that case, you can use the index to find the definition of the concept.

The TER consists of ten parts. Most of these are further divided into chapters. All topics covered by the chapters have a heading in bold. These headings appear in the table of contents. These components (articles) are numbered sequentially, from Article [1](#) to Article [185](#).

## PART 2. THE EXAMINATION BOARD AND THE TER

### 3. The Examination Board

The programme has an Examination Board. More information on the Examination Board can be found on [\[sourceofinformationexaminationboard\]](#).

Chapter 2 of the Education Guide contains a comprehensive explanation of the duties and powers of the Examination Board.

The university believes it is important to have professionally run Examination Boards which:

- are conscious of their independent and expert task of keeping a 'watchful eye' over the programmes, to ensure they are at an appropriate level of higher professional education;
- perform their work in accordance with the applicable laws and regulations; and
- occupy a strong position as an independent advisory body for the faculty director and programme management.

The TER describes the duties and powers of the Examination Board just as they are described in the Dutch Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, or WHW).

In individual cases, the Examination Board may decide to deviate, with reasons, from a rule in this TER.

Students must always submit a request for a deviation. Via this [link](#) students can read how and to whom they can submit requests. If there are special or personal circumstances, students should mention these as soon as possible to the student counselor.

The Examination Board handles requests only if they are submitted within the specified timeframe. If no timeframe is specified, students may submit requests at any time. Requests should be submitted as soon as possible. The Examination Board needs time to properly consider requests.

The Examination Board will specify the requirements that requests must meet and the supporting documents that must be included with requests.

For some matters, the TER specifies a timeframe within which an Examination Board will make its decision. The timeframe is expressed in working days. 'Working day' means any day from Monday up to and including Friday. The following days are not working days:

- public holidays set by the government;
- days on which the university is closed, as specified in the annual calendar.

For other requests and complaints, the decision-making timeframe is specified in the digital form which students must use to submit their request or complaint.

If a request is incomplete or was not submitted in the correct manner, the timeframe will start to run only when:

- the request has been correctly submitted;
- and the student has supplied all necessary information.

### 4. Disagreeing with a decision made under the TER

In Chapter 2 of this Education Guide and on Iris, under Knowing & Arranging, [Objection and Appeal](#), students can find a list of decisions by the Examination Board, an examiner or the faculty director, against which a student can lodge an appeal or objection. It is also explained what 'objection' and 'appeal' mean and what the procedure is.

For all decisions that are subject to objection or appeal, the process and timeframes for submitting an objection or appeal are specified.



# PART 3. TEACHING

## Chapter 1. Objectives and professions for which students are trained

### 5. Objectives, professional requirements and degree

The programme trains students to develop initial ability into professionalism. The programme has been set up in such a manner that the students can achieve the objectives with regard to knowledge, attitude, understanding and skills. Hereinafter, we refer to these four attributes as 'final qualifications'.

On receipt of the degree certificate, the degree for the `{{titleafterprogramme}}` programme will be awarded to the student.

**i** Vul hier de informatie over de concrete doelstellingen van de opleiding en over de beroepen waarvoor wordt opgeleid. Als er sprake is van wettelijke beroepsvereisten, dan kan dat hier worden beschreven. Voeg hier ook de eindkwalificaties (leeruitkomsten) toe of verwijst naar de plaats waar student deze kan vinden.

## Chapter 2. Form and structure of the programme

### 6. Language of instruction and study load

The language of instruction of the programme is English.

The study load of a programme is expressed in credits. Each credit represents an average of 28 hours of study. The credits are the same as the European Credits. The European Credit Transfer and Accumulation System (ECTS) is used in European higher education institutions.

The study load is:

**i** Vul hier in welke studielast bij jouw opleiding van toepassing kan zijn

Bachelor's programme: 240 credits (foundation phase 60 credits, main phase 180 credits).

Accelerated pathway for students admitted via the pre-university education (VWO) route: 180 credits (foundation phase 45 credits, main phase 135 credits).

### 7. Foundation phase and main phase

The Bachelor's programme is divided into a foundation phase and a main phase.

In the foundation phase, students discover the content of the programme, the profession and what final qualifications are necessary for the programme. The purpose of the foundation phase is orientation, referral and selection. The foundation phase ends with the foundation examination. Students pass the foundation examination if they have completed all units of study of the foundation phase successfully. See also Article [9. Units of study](#).

The main phase follows after the foundation phase. The main phase ends with the final examination. Students pass the final examination if they have successfully completed all units of study in the main phase.

### 8. Joint foundation year

**i** Maak een keuze. Wanneer er een gemeenschappelijke propedeuse is vul dan de naam van deze opleiding in.

The programme does not have a joint foundation examination.

The programme has a joined foundation examination with the programme (name programme), we call this a joint foundation year.

Students enrol for this joint foundation examination in a single programme. Articles [32. Switching between forms and variants](#), [33. Switching between programmes with a joint foundation examination](#) and [34. Switching between Ad and Bachelor's programmes](#) state whether it is possible to switch to another programme that has the same foundation examination.

### 9. Units of study

The programme is divided into units of study. Each unit of study consists of educational activities that:

- aim to help students acquire knowledge, skills, understanding, attitudes and reflection;
- relate to each other and form one entity.

The study load of a unit of study is expressed in whole credits.

A unit of study may be further divided into modules.

A module is a part of a unit of study for which a test applies.

Students complete each unit of study with one or more tests. See also Articles [93. Oral tests](#) and [94. Other types of tests](#).

## Chapter 3. Basic curriculum, specialisation, graduation tracks and optional subjects

### 10. Basic curriculum

Every programme has a basic curriculum. This consists of the units of study that are mandatory for all students. In addition to the basic curriculum, students are presented with a range of additional optional subjects.

A Bachelor's programme can have specialisations or graduation tracks, or both. Programmes can also have different forms and variants.

### 11. Specialisation

The programme has no specialisation.

A specialisation is a programme with opportunities for students to carry out more in-depth study. This is optional for students.. Specialisations do not appear on degree certificates.

The programme has the following specialisations (fill in: specialisations).

## 12. Graduation tracks

**i** Let op: Afstudeerrichtingen zijn onderdeel van het opleidingsoverzicht van het CvB. Het invoeren of afschaffen van een afstudeerrichting kan alleen middels een CvB besluit.

The programme does not have graduation tracks.

A graduation track has a narrower focus than a specialisation. Students take a set of units of study, which:

- are linked to one another;
- relate to a specific profession or discipline or a focus area within a profession or discipline.

Graduation tracks appear on degree certificates.

The programme has the following graduation tracks (fill in: graduation track).

## 13. Optional subjects

**i** Benoem hier het keuzeonderwijs dat de student kan volgen en ook welke voorwaarden er voor deelname gelden.

Denk hierbij niet alleen aan keuzeonderwijs dat door de opleiding wordt aangeboden, maar ook aan keuzeonderwijs binnen het domein of Hogeschoolbreed.

There are no optional subjects in the programme.

The programme offers the following optional subjects:

## 14. Form: full-time, part-time, dual

Programmes are offered in full-time form, in part-time form and/or in dual form.

- With a **full-time programme**, the teaching is arranged so that students spend 1,680 hours per year on their studies, spread over 42 weeks.
- A **part-time programme** is set up so that the studies can fit in with a job, in the evenings or for a few hours in the daytime. Sometimes requirements apply to the job. Students cannot follow a part-time programme if they do not meet these requirements.
- With a **dual programme**, students work during their studies, or during parts of their studies. Their work is part of the programme, the 'professional component'. Students get credits for this part, provided they get a good evaluation.

The structure of the curriculum and the content of the units of study may differ between the various forms. But the final qualifications (learning outcomes) that students ultimately achieve and the total study load are the same for all forms.

**i** Vul hier in welke vormen de opleiding kent.

Voorbeeldtekst bij duale vorm:

De omvang van het beroepsdeel van de opleiding bedraagt < X > credits. De reden hiervoor is...

De tijd die binnen het beroepsdeel bij de werkgever wordt doorgebracht bedraagt tenminste <X> klokuren voor alle perioden.

Bij geen duaal- of deeltijdsvorm:  
De opleiding kent alleen de voltijdsvorm.

### 15. Programme variants

Programme variants can, for example, be a different language stream, a shortened program or a variant with distance learning.

The variants for the programme are:

**i** Geef aan welke varianten de opleiding kent. Bijvoorbeeld:

- Een **verkort traject** voor studenten met vrijstellingen. Daarbij is het programma van de opleiding zo, dat deze studenten hun opleiding in minder dan vier jaar kunnen afmaken. De totale studielast is 240 credits. Dit is inclusief de vrijstellingen.
- Een **versneld traject** voor studenten die zijn toegelaten tot de vwo-route. Daarbij is de totale studielast 180 credits, met daarbinnen een propedeuse van 45 credits.
- Een variant waarbij **Engels** de voertaal is.
- Daarnaast zijn er opleidingen die deelnemen aan het experiment **flexibel onderwijs**. Het kan hier gaan om deeltijdsopleidingen of duale opleidingen.

Of: De opleiding kent geen varianten.

**i** Je kunt hier tevens aangeven of de opleiding deelneemt aan het experiment flexibel onderwijs.

The structure of the curriculum and the content of the units of study may differ between the variants, but the final qualifications (learning outcomes) that students ultimately achieve are the same for all variants.

### 16. Honours programme

**i** Geef aan of je wel of geen honoursprogramma aanbiedt.

Zo ja, vul vervolgens ook onderstaande informatie in:

- wat de inhoud van het programma is;
- hoe de selectie gaat;
- wat de extra studielast is;
- wat de relatie is tot het reguliere programma.

The programme does not offer an honours programme.

The program offers an honors program for students who want to develop into excellent professionals. Excellent professionals, in collaboration with others, come up with innovative solutions that are of practical significance for tackling socially important issues.

For the honours program, the study program selects the participants on the basis of selection criteria that are known in advance.

If the student completes the study program including an honors program, the certificate will state 'Honours Program'. The content of the program is stated in the diploma supplement. A diploma supplement is an English-language document containing the most important information about the study program that the student has completed and the results he has achieved.

### 17. Additional programmes

**i** Vul hier in of er een aanvullend programma is. Zo ja, vul dan ook de volgende informatie in:

- wat de inhoud is;
- hoe de selectie gaat;
- wat de extra studielast is;
- wat de relatie is tot het reguliere programma.

The programme does not offer an additional programme.

The programme offers an additional programme that is not an honours programme.

For the additional program, the participants are selected on the basis of selection criteria that are known in advance.

An additional programme will appear in the diploma supplement, but not on the degree certificate.

### 18. Transition from Bachelor's to Master's programmes

**i** Als er doorstroommogelijkheden zijn, geef dan naast de verwante masteropleidingen ook aan of er afspraken zijn met de aanbiedende instelling. Deze afspraken kunnen gaan over een afstudeerrichting of keuzeonderwijseenheden.

The Bachelor's programme does not have a transition programme for moving on to its own Master's programme, or to a Master's associated with another programme or at another institution.

The programme has a transition programme for moving on to the following Master's programme:

<specificeer>

### 19. Transition from Associate degree programme to Bachelor's programmes (not applicable to Bachelor's programme)

This Article is not applicable to the Bachelor's programme. The Associate degree (Ad) programme has a separate TER.

## Chapter 4. Programme structure, content and evaluation

### 20. Terms and calendar

- The academic year comprises four terms, each approximately ten weeks long. There may also be a fifth term, which then runs from mid-July to the end of August.
- The academic year consists of two terms of around twenty weeks each. We call these semesters.
- The academic year consists of four teaching periods of approximately ten weeks each. There may be a fifth period. It then runs from mid-July to the end of August. In the main phase, a year can also consist of two teaching periods of approximately 20 weeks each.

**i** Beschrijf hier voor elk jaar van de opleiding het jaarprogramma ingedeeld naar perioden, of verwijs naar een andere vindplaats van deze informatie, bijvoorbeeld de bijlage bij deze OER.

Geef een overzicht van de onderwijseenheden.

In view of the consequences of the corona measures, the issuing of the binding study recommendation for first-year students of cohort 2021-2022 is being postponed to 31 July 2023 for the September intake and to 1 March 2024 for the February intake. As a result, for the academic year 2021-2022, it will be possible to offer students from cohort 2021-2022 additional opportunities in the curriculum of the first-year programme even after 3 July 2022.

This is not possible for students of cohort 2020-2021; for these students, the programme after 3 July 2022 offers no teaching or tests from their first year. This is because we must issue binding study recommendations to these students by 31 July 2022 at the latest

In het jaarprogramma staat ook of de onderwijseenheid bij het basisprogramma, het uitstroomprofiel of de afstudeerrichting of de keuzeonderwijseenheden hoort.

### 21. Curriculum obsolescence and updating

The programme curriculum is updated regularly. The changes may be minor or major. Minor changes do not result in units of study or modules being renamed.

- This year, there will not be any changes in the units of study or modules that would result in an expiry date or a new name of the unit of study or module.
- This year there will be minor changes in the units of study. These are changes that will not result in an expiry date or a new name of the unit of study or module.  
< specificeer de verandering voor studenten die de toets nog niet hebben behaald en daarom opnieuw onderwijs moeten

volgen of verwijst naar de vindplaats, bij voorkeur in de beschrijving van onderwijseenheden in [vindplaats beschrijving onderwijseenheden] in het invulveld bijzonderheden. >

## 22. Expiry dates of units of study and modules

Major changes result in the setting of an expiry date. The expiry date is the last date on which the unit of study or module, with the associated test(s), will form part of the programme curriculum.

If a module has an expiry date, the entire unit of study will expire on that date. Modules that are part of that unit of study but are not scheduled to expire will be incorporated into other units of study. The same applies to any test results or exemptions associated with the module. That other unit of study may be an existing unit of study or a new unit of study.

If a module is incorporated into another unit of study, a new weighting of its test will be set for the purpose of determining the final grade for that unit of study. See also Article [127. Grade for a unit of study](#).

- In this academic year, there will not be any units of study with an expiry date in the programme.
- This academic year, the programme has units of study with an expiry date. An overview of these units of study can be found ...<geef aan waar het overzicht te vinden is. Dit kan bijvoorbeeld in een bijlage bij deze OER of in de leeromgeving>
- In the next academic year, the programme has units of study with an expiry date. An overview of these units of study can be found ...<geef aan waar het overzicht te vinden is. Dit kan bijvoorbeeld in een bijlage bij deze OER of in de leeromgeving>

## 23. Expiry date, transition period and validity period

The expiry date will be the last day of an academic year. We will announce the expiry date by no later than the first day of the next academic year. Depending on the timing of the announcement, a transition period may be added to the expiry date, by adding '+1 yr' or '+2 yrs'.

If students have already attended some of the classes for the unit of study that is going to expire, they are entitled to education based on the old programme (this does not have to be all lessons, but can also be question times etc.) as preparation for the associated tests, for the duration of the transition period. During that period, they are also entitled to sit the associated tests.

If they do not complete the entire unit of study within the transition period, they will have to attend the replacement classes instead, and sit the replacement tests.

**i** Indien van toepassing: geef hier aan welke nieuwe onderwijseenheden student na de overgangperiode kan volgen en/of verwijst naar een andere vindplaats van deze informatie. Je kunt ervoor kiezen een bijlage toe te voegen aan deze OER. In deze bijlage kun je dan een Overzicht vervallen onderwijs (tabel) opnemen. Mail naar [onderwijsgidssupport@inholland.nl](mailto:onderwijsgidssupport@inholland.nl) voor een voorbeeld van zo'n tabel.

If an expiry date has an associated transition period, the tested knowledge, understanding or skills may be demonstrably obsolete. If this is the case, it will be stated under the module or unit of study in question.

Students who had already completed this component of the unit of study must bear in mind that their test results will have limited validity. See also Article [146. Limited validity period for tests and exemptions](#) and following.

If students do not succeed in completing the entire programme within the validity period applicable to them, they will have to attend the replacement classes instead, and sit the replacement tests.

**i** Optioneel: Toepassen bij opleiding in afbouw

The program / the part-time / the dual / the formal form of the program / the variant... / the Associate degree program is being phased out (at location x, y,...) with effect from <date>. That means that students who enrolled before that date and have not interrupted their enrollment may complete the study within the phase-out period. The phase-out period by: (if necessary, split per location, variant).

## 24. Evaluation of the programme

**i** Geef hier de wijze waarop het onderwijs concreet wordt geëvalueerd of vermeld de vindplaats hiervan.



# PART 4. ADMISSION

## Chapter 1. Admission to the foundation phase

### 25. General rules of admission

The rules on admission to the foundation phase are set out in the [Rules on enrolment and deregistration](#) of Inholland University of Applied Sciences. This document can be found on the website and on Iris and is briefly discussed in Chapter 2 of this Education Guide. If prescribed by the WHW, these rules are included in the Rules on enrolment and deregistration. This applies at any rate to:

- the entrance examination;
- the examination for persons aged 21 years or older who do not meet the admission requirements (21+ examination);
- the prior education and entrance requirements for students who do not come from a country in the European Economic Area (EEA);
- the requirements for enrolling in a programme that will be partly or entirely taught in the English language.

**i** Als er sprake is van een numerus fixus opleiding, dan hier de procedure en selectie criteria opnemen.

### 26. Admission following an interruption in enrolment

Students whose programme was interrupted by deregistration and who wish to re-enrol must ask the programme upon re-enrolment which results they have already achieved and to what extent these fit in with the programme as it applies at the time of re-enrolment.

The programme will let these students know in writing what additional classes and tests they must take to match up with the tests they have passed and which exemptions they have. The students must also comply with the other rules for enrolment and deregistration.

Enrolment for a programme that is being phased out is not possible.

### 27. Admission to a part-time programme

**i** Als er sprake is van een deeltijdse vorm dan ook aangeven welke eisen worden gesteld aan de werkring.

- The programme has no part-time form.
- The programme has a part-time form. The programme does/does not impose requirements with respect to the jobs of students who wish to enrol for a part-time programme. Indien ja, <hier> invullen welke eisen.

### 28. Admission to a dual programme and work-study agreements

**i** Geef aan of de opleiding een duale vorm heeft.

Wanneer er een duale vorm is, geef dan ook aan welke eisen gelden voor het beroepsdeel en voor de

### onderwijsarbeidsovereenkomst.

The programme has no dual form.

The programme has a dual form and works with a work study agreement.

Before a student can start a dual programme, the student, the university and the student's employer must enter into a tripartite work-study agreement. < *specificeer hier welke onderwerpen in deze onderwijsarbeidsovereenkomst worden geregeld en welke eisen gelden voor het beroepsdeel*>

Students are entirely responsible for finding their own employers or trainers. If an agreement cannot be entered into or is terminated prematurely and no agreement with another employer can be made, the student concerned must switch to the full-time version of the programme. If no full-time version is offered, the student must suspend their studies (temporarily or permanently) and/or terminate their enrolment.

## Chapter 2. Admission to the main phase

### 29. Admission to classes and tests in the main phase with a foundation certificate awarded by Inholland

**i** De domeindirecteur mag zo'n besluit alleen nemen, als hier een uitvoeringsregeling met beroepsmogelijkheden is opgenomen.

Specificeer hieronder.

To be admitted to the main phase, students need either a foundation certificate from the programme or a joint foundation phase exam that also applies to the programme. The faculty director may determine in this respect that a student will not be admitted to one or more specialisations or graduation tracks. More information is provided in Article [38. Exclusion from graduation tracks or specialisations](#).

Generally speaking, admission to the main phase means that students are admitted to all units of study and tests. However, for some units of study additional conditions apply before students can take classes or sit tests. More information is provided in [article 31a](#). Students must meet these conditions before they can take part in those units of study.

Careful thought has been given to the structure of the curriculum and the order of the units of study. However, students are not required to follow this order.

### 30. Admission to the main phase with a foundation certificate awarded by another institution of higher professional education

If students have a foundation certificate from another institution of higher professional education, the Examination Board will assess for which units of study they may be offered an exemption or whether they can start the main phase straight away.

The Examination Board will make its decision within 30 working days after receiving a complete request.

### 31. Admission to main phase classes and tests without a foundation certificate

If the student does not yet have a foundation certificate and has also not met the binding study recommendation standard, they can still attend the units of study in the main phase/the second year. If special conditions apply to participation in a unit of study, students can only attend the unit of study if they meet these conditions.

**i** Bij een versneld programma of de leraarbasisonderwijs eventueel toevoegen:

Keuze maken in opties.

Students can also attend units of study from the main phase for:

- a program for students who have obtained exemptions for at least 30 credits;
- a program for students who have received at least 30 credits of exemption. This does not apply to students in primary education teacher training who have not passed the math test. Are there any special conditions for participating in a unit of study? In that case, the student can only obtain permission for that unit of study if he meets those conditions. The Examination Board will make a decision within 30 working days after the complete request has been submitted.
- Not applicable

### 31.a Entry and transfer requirements for units of study from the second year

**i** Vul hier de in- en doorstroomseisen voor onderwijseenheden in, die voor de hoofdfase van toepassing zijn.

Voor stage en afstudeerprogramma verwijst naar artikel 35 en 36.

Denk hierbij ook aan in- en doorstroomseisen voor een study abroad, of verwijst naar de studiehandleiding Study Abroad.

En/of geef aan dat er geen in- en doorstroomseisen van toepassing zijn voor de hoofdfase.

The following conditions for admission apply to the following unit of study / units of study: - <unit of study, stating the condition>

## Chapter 3. Switching

### 32. Switching between forms and variants

Switching between forms and variants within a programme is allowed. Students must comply with the conditions for admission and enrolment that apply to the form or variant to which they wish to switch.

The Examination Board will determine how students' test results and exemptions will be incorporated into the form or variant to which they are switching.

### 33. Switching between programmes with a joint foundation examination

With a joint foundation exam, students are enrolled in one specific programme, and their results are recorded towards that programme.

If students switch to another programme with the same joint foundation exam before completing their foundation phase, they retain their results and exemptions from the foundation programme. These are transferred to the new programme, with the dates on which the results were achieved being maintained.

If students switch programmes after receiving a foundation certificate, no new foundation certificate will be awarded for the new programme.

Any warnings issued as part of the binding study recommendation remain applicable after a switch.

If students have received a binding study recommendation for one of the programmes with a joint foundation exam, they cannot switch to another programme with the same joint foundation exam.

### 34. Switching between Ad and Bachelor's programmes

**i** Kies één van de opties.

Een student kan overstappen tussen een Ad-opleiding en de bacheloropleiding, als het propedeutisch examen van beide opleidingen hetzelfde is.

Let op: Wanneer de BSA norm van de opleidingen verschillend is, dan is het propedeutisch examen niet gelijk.

Students cannot switch from an Ad programme to the Bachelor's programme.

The Ad programme and the Bachelor's programme have the same foundation examination.

Students in the Ad programme can switch to the Bachelor's programme when they have passed the joint foundation year. Under these circumstances also students in the Bachelor's programme can switch to the Ad programme.

The foundation examination of the Ad programme and the Bachelor's programme are not the same. < geef aan waarin de eisen verschillen >

Student in the Ad programme cannot switch to the Bachelor's programme when they have passed the foundation examination of the Ad programme, but did not pass the foundation examination of the Bachelor's programme.

Students in the Bachelor's programme who did not pass the foundation examination of the Bachelor's programme, but did pass the foundation examination of the Ad programme, can switch to the Ad programme.

**i** Geef hier aan welke procedure de student moet volgen om over te stappen of waar hij dit kan vinden.

## Chapter 4. Admission to work placements and graduation programmes

### 35. Work placements

Students require permission from the programme to be able to start a unit of study that includes a work placement component. Permission is granted through the signing of a placement contract by or on behalf of the faculty director.

If other conditions apply to participation in the unit of study, students must meet these as well before they can participate. The programme deals with these conditions with leniency.

**i** Beschrijf hier de voorwaarden voor het starten met een stage. Het gaat er meestal om dat de student eerst klaar moet zijn met andere onderwijseenheden.

Geef hier ook meer informatie over hoe (meedoen aan) een stage werkt en over de eisen voor de inhoud van de stage.

### 36. Graduation programmes

Students require permission from the programme to be able to take a unit of study that is part of a graduation programme. The graduation programme consists of units of study with one or more graduation products.

**i** Geef hier de benodigde informatie over het afstudeerprogramma of de vindplaats van deze informatie.

Denk aan:

Wat nodig is om toestemming te krijgen en hoe de toestemming wordt gegeven.

Gelden er nog andere voorwaarden om mee te doen aan deze onderwijseenheden? Dan moet de student daar ook aan voldoen voordat hij kan meedoen. Specificeer deze voorwaarden.

Geef tevens meer informatie over hoe (meedoen aan) een afstudeerprogramma werkt en over de eisen voor (de onderdelen van) het afstudeerprogramma.

In deze informatie staat ook hoe de toetsing plaatsvindt en bij welke onderdelen twee examinatoren betrokken zijn.

## Chapter 5. Admission to optional subjects, graduation tracks and specialisations

### 37. Optional subjects

**i** Geef hier aan welke er keuzemogelijkheden voor studenten zijn of de vindplaats met deze informatie.

Denk daarbij aan:

Welke specifieke eisen gelden voor een keuze.

Binnen welke termijn de student de keuze moet maken.

*Denk hierbij ook aan de mogelijkheden voor een study abroad, of verwijst naar de studiehandleiding Study Abroad.*

### 38. Exclusion from graduation tracks or specialisations

Students select a graduation track and specialisation from the range offered by their programme. However, the faculty director may decide not to allow a student to participate in a graduation track or specialisation, if differences in the nature and content of that graduation track or specialisation justify such a decision.

In making the decision, the faculty director takes into consideration the study results, the programme as followed by the student, or both, and the relationship between these and the content of the graduation track or specialisation.

**i** De domeindirecteur mag zo'n besluit alleen nemen, als hier een uitvoeringsregeling met beroepsmogelijkheden is opgenomen.

Specificeer hieronder.

### 39. Participation in more than one graduation track or specialisation

If students wish to participate in more than one graduation track or specialisation, they must indicate in advance to the Examination Board for which graduation track or specialisation they wish to take the final examination. The choice for one particular graduation track is specified on the certificate. The other choice is extracurricular. This means that this choice is not part

of the programme itself. Specialisations are not reported on the certificate. All units of study that the students have successfully completed will be included in the list of grades and the diploma supplement.

## Chapter 6. Admission to optional subjects

### 40. Optional subjects

**i** Beschrijf hier alle keuzemogelijkheden die een student heeft of geef aan waar hij deze informatie kan vinden.

Dat kan gaan om:

- onderwijseenheden die **andere opleidingen** binnen de hogeschool verzorgen;
- onderwijs dat een andere opleiding **binnen of buiten Nederland** aanbiedt
- *Denk hierbij ook aan de mogelijkheden voor een study abroad, of verwijst naar de studiehandleiding Study Abroad.*

### 41. Optional subjects package

**i** Kies welke optie van toepassing is.

- Optional subjects will be offered as a package because this is necessary to achieve the final qualifications (learning objectives) for the programme. The students are required to select the entire package.

The name of the package only appears on the list of grades and the diploma supplement, if students have completed the entire package.

- Optional subjects will be offered as a package in order to earn the right to progress to a subsequent programme or to obtain a certificate. In that case, students are required to select the entire package if they want to obtain the associated qualification, for instance a right to progress.

Students who do not complete the package will not obtain the qualification. They will then have to take other optional subjects to fill the remaining space.

The name of the package only appears on the list of grades and the diploma supplement, if students have completed the entire package.

- The programme does not offer an optional subjects package.

### 42. Exemption and substitution of optional subjects

Students can request an exemption from the Examination Board if they have taken certain tests as part of another programme. In this case, they must choose an optional subject first and then apply for an exemption. [Chapter 18. Exemptions](#), particularly Article [160. Exemptions procedure and evidence](#), contains more information about how students can apply for exemptions and the requirement that they must state the reasons why they need an exemption.

Students can also request the Examination Board to grant them permission to take other units of study that allow for national and international mobility. These are known as 'substitute units of study', as explained in Article [167. Request for substitution](#) and

following Articles.

#### 43. Permission by the Examination Board for optional subjects

If students choose an optional subject that is not offered by their own programme, they must first discuss the choice with their study counsellor.

They must then submit a request to the Examination Board. In the request, they must indicate:

- how the choice aligns with the profile of their programme in terms of final qualifications (learning objectives) and level;
- how the choice relates to the phase of the programme in which they are making the choice;
- how the choice fits in with their personal goals.

The Examination Board will make a decision within fifteen working days.

#### 44. Changing a selected optional subject

Students can change their choice of optional subject at any time up until five weeks at the latest before the start of term. To do so, they must repeat the procedure set out in Articles [42. Exemption and substitution of optional subjects](#) and [43. Permission by the Examination Board for optional subjects](#).

#### 45. Extra optional subjects

Students can obtain extra credits by taking more optional subjects than provided for in the graduation programme. In this case, they must let the Examination Board know which units of study are extracurricular. These units of study do not form part of the final examination.

Students who choose to take extra optional subjects are recommended to take note of the provisions of Articles [175. Degree certificate](#) and [177. Deferral of awarding of the degree certificate](#) when deciding on the order in which to complete the optional subjects. These articles determine when a degree certificate will be awarded and when the awarding of the certificate will be postponed.

# PART 5. APPLYING FOR UNITS OF STUDY

## Chapter 1. Applying for units of study in the basic curriculum

### 46. Applying for units of study

Students do not need to apply to take units of study in the basic curriculum. However, applications are sometimes necessary for the organisation of the programme, for instance in the case of field trips. Where an application is required, it will be stated in the unit of study description.

Students will be informed as quickly as possible as to whether they can take the units of study for which they have applied. They will receive this information at least two weeks before the unit of study is due to start.

Students who cannot be placed will be offered an alternative option.

## Chapter 2. Applications and placement for optional subject

### 47. Applying

Students must apply in good time to take optional subjects.

The information provided on optional subjects will specify how and when students can apply.

If a minimum number of students is necessary in order for an optional subject to go ahead, this will be announced in advance. Students will also be notified in advance if there is a cap on student numbers for an optional subject.

Students who were previously admitted to an optional subject but did not start it must apply again, stating 'previously admitted' as their reason.

### 48. Placement

Students who apply for optional subjects in good time and according to the correct procedure will be placed in those optional subjects, unless there are too many or too few applications. For Study Abroad, other guidelines apply for the placement. For more information, check the student handbook Study Abroad, [31.a Entry and transfer requirements for units of study from the second year](#), [37. Optional subjects](#) or article [40. Optional subjects](#).

At least six weeks before the start of term, students will be notified whether they have been placed in their optional subjects. If they have not been given a place, they will be notified of the reasons for this, and also how and within what timeframe they can make a new choice.

Note: Placement alone is not always in itself sufficient for a student to be able to take a unit of study. If other conditions apply for participation in the unit of study, students must meet these too.

### 49. Placement if there are too few applications

If fewer than the minimum number of applications are received, the faculty director responsible for that optional subject may decide not to allow the unit of study to go ahead. In that case, the faculty director will offer the students who applied for the optional subject one or more alternative options. Where possible, this will include the option of taking the same or a similar optional subject at another location.

### 50. Placement if there are too many applications

If there are more applicants than the cap, students will be placed in the order in which they applied. Applications for optional subjects that are not extracurricular will be given priority. See also Article [45. Extra optional subjects](#). The faculty director will offer



students who are not given a place one or more alternative options. This may include the option of taking the same or a similar optional subject at another location.

For Study Abroad, other guidelines apply for the placement. For more information, check the student handbook Study Abroad, [31.a Entry and transfer requirements for units of study from the second year](#), [37. Optional subjects](#) or article [40. Optional subjects](#).

# PART 6. STUDY COUNSELLING

## Chapter 1. Study counselling

### 51. Mandatory component of the programme for all students

Every student will receive study counselling and have a study counsellor.

Study counselling is a mandatory component of the programme. It is related to the student's academic phase. It is also possible to receive advice and counselling regarding personal circumstances – see the [Student Counsellor page](#) on Iris.

### 52. Content of study counselling

At a minimum, study counselling includes:

- guidance on choices during students' studies;
- academic progress;
- the study recommendation.

Students can view their own academic progress electronically.

**i** Vul hier in welke begeleiding de opleiding biedt en de invulling daarvan. Of geef aan waar student deze informatie kan vinden.

Denk aan:

SLB

praktijk-, onderzoeks-, afstudeer-, en vakinhoudelijkebegeleiding.

## Chapter 2. Recording data as part of study counselling

### 53. Recording data in study counselling

For each student, the study counsellor will record the agreements made during study counselling sessions. For disabled students, the study counsellor will also record the relevant agreements they have made. The same applies to agreements with students enrolled as elite athletes.

Students will be given a copy of these agreements on request. For disabled students, more information is given in Article [107. Disability](#) and for elite athletes in Article [66. Adjusted standards for elite athletes](#) and Chapter 2 of this Education Guide.

Students are entitled to view the information recorded about them.

# PART 7. STUDY RECOMMENDATION AND BINDING

## STUDY RECOMMENDATION

### Chapter 1. Study recommendation

#### 54. Content of study recommendation

At the end of the first year of enrolment in the foundation phase of the Bachelor's programme or the Ad programme, students receive a study recommendation in writing from the faculty director relating to the continuation of their studies within the programme or elsewhere. This study recommendation is based on the test results recorded in the PeopleSoft academic monitoring system.

The recommendation may contain a rejection. A rejection must always be preceded by a warning. More information on a warning is given in [77. Warning](#), and more information about rejections is contained in Articles [56. Quantitative academic performance standard](#) to [63](#).

The study recommendation applies to all forms and variants of the programme. If a student switches from one form or variant to another and the programmes are different, the faculty director will adjust the study recommendation after the switch if necessary.

#### 55. When study recommendations will be issued

The student who enrolled in September will receive the study recommendation by 31 July at the latest. The student who enrolled in February will receive the study recommendation at the latest by the first of March of the second year of enrollment. The study recommendation contains a recommendation of the first twelve months of the study, to and including 31 January.

Students who enroll on any other date than 1 September or 1 February will receive their study recommendations:

- at the latest on 31 July if they started in the September intake;
- at the latest on 1 March if they started in the February intake.

The standards for the study recommendation are set out in Article [67. Different standard for interim entrants](#).

### Chapter 2. Binding study recommendation in the first year of enrolment

#### 56. Quantitative academic performance standard

##### a. Level of the quantitative academic performance standard

**i** Maak hieronder een keuze met betrekking tot de kwantitatieve norm.

Let op: bij de mogelijkheid van een versneld programma voeg dan ook toe:  
"XX credits voor het versneld programma."

At the end of the first year of enrolment in the programme, students must have obtained at least 50 of the 60 available credits in the foundation phase.

At the end of the first year of enrolment in the programme, students must have obtained at least 45 of the 60 available credits in the foundation phase. When students have obtained at least 40 credits, of which 25 credits in period 3 and 4, the

quantitative standard has been met. Please note: this is a pilot.

At the end of the first year of enrolment in the programme, students must have obtained at least 50 of the 60 available credits in the foundation phase. When students have obtained at least 45 credits, of which 30 credits in period 3 and 4, the quantitative standard has been made. Please note: this is a pilot.

At the end of the first year of enrolment in the programme, students must have obtained at least 30 of the 60 available credits in the foundation phase. Please note: this is a pilot.

At the end of the first year students in the accelerated programme must have obtained at least 38 of the available 45 credits in the foundation phase.

Not applicable, NOTE: specific for Horticulture.

At the end of the first year of enrolment in the programme, students must have obtained at least 45 of the 60 available credits in the foundation phase. Note: this is a pilot, specific for Tourism Management.

At the end of the first year of enrolment in the programme, students must have obtained at least 45 of the 60 available credits in the foundation phase.

#### b. Quantitative academic performance standard where exemptions have been granted

If students have been granted exemptions from the tests for one or more units of study, the quantitative academic performance standard will be 84% (50/60) of the remaining number of credits in the foundation phase. This rule also applies to the accelerated curriculum for students with a pre-university education.

If the programme has a quantitative academic performance standard of less than 50 credits, the remaining number of credits will be multiplied by  $n/60$ , where  $n$  is the number of credits in the standard.

NOTE: not applicable for Horticulture.

#### 57. Qualitative academic performance standard

In addition to a quantitative performance standard, the programme can also designate a qualitative performance standard. The qualitative performance standard consists of one or more units of study of the propaedeutic phase. The failure of completion of these units of study indicates unsuitability for the programme.

**i** Vul hier in of er een kwalitatieve norm van toepassing is.

En zo ja, hoe deze kwalitatieve norm is ingevuld.

The programme has no qualitative standard for the binding study recommendation.

The programme has one or more qualitative standards for the binding study recommendation. At the end of the first year students must have obtained all these units of study. The programme has the following qualitative standard(s) for the

binding study recommendation:

Not applicable, NOTE: specific for Horticulture.

### 58. Issuing of binding study recommendation

Students must meet the quantitative academic standard and any qualitative academic standard at the end of the first year of enrolment. Together they form the binding study recommendation. If the students do not meet the standard, they will receive a written rejection. This is a binding study recommendation.

In case of a joint propaedeutic year, a binding study recommendation is valid for all programs within the joint propaedeutic year.

### 59. Binding study recommendation and personal circumstances

The faculty director will not issue binding study recommendations where students have not been able to comply with the standards for binding study recommendations due to personal circumstances. The procedure for providing evidence of personal circumstances is set out in Articles [82. Personal circumstances](#) and [85. Definition of personal circumstances](#).

If the programme has set a qualitative academic performance standard and the student has not achieved that standard, and if the personal circumstances which prevented the student from achieving the quantitative academic performance standard did not present an obstacle to meeting the qualitative standard, the faculty director will always issue a negative binding study recommendation.

### 60. Binding study recommendation and switching out of the accelerated variant

**i** Geef hier aan of de opleiding een versnelde variant kent door het kiezen van een optie.

Students following the accelerated pre-university curriculum may not switch to the regular pathway after receiving a binding study recommendation (coordinate the text with the Pabo).

This article does not apply to the programme .

## Chapter 3. Binding study recommendation after the first year of enrolment

### 61. Standard for a binding study recommendation after the first year

If a student did not meet the minimum standard (quantitative and possibly qualitative) at the end of the first year and the faculty director could not provide a binding study advice, then they must pass the entire first-year program during or by the end of the second year of enrollment or within the given deadline.

This applies to students:

- For whom a binding study advice could not be given due to personal circumstances;
- Who did not receive a binding study advice because their enrollment was interrupted. See also article [69. Binding study recommendation following an interruption in enrollment](#);
- Who had a significant backlog for the first time at the end of the fourth educational period, and it became apparent that there was a backlog. See also article [77. Warning](#);
- Whose examination results after the first year clearly indicate the student's suitability. See also article [62. When a binding](#)

[study recommendation will be issued after the first year.](#)

#### **62. When a binding study recommendation will be issued after the first year**

The faculty director will issue a binding study recommendation upon determination that the student cannot successfully complete the remainder of the first-year programme within the timeframe granted to the student.

The faculty director will not give a negative binding study recommendation if the student has not been able to achieve the standard (see Article [61. Standard for a binding study recommendation after the first year](#)) for the binding study recommendation due to proven personal circumstances; see also Article [82. Personal circumstances](#), it is necessary that the student counsellor issues advice.

The faculty director will give a positive recommendation if the test results for the programme after the first year clearly indicate the student's suitability.

#### **63. Extending the timeframe**

It is possible that, due to personal circumstances, a student may not receive a binding study recommendation during or at the end of the second year of enrolment but will instead receive a warning stating a timeframe. If it subsequently becomes apparent that the student is unable to meet the standard within that timeframe, the faculty director will issue a binding study recommendation at the end of the timeframe specified in the letter. If relevant personal circumstances still exist, the faculty director will again take the severity of these circumstances into account. See also Article [82. Personal circumstances](#).

## **Chapter 4. Consequences of a binding study recommendation and when enrolment will end**

#### **64. Termination of enrolment**

Students who have received a binding study recommendation from Inholland cannot continue with the programme. Their enrolment will be terminated.

#### **65. When the enrolment will end**

If a binding study recommendation is issued after 1 June, the enrolment will end on 31 August.

If a binding study recommendation is issued earlier in the academic year, the enrolment will be terminated at the time immediately after the end of the last day of the month in which the binding study recommendation was issued. If there are only a few days remaining between the issuing of the recommendation and the last day of the month, the student's enrolment will be terminated one month later.

## **Chapter 5. Special cases and binding study recommendation**

#### **66. Adjusted standards for elite athletes**

An elite athlete is a student who meets the conditions set out in the Profile Fund Regulations. These regulations can be found in this Education Guide in Chapter 3.3.

In addition to the provisions of Article [85 h](#), the faculty director may make an agreement with an elite athlete setting adjusted standards for the first year of enrolment. This will be done as soon as possible after enrolment. The faculty director will send the student a letter setting out the agreements. The faculty director may appoint someone else to make the agreements and send them to the student.

#### **67. Different standard for interim entrants**

For interim entrants who are not part of the February intake, the standard will be as follows: <fill in>.

### Quantitative academic performance standard

The faculty director will determine which credits the student will be unable to achieve upon entering in the interim, in light of the scheduling of the classes and tests. This number will be deducted from the first-year study load. (The first-year study load is 60 credits for the regular programme and 45 for the accelerated variant.) The student must achieve 84% of the difference in the first year of enrolment. This number will be rounded up.

If the student has exemptions, the percentage will be applied on the total number of credits minus the number of credits for the units of study for which the student has exemptions, and minus the number of credits that the student will be unable to achieve due to the scheduling of classes and tests. This number will be rounded up as well.

### Qualitative academic performance standard

If there is a qualitative academic performance standard, the number of credits for the units of study that form part of the standard and that the student cannot achieve due to entering in the interim will be deducted from that standard.

Soon after the intake, the faculty director will determine what the quantitative and qualitative academic performance standards will be. The faculty director will consult the student first, and then send the student a letter setting out the standards.

### 68. Binding study recommendation and switching to another programme

If students switch to another Bachelor's programme or Ad programme, the rules of the binding study recommendation will again apply to the new programme.

**Important note:** After receiving a binding study recommendation, students cannot switch to a programme with the same foundation exam. It is also not possible, after having received a binding study recommendation, to switch from an Ad programme to a Bachelor's programme (or vice versa) with the same foundation exam. The standards for binding study recommendations are set out in Article [56. Quantitative academic performance standard](#) and [57. Qualitative academic performance standard](#).

After receiving a binding study recommendation, students cannot transfer credits that they obtained in the old programme to the new programme. However, they can apply to the Examination Board for an exemption from tests if they meet the applicable conditions. See also Articles [155. Exemptions from tests](#) to [162. Waiving further investigation](#).

### 69. Binding study recommendation following an interruption in enrolment

Students who are deregistered less than two months after enrolment and re-enrol in the same programme in a subsequent academic year will be subject to the same rules around warnings and binding study recommendations as students enrolling in the programme for the first time.

If a student from the September intake terminates their enrolment before receiving a binding study recommendation and then re-enrols in a subsequent academic year, the binding study recommendation standard entails that they must pass the foundation examination in that year. When they enrol, the student will receive a warning notifying them of this fact.

If a student from the February intake terminates their enrolment before September of that year and then re-enrols in the same programme on 1 September, generally speaking the same rules will remain applicable to them regarding warnings and binding study recommendations. The quantitative academic performance standard may be adjusted in individual cases. If this is the case, it will be stated in the warning that the student receives at the time of re-enrolment.

If a student deregisters before the end of the academic year, and they could not have met the BSA standard anymore even if they hadn't deregistered, and if there are no personal circumstances as referred to in Article [85. Definition of personal circumstances](#), then a binding study recommendation will be issued.

The rules in this Article also apply if a student re-enrols for a programme with the same foundation exam as the programme in which they were previously enrolled.

## Chapter 6. Academic progress and international students

### 70. Students to whom these rules apply

The rules in the following Articles (up to and including Article 75) concerning academic progress apply to students who:

1. do not come from a member state of the [EEA](#) or from Switzerland (these are students who require a residency permit); and
2. are covered by the 'Code of Conduct for International Students in Dutch Higher Education'.

These rules are in addition to:

- the rules on academic progress, study recommendations and binding study recommendations in this TER; and
- the academic progress requirements for students who receive a knowledge grant from the university under the Profile Fund Regulations.

### 71. Criteria

According to the Code of Conduct, students have made satisfactory academic progress if, in each academic year, they have achieved:

- at least 15 credits by participating in tests in the first two terms;
- at least 30 credits over the entire academic year.

### 72. Procedure at the end of Term 2 and Term 4

The faculty director determines students' academic progress twice each year:

- at the end of Term 2;
- and at the end of Term 4.

If a student is deemed to have made unsatisfactory academic progress after Term 2 and at the end of the academic year, their study counsellor will discuss this with them. If there are any special circumstances as referred to in Article [86. Other special circumstances](#), the study counsellor will make a reasonable agreement with the student to ensure that their academic progress is restored to the required level as quickly as possible. The student is required to comply with this agreement.

### 73. Procedure at the end of the academic year

If at the end of the academic year the faculty director finds that a student is no longer attending any classes at all, or their abilities are insufficient for the level of the programme, the university will report the student to the Immigration and Naturalisation Service (IND) within one month. The 'end of the academic year' is always the end of July/August, even for students from the February intake. If a student is failing to meet the progress standard that applies to them, this will be sufficient reason for determining that their abilities are insufficient for the level of the programme. This does not apply if the study counsellor has made an agreement with the student as described in Article [72](#). The faculty director will inform the student in a letter of his decision regarding the special circumstances relating to their failure to meet the required standard. This letter will include the faculty director's reasons, as well as information on how the student can appeal against the decision.

### 74. The university will refrain only once from reporting a student

Where the same set of special circumstances is involved, reporting an international student to the IND for unsatisfactory academic progress can be refrained from only once during the entire period in which the international student is enrolled at the university. The Central Student Administration makes the report on behalf of the faculty director.

### 75. Records

The faculty director makes a record of:

- the unsatisfactory academic progress;
- the personal circumstances; and
- the fact that no report was made.



## Chapter 7. Procedure for issuing binding study recommendations

### 76. No binding study recommendations without prior warning

The faculty director must first give the student a written warning before issuing a binding study recommendation.

### 77. Warning

If a student's academic progress has been unsatisfactory during their first or second year of enrolment in the foundation phase, and as a consequence they are in danger of receiving a binding study recommendation, the student will receive a warning from the faculty director. The warning will be given in writing.

### 78. When the warning will be sent

The faculty director sends the warning in the first year during the term in which the students' poor academic progress is first noted, or as soon as possible after the end of that term.

If the faculty director only notices students' poor academic progress in Term 4, and is unable to issue a warning due to the resits at the end of that term, the students will receive a warning that they must successfully complete the full first-year curriculum in the second year of enrolment. The warning will form part of the study recommendation.

If a student cannot meet the standard for avoiding a binding study recommendation due to personal circumstances, they will receive a warning that the foundation phase must be successfully completed during or by the end of the second year. The warning will form part of the study recommendation.

### 79. Content of the warning

The warning will indicate the total number of credits that the student must obtain. The warning will also indicate the date by which the student must have obtained these credits.

The terms in which classes for the units of study in question will be run, and the timing of the tests, are taken into account upon setting this date. The rule is that there should be two test opportunities per academic year, unless one of the exceptions in [96. Number of test opportunities per academic year](#) applies.

If the student is subsequently given a new deadline due to personal circumstances, this applies only to the two test opportunities for the remaining units of study.

### 80. Scope of the warning

The warning applies to all forms and variants of the programme.

In the case of a joint foundation exam, the warning applies to all programmes with the same foundation exam.

If the programme is run in multiple locations, the warning applies to all locations.

However, if students switch from one form, variant or location to another, and the curriculum is different, the warning may be adjusted if necessary. If such an adjustment is made during the first year of enrolment, only the standard will be adjusted.

### 81. Warning in the case of re-enrolment following deregistration

If a student does not receive a warning because they have already deregistered, and if they re-enrol in the same programme, or in a programme with the same foundation examination, they will receive the warning as soon as possible after re-enrolment.

The standards for a 'Binding study recommendation following an interruption in enrolment', as described in Article [69. Binding study recommendation following an interruption in enrolment](#), will apply to the warning.

### 82. Personal circumstances

Students may fall behind in their studies due to personal circumstances. Article [85](#) outlines what those personal circumstances might be. The faculty director takes any personal circumstances into account when deciding whether to issue a binding study recommendation. The faculty director can only do this if he or she is aware of the personal circumstances. Accordingly, students

must report personal circumstances to the student counsellor. The faculty director will always seek advice from the student counselling service before issuing a binding study recommendation. The student counsellor will provide written advice. In the advice, the student counsellor will address:

- whether the student has reported personal circumstances as defined in article [85. Definition of personal circumstances](#);
- if so, whether the student has delivered proof of the personal circumstances;
- whether the student counsellor can establish a connection between the personal circumstances and the study credit deficit of the student;
- if possible, for how many study credits the student has fallen behind due to the personal circumstances and/or which period or courses the deficit relates to.

The student counsellor will send the advice to the faculty director and to the student. The faculty director will also consult the study counsellor about students' academic progress and its connection to their personal circumstances.

### 83. Meeting

Before a binding study recommendation is issued, students will be offered the opportunity to explain their side of the story to the faculty director or to someone else assigned to meet with students on behalf of the faculty director. Among other things, this meeting will include a discussion of whether the overview of academic results achieved is accurate. The participants of the meeting will also look at whether the personal circumstances should be taken into account.

If a student fails to take up an invitation to attend such a meeting, this will be noted in their student file.

## Chapter 8 Request for lifting a binding study recommendation

### 84. Lifting

Students who have received a binding study recommendation may submit a request to the faculty director to review the rejection.

Such review by the faculty director can take place no earlier than twelve months after the date on which the enrolment was terminated due to the binding study recommendation. In their request, students must provide plausible arguments to show that they will now be capable of successfully completing the programme. These arguments can be based by the students on activities, which may include studies, that the students have engaged in since leaving the programme.

The faculty director will not review the rejection if the programme is being phased out or has been discontinued.

## Chapter 9. Special and personal circumstances and academic progress

### 85. Definition of personal circumstances

The personal circumstances that can play a role in the decision of whether to issue a binding study recommendation as described in Article [82. Personal circumstances](#) are:

- a. student illness;
- b. physical, sensory or other disabilities;
- c. pregnancy of the student;
- d. special family circumstances;
- e. membership of a representative advisory council, faculty representative advisory council, student committee or programme committee at the university;
- f. membership of an accreditation committee, as specified in Chapter 5a of the WHW;
- g. membership of the board of a student organisation or other administrative activity, as explained in Article 2(3) of the Profile Fund Regulations, which can be found in the Education Guide;
- h. competing as an elite athlete (see also Article [66. Adjusted standards for elite athletes](#));
- i. personal circumstances not listed in (a) to (h) above, which, if the board of the university did not take them into

consideration, would lead to a significant and unfair disadvantage.

### 86. Other special circumstances

In addition, the following provisions concerning the academic progress of international students (Articles [70. Students to whom these rules apply](#) to [75. Records](#)) and the validity period of results (Articles [146. Limited validity period for tests and exemptions](#) to [148. End of validity period](#)) apply:

1. a programme cannot be completed within the nominal time;
2. activities in the social sphere.

Students may also fall behind in their studies in a way that makes them eligible for financial assistance under one of the student financial support schemes as outlined in Chapter 3 of this Education Guide.

### 87. Procedure for establishing special and personal circumstances

#### *a. Notify the student counsellor as soon as possible*

If any of the circumstances set out in Articles [85. Definition of personal circumstances](#) or [68. Binding study recommendation and switching to another programme](#) arise and cause a student to fall behind with their studies, they should notify the student counsellor as soon as possible, stating:

- the period of time for which the circumstances applied or will apply;
- what the circumstances are and how serious they are; the student must provide evidence;
- the extent to which the student was or will be unable to participate in classes or tests.

All contacts with students are recorded in the student counselling information system. If students so wish, they can obtain a copy of everything recorded in the system about these contacts.

#### *b. Student Counsellor's Declaration*

The student counsellor will draw up a 'Student Counsellor's Declaration' if:

- a student has proven that personal or special circumstances are applicable; and
- the student counsellor has determined that the student has fallen behind or is likely to fall behind in their studies due to these circumstances.

This declaration will specify the date of the first meeting about the circumstances and all matters listed under (a) above. The student counsellor may also include comments, advice and arrangements for the student or for discussion with the study counsellor.

Some circumstances are confidential. If so, the student counsellor will discuss with the student what will be included in the declaration.

#### *c. Discussion with study counsellor and adjustment to study plan*

The student will show the Student Counsellor's Declaration to their study counsellor and discuss with the study counsellor the inability to keep up with their studies and any advice they have been given. The student will then adjust their study plan. The discussion and adjustment to the study plan will take place as soon as possible after the meeting with the student counsellor.

If the student involved is an international student, the study counsellor will also talk about the IND's progress requirements. See also Article [73. Procedure at the end of the academic year](#).

#### *d. Request for special arrangement*

Based on special circumstances, a student in possession of a Student Counsellor's Declaration or advice from the student counsellor, may request special arrangements at the Examination Board, the programme or the service organisation.

### 88. Confidentiality of personal circumstances

Everyone who is aware of a notification of personal circumstances:

- will handle the information in a confidential manner; and

- will use the information only as part of their duties and for the purpose of implementing the regulations in the Education Guide.

The student counsellor complies with the code of conduct for student counsellors and will give information to the programme only:

- within the scope of the student counsellor's role;
- within the parameters of the agreements the student counsellor made with the student about the confidentiality of the information.

# PART 8. TESTS

## Chapter 1. Content and administration of tests and publication of test standards

### 89. Connection to unit of study

The final qualifications or learning outcomes and the goals for each test are connected to the unit of study described in [{{sourceofunitsofstudydescription}}](#), or to a module within that unit of study.

The project task or test questions will clearly and precisely state how students are expected to answer them.

**i** Hier kan de Pabo de tekst voor de Landelijke kennistoetsen van de Lerarenopleiding invoegen.

### 90. Test duration

Students will be given sufficient time to complete the test, according to reasonable benchmarks.

### 91. Test standards

Test standards for practical work and group assignments are published prior to commencement of these assignments.

The test standards are published prior to publishing the test results.

## Chapter 2. Types of tests

### 92. Types of tests

[Appendix: Annual Programmes](#) of the TER specifies the types of tests. There are three types of tests, which can be detailed in various ways:

1. Written  
Students answer test questions on paper or electronically, or they complete projects on paper or electronically.
2. Oral  
Students answer test questions in a meeting (online) with one or more examiner(s).
3. Other  
For the test or project, students perform tasks that will be described clearly by the programme in the descriptions of the units of study. Possibly a written, digital or oral component, or a combination of these, must also be completed.

If necessary, the type of test can be changed during the academic year, with due regard to the participation in the decision-making process. Students will be informed of this in a timely manner.

### 93. Oral tests

#### a. One student examined orally at a time.

In an oral test (online or physical), one student is examined at a time, unless the Examination Board decides otherwise or if testing is conducted in a different manner. If so, this will be announced before the start of the unit of study.

**b. Examiners and public access**

Oral tests are conducted by two examiners. This may not be the case if it is not feasible from an organisational point of view, or if the test is administered online. In that case, the oral test must be recorded.

This will not be the case for the parts of a degree programme. These will be administered by two examiners. An oral test is open to the public, because that ensures transparency and allows for monitoring of the conduct of the test. This does not apply if the Examination Board decides otherwise.

**i** Geef hier aan voor welke mondelinge toetsen de examencommissie heeft bepaald dat deze niet openbaar zijn.

**c. Rules for conducting tests**

Oral tests are conducted by two internal examiners, or by one internal and one external examiner. An external examiner is an independent expert from the professional field.

If an oral test (online or physical) is conducted by a single examiner, an audio or video recording is always made.

**d. Protocol**

For every oral test, a protocol will be drawn up. The examiners will sign the protocol. If an external examiner was involved in the test, he or she will also sign the protocol. The protocol will be preserved as specified in the university's regulations on retention periods.

If an audio recording of an oral test is made, it will be preserved as specified in the university's regulations on retention periods.

**94. Other types of tests****Grounds**

Disabled students can ask the Examination Board if they can complete tests in a way that accommodates their disability as much as possible. They can also request any additional or adapted materials they may need to be able to complete the test.

Students can also ask to complete tests in another form for other reasons. The Examination Board will only grant such requests in exceptional, individual cases.

Adjustments are possible only if they do not change the test goals or the level of the test.

**Procedure**

Students must request an alternative form of test by the start of term at the latest. They should submit their requests in writing to the Examination Board. The letter should set out the reasons for the request and enclose a copy of the advice received from the student counsellor ([Click here](#) for more information about advice from the student counsellor).

The Examination Board will make a decision as soon as possible, at any rate no later than fifteen working days after receiving the complete request.

**Chapter 3. Timing and frequency of tests****95. Timing of tests**

Each unit of study will, if possible, end with one or more tests in the term in which the teaching was delivered. If the teaching was delivered over a whole semester, the test will, if possible, take place in that semester.

If a unit of study is composed of modules, the modules will likewise be completed, if possible, within the term or semester in which the unit of study was delivered.

The [Annual programme](#) states when the tests take place.

### 96. Number of test opportunities per academic year

For all tests of the programme in the form or variant as followed by the student, they will have two test opportunities per academic year, within normal term time. There are a number of exceptions to this rule.

- There may be only one test opportunity per academic year for tests *after the first year*, for which no resit can be scheduled in the same academic year due to the nature of the study unit. This applies, for example, to work placements in the fourth term.
- For some tests, the programme may indicate that students will be given more than two opportunities to complete them.
- The programme may also indicate that it will offer only one test opportunity in each academic year.

Geef hier aan of en welke uitzonderingen van toepassing zijn. Bijvoorbeeld voor study abroad. Of verwijst naar de studiehandleiding. Noteer maximaal 1 a 2 uitzonderingen. Bij twijfel graag contact opnemen met Team Onderwijsgidssupport.

Let op: De opleidingscommissie heeft adviesrecht en de DMR heeft instemmingsrecht wanneer het aantal toetskansen wordt aangepast.

#### *i* Optionele tekst, specifiek voor de Pabo

For the primary teacher-training Bachelor's programme the students can only participate, on the basis of national agreements, in the courses and tests of the main phase if the so-called national entrance test has been completed successfully. This test also forms part of the qualitative academic performance standards in the study recommendation rules: if the student does not meet the qualitative academic performance requirements in time, he will receive a binding study recommendation and he will not be permitted to continue the programme. The student will have passed the national numeracy-mathematics personal skills test (Wiscat) if the student has achieved a score of 120.

The frequency of conducting entrance tests in an academic year has been recorded in national agreements. Specific information is included in the Education Guide and study manual.

## Chapter 4. Resits

Note: The programme uses the test concept of programmatic assessment. We are not talking about resits, but about personalized recovery processes or remediation. Students are given the opportunity to demonstrate compliance with the set standard with additional evidence or documentation. The scope and the purport of the articles below do apply.

Not applicable

### 97. Timing of resits

The final resit opportunity in the first year will be scheduled before the end of Term 4. This is due to the fact that study recommendations need to be issued in time.

For tests which form part of the curriculum from the second year onwards (see the proviso in Part 7), resits can also be scheduled

before the start of the new academic year. in other words, in Term 5.

### 98. Resit when test passed at first opportunity

Students who have passed a test are not entitled to a resit.

However, a student may want to resit a test in an exceptional situation. In this case, they must submit a request to the Examination Board, which will make a decision within thirty working days. If the Examination Board grants the request, the highest result that the student achieves will apply.

### 99. Additional opportunity due to special circumstances

In exceptional cases, the Examination Board may decide to provide an additional test opportunity.

This will only occur if personal circumstances exist as described in Article [85. Definition of personal circumstances](#), or in other extremely exceptional cases.

Students must submit a request to the Examination Board and state the reasons for their request. The Examination Board will seek advice from the student counsellor, if the Board deems this to be necessary. The Examination Board will make a decision within fifteen working days.

The programme offers no extra resits after 1 July 2025 for students in their first year. This is because these students will receive their study recommendation by 31 July at the latest.

### 100. Resits in the context of curriculum obsolescence and updating

Special rules apply to resits if a curriculum is obsolete or being updated. See Articles [21. Curriculum obsolescence and updating](#) to [24. Evaluation of the programme](#).

## Chapter 5. Bringing forward test opportunities

### 101. Bringing forward

An Examination Board may permit a student, once in an academic year, to take one or more tests earlier, so that the student can pass the final examination without a disproportionate delay.

This is subject to the condition that bringing forward the test opportunity is reasonably possible.

If both test opportunities in the academic year have already passed, the student will be given a third test opportunity. The student must submit a request to the Examination Board and state the reasons for the request.

The Examination Board will make its decision within fifteen working days after receiving the complete request. The Examination Board deals with these requests with leniency.

### 102. Conditions for bringing forward test opportunities

For a test opportunity to be brought forward, the student must meet the following conditions:

1. The student must obtain a maximum of 10 credits or outstanding components with a comparable study load before completing his final examination.
2. For the obtaining of the remaining credits, the student is not subject to any attendance requirement for classes, nor is there any obligation to execute group projects.
3. The student cannot attend any classes or complete any tests in the next term or terms, due to the university's timetabling. This is based on the four ordinary terms of the academic year.
4. The student has:
  - attended the classes associated with the tests;
  - taken the provided tests; and
  - tried to pass the tests with adequate preparation.



**i** Heeft de student minder dan 230 credits voor een opleiding met 240 credits, 173 credits voor een opleiding met 180 credits behaald en wel minimaal 200 respectievelijk 150 credits behaald? En heeft hij nog geen of een beperkt aantal onderwijseenheden van het afstudeerprogramma gehaald? Dan is het bij sommige opleidingen mogelijk een beroep doen op deze regeling. Wanneer dit het geval is, geef dat dan hieronder aan.

If the student has obtained less than 230 credits for a 240 credits programme or less than 173 credits for a 180 credits programme, but did obtain at least 200 credits or 150 credits, respectively, and has not yet completed any, or a limited number, of the units of study in the graduation programme, it is possible in the programme to invoke this provision. The student can submit a request to that effect to the Examination Board.

## Chapter 6. Time, place and duration of tests

### 103. Test timetable, testing room, materials

In the first two weeks of each term, the Service Point will publish the test timetable that the programme has set on Iris. If there are any changes to testing rooms, these will be announced at least two working days before the test date.

The programme arranges test dates so that they are spaced in an optimal way for students. The period of time in which a written or oral test is taken is called a test session.

In the first two weeks of term, the examiner will publish a list of the materials that students may use in the test.

Students must also comply with:

- the rules concerning materials set out for the unit of study;
- the provisions regarding these rules in the test session instructions; and
- the instructions given by the Examination Board.

### 104. Deadline for submitting work

The test timetable will state the deadline for submitting work by the student other than in a test session. If this date is not stated in the test timetable, it will be announced in good time in another manner.

It will also be announced in advance what the consequences are if students do not submit work or do not submit it in a timely manner. This does not apply if this information is already included in [{{sourceofunitofstudydescription}}](#).

### 105. Length of the test session

#### Written test

A written test session lasts a maximum of 180 minutes, unless the Examination Board has set a longer timeframe for a particular student.

#### Oral test

An individual oral test session will last a minimum of 15 and a maximum of 60 minutes. This does not apply if the nature of the test session makes a longer timeframe necessary. [{{sourceofunitofstudydescription}}](#) indicates the length of each test session. If necessary, it also states the reason for the length of a particular test session.

## Chapter 7. Special test arrangements

### 106. Language deficiency

A student with a language deficiency who is following a Dutch-language programme can submit a request to the examination board for extra examination time and/or permission to use a dictionary during examinations. The examination committee can extend the test session by a maximum of 25% or 30 minutes. Tests lasting 60 minutes or less can be extended by a maximum of 15 minutes. More information about this is given in Chapter 2 of the Education Guide.

### 107. Disability

The Examination Board may decide to extend a test session for students with a disability by up to 60 minutes and/or offer students additional auxiliary materials. They may also offer students additional auxiliary materials, or they may do both. Students must personally submit a request to this effect. Before the student submit a request, the student counselor must be asked for advice. The student counselor may draw up an advice per request by the student. The advice will be sent to the Examination Board. More information about the student counsellor can be found [here](#).

### 108. Alternative test time or location

In very exceptional circumstances, the Examination Board may allow students to sit a test at another time or in another location. A disability or a study abroad is an example of exceptional circumstances.

### 109. Submitting a request for special arrangements

Students must submit their requests for special arrangements in writing to the Examination Board at the start of term. If the exceptional situation does not arise until later, students must submit their request as soon as possible after the situation arises. Ideally, the Examination Board would then put the special arrangements in place for the current term. If that is not possible because a student has submitted their request too late, the Examination Board will put the special arrangements in place for the next term.

In their letters, students must explain the reasons for their request.

If a student has a disability, they must include an electronic or written opinion from the student counsellor. If the student counsellor has accepted a statement from an external expert, the student counsellor must state this in the opinion.

The Examination Board will inform students of its decision in writing at the latest within fifteen working days after the submission of a complete request.

## Chapter 8. Registering for tests

### 110. Which tests to register for

Students must register for tests each term within the designated registration period. Registration is necessary for:

- written test sessions; and
- tests for which students must submit work that will be submitted and assessed via the digital environment. This does not apply to situations where the programme does this on behalf of the students.

### 111. What happens if students do not register in time

Students who fail to register in time can still register at the Service Point in the week following the registration period. They will then be entered through the Service Point.

Without registration, students cannot participate. If students failed to register due to circumstances beyond their control, they must submit a request to the Examination Board as soon as possible, seeking permission to participate. Such requests must be in writing and must explain the reasons for the request.

The Examination Board will inform students of its decision in writing at the latest within fifteen working days after the submission of a complete request.

### 112. Identical tests

If students are enrolled for more than one programme at the university, and these programmes offer the same test, the registration will apply to both programmes. However, there will still be only two test opportunities per year. The result will be recorded under both programmes.

### 113. Confirmation of registration

Students will receive confirmation of registration. Such confirmation does not always mean that students may participate. They may participate only if they meet all of the conditions for taking part in the test. These include both the general conditions in this TER and the conditions set out in [\[sourceofunitofstudydescription\]](#).

## Chapter 9. Participation and attendance requirement

### 114. Participation in group work

**i** Kies je ervoor om een aanwezigheidsplicht of een voorwaarde voor deelname op te nemen houdt dan rekening met de reden waarom studenten aanwezig moeten zijn of waarom zij de kennis moeten hebben om verder te kunnen gaan met het onderwijsprogramma. Denk daarbij aan de studeerbaarheid van het programma (aanbod van het onderwijs en de toetsen) , voortgangsbelemmering (gevolgen voor de student), studiesucces (motiverend voor de student) en studentwelzijn. Beschrijf de motivatie in de omschrijving van de betreffende onderwijseenheid en in de handleiding.

The student is obligated to actively participate in group activities. If both the group and the lecturer observe that a group member is not or insufficiently contributing, and if there is no improvement after the member has been addressed and given the opportunity to adjust their behavior within a reasonable timeframe, the lecturer may recommend the exclusion of the respective group member from further participation to the examination board due to inadequate group participation. The lecturer submits the request, accompanied by justification and evidence, to the examination board. The nominated student remains part of the group until the examination board decides on the exclusion.

Before making a decision, the examination board provides the student with the opportunity to present their side, and a report of this is documented. The examination board makes a decision within thirty working days.

### 115. Attendance, active participation and/or preparation requirements

**i** Kies je ervoor om een aanwezigheidsplicht of een voorwaarde voor deelname op te nemen houdt dan rekening met de reden waarom studenten aanwezig moeten zijn of waarom zij de kennis moeten hebben om verder te kunnen gaan met het onderwijsprogramma. Denk daarbij aan de studeerbaarheid van het programma (aanbod van het onderwijs en de toetsen) , voortgangsbelemmering (gevolgen voor de student), studiesucces (motiverend voor de student) en studentwelzijn. Beschrijf de motivatie in de omschrijving van de betreffende onderwijseenheid en in de handleiding.

If it is a requirement for a unit of study that students be present, actively participate and prepare in advance, the Examination Board may decide, on a proposal from the lecturer concerned, that a student may no longer participate. This may happen only if this is included in the description for the unit of study in the [\[sourceofunitofstudydescription\]](#).

Before the Examination Board makes its decision, it will give the student an opportunity to tell their side of the story. A report of this meeting will be drawn up.

In exceptional cases, the Examination Board may determine that students are not required to be present for all or for certain classes or are not required to prepare all or part of the work. If so, it will set substitute requirements for these students. In such cases, students must submit a request to the Examination Board, which will make a decision within thirty working days.

**i** Op verzoek van de Pabo een extra veld toegevoegd. Optioneel te gebruiken.

### 116. Consequences of a decision to exclude

A decision by the Examination Board to exclude a student will prevent the student from participating in the next test for the unit of study in question, unless a different penalty is specified in the unit of study description.

## Chapter 10. Assessment

### 117. Examiner(s)

Every test will be graded by one or more examiners. The Examination Board determines who the examiners will be.

If a test is graded by more than one examiner, the Examination Board will designate one to be the primarily responsible examiner. The primarily responsible examiner consults with the other examiner(s) to decide on the grades and associated feedback. The primarily responsible examiner then communicates the grades and feedback to the students. This is always the case when grading units of study that are part of a graduation programme or of a component of a graduation programme.

### 118. Grading procedure

The examiner grades the work against the test standards published in writing prior to the test. Students have passed a test if the examiner determines that their written or oral work meets the requirements.

### 119. Grading transparency

Students must be able to see from the test standards and the grading procedure how their results were determined.

### 120. Assessing work placements and graduation products

The procedure for assessing work placements and the graduation programme parts will be documented in writing in a test protocol, together with the associated test forms.

Assessment of a unit of study that is part of a graduation programme or of a component thereof will be done by at least two examiners, unless the `{{sourceofunitofstudydescription}}` states otherwise. The Examination Board may appoint an internal supervisor as an examiner, but not as the primarily responsible examiner.

The examiner, or where there are multiple examiners, the primarily responsible examiner, is responsible for the final grade awarded for the work placement and for the unit of study that is part of the graduation programme or a part thereof.

When assessing the work, the opinion of an external supervisor serves as advice to the examiner.

### 121. Assessing the vocational component of dual-form programmes and work placements

For dual-form programmes, the test protocol is appended to the work-study agreement so that the vocational component can be assessed. For work placements, the test protocol is appended to the work placement contract. The appendix contains the feedback and the opinion of the trainee supervisor on the student's performance. The trainee supervisor signs this document and sends it to the examiner.

The opinion of the trainee supervisor serves as guidance for the examiner who is responsible for the test.

## Chapter 11. Grades and grading scales

### 122. Grading in points

Tests are graded on a grading scale from 10–100.

Students have passed if they obtain a grade of 55 points or more.

If the grade is less than 10 points, it will be recorded as a grade of 10.

### 123. Grading in letters

A. Grading a test with either 'Pass' or 'Fail'

For reasons relating to programme content, a test may be given a grade of either 'Pass' or 'Fail'. In the PeopleSoft academic monitoring system a 'Pass' is indicated using the abbreviation 'V' (in Dutch: voldoende) and a 'Fail' is indicated using the abbreviation 'O' (in Dutch: onvoldoende).

B. Grading a test with 'exceeds the standard / meets the standard / does not yet meet the standard'

For reasons relating to programme content, a test may be given a grade of 'exceeds the standard / meets the standard / does not yet meet the standard'. In the PeopleSoft academic monitoring system 'exceeds the standard' is indicated using the abbreviation 'BN' (in Dutch: boven niveau), 'meets the standard' is indicated using the abbreviation 'VN' (in Dutch: verwacht niveau) and 'does not yet meet the standard' is indicated using the abbreviation 'ON' (in Dutch: onder niveau).

### 124. Submitting a blank test paper

If students submit a blank test paper, they will receive a grade of 10, an O (fail, in Dutch: onvoldoende) or ON (does not yet meet the standard, in Dutch: onder niveau) depending on the used grading scheme (see also [Chapter 11. Grades and grading scales](#)).

### 125. Failure to participate in a test opportunity

If students do not participate in a test opportunity that applies to them, no result will be recorded in the academic monitoring system; however, they are considered to have used the test opportunity.

The same applies if students fail to register or cancel their registration.

Deregistering for a test by students is appreciated because it is helpful for organisational reasons to know who will be participating. But if a student doesn't deregister, this will have no effect on the number of test opportunities remaining to them.

**i** Optioneel voor opleidingen met meer dan twee toetsmomenten per toets. Dit kan worden opgenomen in de beschrijving van de onderwijsseenheid.

This is not the case if the student can choose from among multiple test times; this will be stated in the source of units of study description.

### 126. Converting grades obtained at other universities

If a grade from another university is expressed using a different scale from the one applied by Inholland, the grade will be converted to one based on the scale from 10–100. The Examination Board will make rules for this procedure and appoint an examiner to convert the grade.

**i** LET OP: Het noteren van een V of een O is conform een CvB -besluit. Alleen in uitzonderlijke gevallen kan gekozen worden voor het omzetten naar cijfers ipv V of O.

If the grade is obtained at an international university, a Pass (V) or Fail (O) will be listed instead of a grade. When a student is eligible for a designation as described in article [181. 'With merit'](#) or [182. 'Cum laude'](#) or when they need a certain average grade for further education, the student can request the Examination Board to convert the result from the international university into a grade.

The Examination Board will make a decision within fifteen working days.

When the grade is obtained at a partner university of which the converting scales are known, we use that scales.

### 127. Grade for a unit of study

The grade for a unit of study is the weighted average of the grades for the modules and tests in the unit of study, based on the ratio of the weights of the modules and tests as defined in the [Annual Programmes](#) of this TER.

The main rule when awarding a grade for a unit of study is that students must pass all interim tests (obtaining 55 points or more) in order to be deemed to have passed the unit of study. This means that it is not possible to compensate for failed tests within a unit of study.

Units of study for which Schedule 1 of this TER states that compensation is possible are an exception to this rule. In that case, the rules that apply to compensation will be indicated for the unit of study. The final grade for a unit of study must, unrounded, always be at least 55 points.

### 128. Final assessment

Students must pass every unit of study.

The grade for each unit of study (see Article [127. Grade for a unit of study](#)) is converted into a final grade on a grading scale from 1–10. This final grade is stated in the list of grades attached to the degree certificate. Final grades will be rounded off to the nearest whole number, as is customary in the Netherlands.

For a limited number of units of study, the final grade may be expressed as either a 'Pass' or a 'Fail'. That will be the case if it is impossible to express the grade as a grade, as this is fitting for the study programme.

However, only a very limited number of units of study can have a final grade of 'Pass' or 'Fail'. If students have too many units of study with exemptions or 'Pass' grades, they will be unable to achieve a 'with merit' or 'cum laude' designation. For more information about "with merit" and "cum laude" designations, see Articles [181. 'With merit'](#) and [182. 'Cum laude'](#).

It is possible to express the final assessment of the units of study as Advanced performance/ Expected performance/ Below expected performance. When assessed solely in this manner, the 'with merit' designation cannot be awarded. In order to qualify for a 'cum laude' designation, a minimum of 80% of the units of study must be assessed Advanced performance.

## Chapter 12. Test results

### 129. Timeframe for issuing results for oral tests and practical assignments

The examiner determines the test results of oral tests and practical assignments after they have been completed. If possible, the examiner will let students know the approximate result immediately after the test.

Students receive their final results no later than ten working days after the test via the PeopleSoft academic monitoring system.

### 130. Timeframe for issuing results for written tests

Students receive their final results via the Peoplesoft academic monitoring system no later than fifteen working days after the test date or the final submission deadline of the test.

### 131. Timeframe for issuing results for special written tests

For some types of written tests, students receive their final results via the PeopleSoft academic monitoring system no later than twenty working days after the exam date or after the deadline for submission. These types of tests include research reports, work placement reports and theses. If these timeframes apply, this will be indicated under the details of the type of test in the unit of study description in the [\[sourceofunitsofstudydescription\]](#).

### 132. Alternative timeframes

The Examination Board can change the grading timeframes set out in Articles 129, 130 and 131. If they do so, they must state their reasons. The Examination Board will ensure that timeframes in respect of tests that are important for binding study recommendations are such that the recommendations can be issued on time. If timeframes are extended, students will be notified immediately.

### 133. Notification of results

Students will receive a message that their results have been recorded in the PeopleSoft academic monitoring system. They can make a copy of their results as evidence.

The message will advise students of their right to access their test work. See also Article [149. Right of access](#) The message will also tell students that they may appeal to the Examination Appeals Board via the digital [Complaints and Disputes](#) portal on Iris.

### 134. Reviewing results

If it becomes apparent, after a report from a student or during follow-up discussion of the test, that a grade is incorrect, the examiner can change the result. The provisions that applied when the examiner determined the first result also apply here.

### 135. Correction of grades

If the result in the academic monitoring system is not the same as the result previously communicated by the examiner, the student concerned can ask the examiner to change the result. The student must do so within four weeks of the date on which the result was entered in the academic monitoring system. He must submit documents to substantiate the request.

The student may appeal the examiner's decision not to change the result. The appeal should be submitted within six weeks to the Examination Appeals Board via the digital [Complaints and Disputes](#) portal on Iris.

### 136. Submission and retention of work, misplaced work

For every test session, the examiner or an invigilator will establish that students are present and have submitted work by recording the fact on the attendance list.

Students should ensure that they keep a digital or physical copy of all submitted work outside a test session.

If the examiner is unable to determine a result because the work has been misplaced, the examiner will notify the Examination Board.

The student will have to take the test again. If necessary, the Examination Board can allow the student an additional test opportunity to do so.

The Examination Board will make a decision within thirty working days.

## Chapter 13. Irregularities, fraud and plagiarism

### 137. Rules relating to tests

The rules that apply to the completion of test sessions can be found:

- in the instructions for test sessions; and
- [{{sourceofunitsofstudydescription}}](#).

The Examination Board may set additional rules. If so, these rules will be published within the first two weeks after the start of the term. They will also appear on the test cover sheet.

The instructions deal with written test sessions but apply by analogy to other forms of tests.

In all tests, students must comply with these rules and with the instructions given by the invigilator, the examiner or the Examination Board.

### 138. Irregularities

If something happens during the test process that is not in compliance with the rules as set out in the TER, the regulations or the instructions for test sessions, this is referred to as an irregularity. An irregularity *may* also be fraud or plagiarism, but this is not always the case.

Irregularities may result in a warning being issued. If there is another irregularity after the warning has been issued, it may be decided to declare the test invalid.

As a result of irregularities, it may be determined that the test is invalid for one student, for all students who took part, or for a group of students who took part, even if they were not to blame for the irregularity. This decision will be made if it is no longer possible to conduct an accurate assessment of knowledge, understanding, skills or professional attitude. See also Articles [144. Grounds for a declaration of invalidity](#) and [145. Consequences of a declaration of invalidity](#).

### 139. Disturbance

If a student causes a disturbance during a test to the extent that it affects other students sitting the test, the invigilator may ask the student to leave the testing room. The invigilator will make a note in the protocol. The Examination Board will decide as soon as possible whether the invigilator did the right thing in asking the student to leave. In doing so, it will follow the procedure set out in Article 142.

If the student refuses to leave the testing room, the invigilator may decide to allow the student to remain to prevent additional commotion that could affect the other students. In this situation, the invigilator will not give the student's work to the examiner but will instead give it to the Examination Board. The invigilator will make a note of the event in the protocol.

The Examination Board will make a decision in the same manner as if the student had actually left the room. If the Examination Board decides that the request to the student to leave was not justified, the examiner will grade the student's work.

If the Examination Board decides that the student's removal was justified, this is considered to be the same as if the student had submitted a blank test paper. The student will be given a grade of 10 (on the grading scale from 10–100) or F (Fail).

If the Examination Board decides that the student's removal was not justified, the student may sit the test again. The Examination Board will decide when and how that will happen.

### 140. Fraud/serious fraud

1. Fraud is an act or omission by a student that makes it wholly or partially impossible to conduct an accurate assessment of their knowledge, understanding, skills or professional attitude. Examples of fraud include, but are not limited to, events when a student:

- a. uses materials during the test that they are not permitted to use;
- b. cheats during a test;
- c. gives information about a test to other people or receives such information, either inside or outside the testing room;



- d. makes up and/or falsifies survey or interview answers or research data;
- e. uses or reproduces another person's texts, reasoning, data or ideas, as well as text generators or tools, whether or not based on AI software, without fully and correctly referencing the source (plagiarism).

2. Serious fraud includes, but is not limited to, events when a student:

- f. falsifies tests, for example by making changes to work after being granted an opportunity to view it;
- g. doing the test (or allowing it to be done) wholly or partially by or for another;
- h. falsifying and/or forging a signature;
- i. if the abovementioned under 1.d. and 1.e. occurs in a section of the graduation programme

Repeated fraud may be designated as serious fraud.

#### 141. Participating in fraud

Participating in fraud is also deemed to constitute fraud. Participating in fraud includes, but is not limited to:

- allowing students to cheat;
- giving information to or receiving information from another person during a test;
- giving someone the questions, tasks or model answers before or during a test;
- sitting a test or completing all or part of an assignment in another person's name.

This list of participating in fraud is not exhaustive.

#### 142. Procedure in the event of irregularities and suspected fraud

##### Report to the Examination Board

If an invigilator or examiner notices irregularities or suspects fraud before, during or after a test – while grading, for example – they will note it in the protocol that is drawn up for each test.

##### Student rights and obligations

Students may be asked to submit all the documents, data or items that may have played a role in the – suspected - fraud. If a student refuses to do so, this will be noted in the protocol.

Students may have their comments regarding the event recorded in the protocol. In that event, they may sign the protocol, but they are not required to do so.

The invigilator or examiner will give the Examination Board:

- the protocol;
- supporting documents, if any; and
- the work completed by the student, if necessary.

##### Postponement of grading

If irregularities or suspected fraud are uncovered before the work is graded, the work of the student involved will not be graded until the Examination Board has made a decision.

##### Meeting

Before the Examination Board makes a decision, the student has the right to be heard. A report of this meeting will be drawn up. Before the Executive Board makes a decision on a proposal to deregister the student, the student may tell their side of the story. A report of this meeting will be drawn up.

##### 1. Decision-making

The Examination Board will make a decision within 30 working days about whether fraud has occurred, based on:

- the written documents; and
- what the student said during the meeting.

If fraud is found to have occurred, the Examination Board will determine whether it was serious fraud.

The Examination Board will then decide on the measures to be taken. The possible measures are set out in Article 143.

### 143. Measures in the event of fraud

#### Measures in the event of fraud

If fraud has occurred, the Examination Board will take measures that are appropriate to the fraud.

These measures are exclusively the following:

- The Examination Board confirms the measures taken by the examiner or invigilator.
- The student receives a written warning.
- The Examination Board declares the student's test invalid. In that case, the work will not be graded. If the work has already been graded, no grade will be entered in the PeopleSoft academic monitoring system. If there is already a grade in the system, it will be removed. In both cases, the letters ME (Measures of the Examination Board) will be entered.
- The Examination Board decides that the student may not take part in the next opportunity for the same test.
- The Examination Board decides that the student may not take part in any tests for a period determined by the Examination Board. That period will not exceed one year.

#### Measures in the event of serious fraud

In the event of serious or repeated fraud, the Examination Board may recommend to the Executive Board that the student's enrolment in the programme be terminated. The Examination Board will consult the faculty director first.

## Chapter 14. Declaring results to be invalid

### 144. Grounds for a declaration of invalidity

The Examination Board may determine that a result is invalid if, after the result was announced, it was found that any of the following had occurred:

- an irregularity that made an accurate assessment impossible, even if the student(s) were not to blame for the irregularity;
- fraud;
- a ruling by an appeal body.

The Examination Board will make a decision within 30 working days after becoming aware of any of the above circumstances.

### 145. Consequences of a declaration of invalidity

If a result is declared to be invalid, the grade recorded for the student(s) concerned will be replaced with ME (Measure Examination Board). The Examination Board will inform the student(s) of its decision in writing, also informing them of their right of appeal.

If the work is to be re-graded and a new result determined, the Examination Board will instruct an examiner to do so. The new result will be recorded in place of the result that was removed.

## Chapter 15. Validity period of completed tests and obtained exemptions

### 146. Limited validity period for tests and exemptions

A test result has a limited validity period if the following two conditions both apply:

- The test result has an expiry date, which is indicated in Article [23. Expiry date, transition period and validity period](#) of this TER;
- and the knowledge, understanding or skills being assessed are demonstrably obsolete.

**i** Wanneer er sprake is van vervallen onderwijs kun je dit in een tabel zetten en deze tabel als bijlage aan deze OER toevoegen (zie ook artikel 23 van deze OER). In deze bijlage kun je dan een Overzicht vervallen onderwijs opnemen met daarin de vervaldatum van toetsresultaten en of kennis, inzicht of vaardigheden zijn verouderd. Kijk op onze sharepointpagina voor een voorbeeld van zo'n tabel.

There are no education and test results with an expiry date for the programme.

There are education and test results with an expiry date for the programme.

For an overview see: <vindplaats informatie vervallen onderwijs>. You will find the following information:

- whether a test result has an expiry date; and
- whether the knowledge, understanding or skills are obsolete.

This can apply to both tests for units of study and tests for modules.

If a test result has a limited validity period, any exemption for that test also has a limited validity period and is subject to the same rules as apply to the test result itself.

#### 147. End of validity period

The validity period for an obsolete test result with an expiry date will end:

- for the foundation phase: three years after the first enrolment;
- for an accelerated programme: two years and eight months after the first enrolment;
- for the main phase of the Bachelor's programme: five years after the first enrolment for the main phase. If the student has an exemption for the foundation phase: five years after the first enrolment.

#### 148. End of validity period

##### a. Extension and special circumstances

The Examination Board may extend the validity period for students:

- with special circumstances, as described in the Profile Fund (see Chapter 3 of this Education Guide);
- and for whom the validity period in Article 147 is too short.

They do not have to comply with the other conditions in Article [85. Definition of personal circumstances](#).

The Examination Board will ask the student counsellor for advice about:

- whether the special circumstances fall within the scheme; and
- how much of a delay the special circumstances have caused to the student's studies.

##### b. Extension in other circumstances

If there are any special circumstances other than those referred to above under a), and in the opinion of the Examination Board they have caused a delay in a student's studies that is not adequately compensated for by the validity period for the tests, the Examination Board may extend the validity period. The student in question must submit a request to that effect to the Examination Board.

The student may submit a new request if new special circumstances arise or the circumstances continue.

For the reporting of a study completion delay due to special circumstances and the resulting further activities, the procedure in Article [87. Procedure for establishing special and personal circumstances](#) applies. This is not the case if that procedure already applies based on other rules in the Education Guide.

Students must submit the extension request:

- electronically;
- stating reasons why they are asking for an extension;
- and before the validity period expires.

Where a student submits a request late but has a good reason for doing so, the Examination Board will still accept the request for handling.

The Examination Board will make its decision within 30 working days after the complete request is submitted.

## Chapter 16. Accessing, discussing and requesting copies of tests

### 149. Right of access

Students are entitled to view and discuss their graded work. They can do so at the latest up to four weeks after notification of the result of a written test via the PeopleSoft academic monitoring system.

Programmes determine when and where students can view and discuss their work. This may also take place digitally. When they view their work, students can also see the test standards that were used.

The Examination Board may instruct students how to view their work, for example to prevent students from disseminating test material.

In the description of the module, it is specified, depending on the type of education and the type of assessment, how the student receives feedback on their performance and actions during the educational process.

### 150. Right to obtain a copy in the event of a dispute

If a student and an examiner disagree on a result, a copy of the work (or relevant part thereof) which they disagree on will be created. The student needs this copy in order to lodge an appeal. The student must request the copy personally.

## Chapter 17. Retention of tests

### 151. Original retained by the university

The university will always keep the original of important written documents, such as important essays, work placement reports, research reports, theses and components of graduation programmes.

### 152. Retention period

The university will retain these documents, as well as final research projects, examinations and assignments that students have produced in this respect for a minimum of seven years. They may be kept in electronic or hard copy format. The university will retain these documents for longer if that is stated in the [university's regulations governing retention periods](#).

The university will retain other student work and recordings of oral tests which are not covered by the above list of documents for two years. This is in accordance with the university's regulations governing retention periods.

### 153. Inclusion in university records to comply with statutory obligations

A copy of the documents referred to in Articles 151 and 152 will be kept in a file or archive to be used for the work of the university. This will be done only if the documents are deemed to be suitable for this purpose. The documents are necessary in order to comply with statutory obligations, such as a visit/accreditation. They may be consulted if that is in line with the

university's objectives.

The same applies to inclusion in the HBO Knowledge Base: [www.hbo-kennisbank.nl](http://www.hbo-kennisbank.nl).

If the documents contain confidential information or if third parties have rights to the work, this will be respected. However, a work as a whole cannot be regarded as confidential.

#### 154. Keeping and retaining a (digital) portfolio

The programme does not work with a (digital) portfolio.

The programme works with a (digital) portfolio.

Students are responsible for maintaining their portfolios and keeping them up to date.

If the portfolio is part of the curriculum, students must allow the university to access the portfolio on request for teaching, accreditation or test purposes. In the case of tests, the programme will also retain that part of the portfolio to which the test relates.

## Chapter 18. Exemptions

#### 155. Exemptions from tests

The Examination Board may decide that a student does not have to complete any tests for a particular unit of study or a module. This is called an 'exemption'.

#### 156. Unit of study exemptions

Students will be given an exemption for a unit of study if they have been granted exemptions for all tests in that unit of study.

#### 157. Exemptions after switching programmes within the university

If students switch to another programme within the university, they can take their test results and exemptions with them only if they have applied for exemptions in this respect. The same applies to any results students have previously obtained in study programmes at the university that are not government-funded.

#### 158. Exemption criteria

Students may be granted exemptions if they:

- have previously passed tests and examinations within the higher education system;
- have demonstrably acquired knowledge and skills outside of the higher education system which are approximately the same as the unit of study/module and associated test(s) in terms of:
  - content;
  - level;
  - required final qualifications.

If a student requests an exemption based on tests completed in a foreign institution, the Examination Board will consider the quality of the institution in its decision. The evaluation of quality will be based on a previous investigation by the university or on the Examination Board's own investigation.

#### 159. Exemptions granted solely based on up-to-date knowledge and experience

The Examination Board will grant exemptions only based on up-to-date knowledge and experience.

Generally, the Examination Board applies a period of five years when considering what 'up to date' is. In other words, the tests or examinations must have been completed no more than five years before the date of the exemption application. The same applies to knowledge and skills acquired outside of the higher education system.

**i** Op verzoek van praktijkopleidingen is een optioneel tekstblok toegevoegd om nadere duiding te geven aan 'actuele kennis' in combinatie met het aanvragen van vrijstellingen.  
Wees hier terughoudend mee. Invullen optioneel en stem de tekst af met de juristen van [onderwijsgidssupport\(@inholland.nl\)](mailto:onderwijsgidssupport@inholland.nl).

### 160. Exemptions procedure and evidence

Requests for exemptions must be submitted to the Examination Board in writing (or by email). Students must explain the reasons why they are asking for an exemption and enclose supporting documents.

The Examination Board may ask a student to provide further information or additional documents. It may also request any information it deems to be necessary in order to make a decision.

Supporting documents may include:

- copies of certificates bearing the stamp of the relevant organisation;
- transcripts showing tests and examinations, or certificates; the student must provide a full description of study or degree programmes or relevant components thereof. The same applies to results previously achieved as a contract student in the same programme at the university;
- copies of theses, articles, reports or coursework that:
  - have been written by the student; and
  - have been assessed and certified by an authorised body;
- a stamped copy of an APL report issued in accordance with the APL Quality Code by an accredited APL provider. The report must clearly show that the student has the knowledge and skills required for the requested exemption; the student must also provide the associated documents if the Examination Board asks for them.

The Examination Board will make a decision on a complete exemption application within 30 working days. The Examination Board may extend this timeframe once, by a maximum of 30 working days.

### 161. Further investigation

If the Examination Board determines, on the basis of an investigation, that a student cannot be granted an exemption for all tests in a unit of study, the Examination Board may decide to grant an exemption following a further investigation. This investigation involves a comparison by the Examination Board of the final qualifications that the student is lacking against the content of the unit of study.

The investigation may entail that the student must pass an ordinary test.

In its decision, the Examination Board will set a deadline by which the further investigation must be successfully completed.

If a student sits tests which are covered by the exemption, it will be assumed that they did so in the context of this investigation. If the student fails the test, they will not be granted an exemption for all the tests.

The Examination Board may determine that the validity of a result will end earlier than the date resulting from the general exemptions policy (see Articles [146. Limited validity period for tests and exemptions](#) t/m 148). The Examination Board may do so when:

- the student's request relates to an exemption they previously received for another programme at the university;
- or the programme is being updated.

### 162. Waiving further investigation

If the Examination Board decides that a component of a test is not essential in terms of the conditions as specified in the unit of study description regarding the acquisition of the knowledge, understanding and skills required to obtain the degree, it may decide not to conduct an investigation into that component. This may only occur in an exceptional case, such as disability or religious belief. It also depends on the reasons given by the student.

### 163. Exemptions prior to enrolment

The Examination Board may also decide to grant an exemption before a student is enrolled. In that case, the student will receive the exemption only once they have actually enrolled.

### 164. Exemption from foundation examination

If a student has obtained an exemption for all foundation phase tests, he is deemed to be exempt from the foundation examination, unless the Examination Board has conducted its own investigation as described in Article [173. Examination Board investigation](#).

In that case, the student will not receive a foundation certificate.

### 165. No exemption from final examination

Students can only obtain a limited number of exemptions for the final examination of a Bachelor's programme.

For this final examination, students must obtain a minimum of 60 credits by successfully completing tests. This includes units of study connected with a graduation programme or part thereof. In the case of an accelerated pre-university education pathway, this will be a minimum of 45 credits. This includes units of study connected with a graduation programme or part thereof.

**i** Geef hier aan welke en hoeveel onderwijseenheden de student moet halen door het maken van toetsen. Let op: hier moet in ieder geval één onderdeel van het afstudeerprogramma bij zitten.

The student must obtain (xxx) units of study by making tests. This are the following required tests:

### 166. Recording exemptions

If an exemption is granted for a test, the word 'vrijstelling' (exemption), or the abbreviation 'VR', will be recorded in place of the test result in the PeopleSoft academic monitoring system. This will be based on the date on which the student is notified of the decision. If this date is prior to the date of enrolment, the date of enrolment will be used.

## Chapter 19. Unit of study substitution; national and international mobility

### 167. Request for substitution

Students may request the Examination Board to let them substitute one or more of the units of study which they still need to complete, along with the associated tests, with units of study and associated tests from another programme offered by the university or by another Dutch or foreign institution of higher education. Students must explain the reasons for their request. This is subject to the condition that students still meet the requirements of the examination, and that the study load in credits must remain the same.

The Examination Board will make its decision within 30 working days after the complete request is submitted.

### 168. No request required

Students do not need to submit a request if there is a partnership agreement between the university and another institution in the Netherlands or abroad.

**169. Rules for teaching and testing in the case of a substitution**

Any classes taken and tests completed at other institutions will be subject to the rules for teaching and testing of that institution. This does not apply if the Examination Board decides otherwise in this respect.

**170. Other conditions**

The Examination Board may impose other conditions on the substitution of units of study and the associated tests. The substitution of units of study and associated tests with those of a foreign institution is subject to the condition that the quality of the foreign institution can be established by the Examination Board, based on:

- a previous investigation by the university;
- or the Examination Board's own investigation.

The Examination Board may also seek advice from the internationalisation coordinator/ the Erasmus Coordinator for this purpose. The Examination Board assesses whether the component fits within the student's examination program.



# PART 9. EXAMINATIONS, DEGREE CERTIFICATES AND TRANSCRIPTS

## Chapter 1. Examinations

### 171. Foundation and final examination

The programme includes both a foundation examination and a final examination.

### 172. Requirements for passing the examination

Students have passed the foundation examination if:

- they have passed the tests for all units of study that are part of the foundation phase of the programme;
- and the validity period of those tests has not expired.

This does not apply if the Examination Board decides to conduct its own investigation, as described in Article 173.

Students have passed the final examination if:

- they have passed the tests for all units of study that are part of the main phase of the programme;
- and the validity period of those tests has not expired.

This does not apply if the Examination Board decides to conduct its own investigation, as described in Article 173.

### 173. Examination Board investigation

The Examination Board may decide that the examination, in addition to the tests in the programme, will include an investigation conducted by the Examination Board itself into students' knowledge, understanding and research.

This investigation is more or less the same as a test.

**i** Kies of de examencommissie een eigen onderzoek uitvoert. Wanneer dit het geval is, beschrijf dan hier de procedure.

Een eigen onderzoek betreft een toets die door de examencommissie zelf wordt afgenomen, dus niet door examinatoren. Het is dus meer overkoepelend. De wet schrijft voor het onderzoek geen vorm voor. Als de OER het eigen onderzoek kent, geldt het voor elke student. De vorm behoort voor elke student gelijk te zijn en er is geen vrijstelling mogelijk, omdat het een examen is.

The Examination Board of the programme does not conduct its own investigation.

The Examination Board does conduct its own investigation. <beschrijving procedure>

### 174. Requirements for passing the examination

In exceptional cases, the Examination Board may decide that students do not have to pass every part of a test in order to be deemed to have passed the examination. The Examination Board may set conditions for such a decision. Examples of exceptional cases are a disability or religious belief.

The Examination Board may make such a decision if it considers that a component of a test is not essential in terms of the requirements specified in the unit of study description for acquiring the knowledge, understanding and skills required to obtain the degree.

The Examination Board will then determine the final grade for the unit of study in a fair and reasonable manner, as much as possible in accordance with the rules set out in the TER. In doing so, the Examination Board will not give any consideration to the component in question.

## Chapter 2. Degree certificates and transcripts

### 175. Degree certificate

The Examination Board awards a degree certificate to students as proof that they have passed their final examination.

The Examination Board may decide to award the degree certificate only if the Central Student Administration declares that the student has paid all amounts due and payable by the student.

The degree certificate states the date on which the student is deemed to have passed the final examination. This is the date on which the student completed his/her last test. If the Examination Board has conducted its own investigation as described in Article [173](#), then the date on the certificate will be the date of the investigation.

The certificate will also state the name of the degree that has been awarded by the Executive Board.

The Examination Board awards degree certificates within five to eight weeks after students pass the final examination. The student will receive a notification with a request to check the data that will be displayed on the degree certificate. The Examination Board will then invite the student for the ceremony in which the certificate is awarded. If an Examination Board does not take the initiative to award a student's degree certificate, the student must request the Examination Board to award the certificate.

### 176. List of grades and diploma supplement

The Examination Board provides a list of grades with the degree certificate and also encloses a diploma supplement, except in the case of the foundation certificate.

### 177. Deferral of awarding of the degree certificate

If a student is entitled to receive a degree certificate but wishes to wait because it would be more advantageous to do so, and if the advantage the student would obtain is reasonable, then the student may request a deferral from the Examination Board using the designated form. On the form, the student should explain why the deferral is important to him and how long he wants to wait.

This is usually so that the student can complete an additional unit of study and have it included in the list of grades as an extracurricular unit of study, and not for the purpose of completing a second study programme. Deferrals are generally for no longer than six months. In any event, it is a condition of a deferral that the student not interrupt their enrolment. Note: deferrals can have consequences, for example for the student travel product. This should be checked with the Education Executive Agency (DUO).

### 178. Statement of completed courses

**i** Specifiek voor de pabo:

Extra certificate denomination.

All students in the primary teacher-training Bachelor's programme are trained with the focus on an ideological identity, for themselves, the school and their pupils. From the academic year 2017-2018, the students get a joint programme in year 3. At the end of their programme they can choose the Diploma for Christian Primary Education (DCBO), the Diploma for Catholic Primary Education, or the Diploma for Public-Authority Education.

On completion the diploma will be awarded to them by the Verus association for Christian education, the Haarlem-Amsterdam

diocese, or the Association for Public-Authority Education and VOS-ABB. Students with shortened part-time paths can achieve the certificate/diploma if the ideological programme profile is chosen, or possibly extracurricular.

If a student has passed more than one test and the Examination Board does not award a degree certificate to the student, the student will receive a transcript from the Examination Board upon his request. At a minimum, the transcript will specify:

- the units of study for which the student completed;
- the number of credits for those units of study;
- when the student passed the tests.

## Chapter 3. With merit and cum laude designations

### 179. Recording on the degree certificate

The Examination Board may record a 'with merit' or 'cum laude' designation on the degree certificate for each examination for which a positive result has been achieved.

For the final examination, the Examination Board only counts the results from the main phase.

Awarding a designation is not in keeping with the programme's educational vision. For that reason, we do not issue designations and articles 180, 181 and 182 do not apply.

For the cohorts ... it is possible/ not possible to receive a degree certificate

### 180. Basis of calculation

In performing the calculation, the Examination Board will use the final grades before rounding off for the units of study of the examination.

If a unit of study has several tests, this concerns the final grade before rounding off for that unit of study based on the calculation of the average in accordance with Articles [127. Grade for a unit of study](#) and [128. Final assessment](#).

To be eligible for a designation, the student must have completed the final examination within the nominal duration of the program. This does not apply if the longer study duration is due to personal circumstances or other special circumstances. The Examination Board will determine whether this is the case.

### 181. 'With merit'



The program does not award a 'with merit' designation.



The designation of 'with merit' will be recorded on the degree certificate if:

- a maximum of 30% of the total number of ECs with a word assessment exceeds the standard / meets the standard / does not yet meet the standard is assessed. Word assessments are disregarded in the weighting.
- the weighted average final grade for all units of study is 7.0 or more;
- of these final grades, no grade is less than 6.5 before rounding off; and
- the student has received no more than 15 credits' worth of exemptions in the case of a 240 credits programme, or 11

credits in the case of a 180 credits programme.

- for the propaedeutic year, the student has not received more than 5 credits of exemption (a maximum of 4 credits in a shortened program of 45 credits).

In calculating the weighted average final grade, the Examination Board will not take into account the results for units of study that were awarded a 'Pass' or 'Fail' grade. A student can request the Examination Board to calculate the result from a foreign institution into a grade, so the grade can be taken into account for the weighted average final grade.

If a student has received more than 15 credits' worth of exemptions in the case of a 240 credits programme, or 11 credits in the case of a 180 credits programme, the designation 'with merit' can still be obtained if:

- The actual study duration was just as much shorter due to those additional exemptions. For example, 30 extra credits of exemption means half a year shorter;
- and the number of credits for the final examination which the student achieved through tests, amounts to at least half of the total number of credits for that examination.

### 182. 'Cum laude'

The program does not award a 'cum laude' designation.

The designation 'cum laude' is recorded as:

- the weighted average final grade for all units of study is 8.0 or more;
- of these final grades, no grade is less than 7.0 before rounding off; and
- the student has received no more than 15 credits' worth of exemptions (in the case of an accelerated pre-university pathway, 11 credits).
- For the foundation year, the student may not have obtained more than 5 credits of exemption (max. 4 credits for a fast-track programme of 45 credits). In calculating the weighted average final grade, the Examination Board will not take into account the results for units of study that were awarded a 'Pass' or 'Fail' grade. At the student's request, the examination board may convert results obtained at a foreign institution into a grade so that this result can be taken into account.

If a student has received more than 15 credits' worth of exemptions in the case of a 240 credits programme, or 11 credits (in the case of a 180 credits programme: 11 credits)? The designation 'cum laude' can still be obtained if:

- the actual duration of the student's studies was correspondingly shorter due to these exemptions; and
- the number of credits for the final examination which the student achieved through tests, amounts to at least half of the total number of credits for that examination.

Moreover, for the final examination the final grade before rounding off for the units of study that form part of the graduation programme must be at least 8.0. The Annual Programme of this TER sets out which unit of study will be the determining factor for the designation 'cum laude'.

If a programme works (partially) with the word assessments 'exceeds the standard/meets the standard/does not yet meet the standard', the designation 'cum laude' is recorded as:

- the weighted average final grade for all units of study is 8.0 or more;
- of these final grades, no grade is less than 7.0 before rounding off; and
- 80% of the assessments must be rated 'exceeds the standard'.
- the student has received no more than 15 credits' worth of exemptions (in the case of an accelerated pre-university pathway, 11 credits).
- For the foundation year, the student may not have obtained more than 5 credits of exemption (max. 4 credits for a fast-track programme of 45 credits).

In calculating the weighted average final grade, the Examination Board will not take into account the results for units of study that were awarded a 'Pass' or 'Fail' grade. At the student's request, the examination board may convert results obtained at a foreign institution into a grade or word assessment so that this result can be taken into account.

If a student has received more than 15 credits' worth of exemptions in the case of a 240 credits programme, or 11 credits in the case of a 180 credits programme, they may still obtain the 'cum laude' designation if:

- The actual study duration was just as much shorter due to those additional exemptions. For example, 30 extra credits of exemption means half a year shorter;
- and the number of credits for the final examination which the student achieved through tests, amounts to at least half of the total number of credits for that examination.

Moreover, for the final examination the final grade before rounding off for the units of study that form part of the graduation programme must be at least 8.0 or rated 'exceeds the standard'. The Annual Programme of this TER sets out which unit of study will be the determining factor for the designation 'cum laude'.

## PART 10. FINAL AND TRANSITIONAL PROVISIONS

### 183. Updating the TER

The TER will not be changed during the academic year, unless the interests of students will not be adversely affected by the change.

### 184. Unforeseen circumstances

In any situations not provided for by the TER, a decision will be made by:

- the Executive Board, if the situation concerns general provisions;
- the faculty director responsible for the programme, if the situation concerns programme-specific provisions.

When implementing the TER, if staff members cannot agree on who has authority in a particular situation, the Executive Board will designate the competent body.

### 185. Publication, entry into force and authentic version

This TER forms part of the Education Guide of the university as referred to in Section 7.59 of the WHW

The Executive Board may extend the period of validity of general provisions of the TER. This can only be done for an entire academic year. The representative advisory council must give consent for the extension.

The faculty director can extend the period of validity of the programme-specific information. This can only be done for an entire academic year. The representative advisory council must give consent for the extension.

In the event of a discrepancy or difference of interpretation of the provisions of the TER, the text of the Dutch version will take priority over any version in another language.

# Appendix: Annual Programmes

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## Take the next step

**Open Days and Evening**  
[inholland.nl/opendag](https://inholland.nl/opendag)

**Taster sessions**  
[inholland.nl/proefstuderen](https://inholland.nl/proefstuderen)

**Enrolment**  
[studielink.nl](https://studielink.nl) (met een DigiD)

**Any questions?**  
[jantien.koolmees@inholland.nl](mailto:jantien.koolmees@inholland.nl)

Volg ons op:



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