

**INSTITUTIONAL SECTION
EDUCATION AND EXAMINATION
REGULATIONS
2017-2018**

**FOR THE FULL-TIME, PART-TIME AND WORK/STUDY
VARIANTS
OF BACHELOR'S AND ASSOCIATE DEGREE PROGRAMMES
AT WINDESHEIM UNIVERSITY OF APPLIED SCIENCES**

In the event of discrepancies or ambiguity between the original Dutch version of this document and the English translation presented here, the Dutch text shall prevail.

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CHAPTER 1. OBJECTIVE AND CONTEXT

What lies before you now is the *Institutional Section of the Education and Examination Regulations*. Together with the *Degree Programme Section of the Education and Examination Regulations*, the *Institutional Section of the Education and Examination Regulations* makes up the *Education and Examination Regulations* (also known by its Dutch acronym “OER”). The OER may be regarded as the study contract between the degree programme and the student. This contract sets out either party’s rights and duties.

At Windesheim the OER is divided into an *Institutional Section* and a *Degree Programme Section*. The *Institutional Section* describes the frameworks, which are the same for all students and degree programmes alike. Wherever degree programmes have the freedom to make their own choices within these frameworks, the choices to be made are specified in the *Degree Programme Section*. Each degree programme has its own *Degree Programme Section of the Education and Examination Regulations*.

Windesheim chooses to conclude a study contract that is valid for one year; the OER now before you is effective from 1 September 2017 until 1 September 2018. This choice was made to ensure that the education remains up to date. Even though the curriculum has been described for the entire degree programme, the curriculum to be adopted in a subsequent year may contain new elements or components, in order to keep the education up to date. Windesheim guarantees, however, that—should such an amendment of the curriculum occur—each student will be offered a curriculum enabling him to pass his final examination without any delay in study progress. This is also a provision of this study contract between the student and the degree programme.

CHAPTER 2. WINDESHEIM'S EDUCATIONAL VISION

Windesheim is a broad-based centre of expertise and its ambition is to offer an inspiring higher-education environment. The university offers students a high-quality professional education that prepares them both in theory and in practice for a successful career. Windesheim undertakes practical research for the purpose of knowledge development in the regional area (and beyond) and to give the development of education a further boost. Our knowledge and skills are continuously tested in the professional field through collaboration with businesses and non-profit organizations and through enterprise. Moreover, enterprise also serves to valorize research results. Education, research and enterprise reinforce one another through this well-balanced cohesive positioning. Windesheim’s educational vision consists of the following four elements.

An ambitious study climate

Windesheim offers its students opportunities and encourages them to

explore their limits and open up new horizons for themselves, to get the most out of their studies. Professional practice is the basis for challenging assignments in education. To do justice to their many different talents and ambitions, we allow students to choose part of the professionally based curricula of their study programme themselves, so they can broaden, intensify or extend the scope of their programme according to their individual needs. This is possible because of the options open to the student and the increased flexibility of the curriculum that characterize this educational concept.

Valuable/principled professionals

Windesheim educates professionals who can reflect critically and receive feedback on their own professional actions and be accountable for them. The Windesheim-graduated professional applies personal, institutional and legal norms and values. A critical mind and reflective attitude enable him to continue developing his professionalism, based on his ideals about shaping society. He will use his professional expertise and critical reflection skills to contribute to the quality of society. The professional is an expert in his field and well prepared for the continually changing professional practice. He knows how to spot and seize opportunities, is able to innovate and takes the initiative. Windesheim also aims to be a valuable and principled organization and to see this theme reflected in the Windesheim culture. Chapter 3 on learning outcomes and the corresponding appendix provide a more detailed specification of the role of the valuable/principled professional in education.

Customized student counselling

Windesheim offers students adequate individual counselling and an environment where they can develop their full potential in the best possible way. The university monitors —and if necessary discusses— study results, to enable students to complete their degree programme successfully. We take exceptional talents seriously, but also students with specific functional limitations. The educational concept stresses the significance of a safe and optimally structured learning environment, where students feel recognized. A small-scale setting, but one with all the facilities and opportunities a major university has to offer.

High-quality education

Windesheim maintains and continuously improves its educational practice. The student is taught by lecturers with adequate teaching qualifications who are experts in their field and maintain close relations with professional practice. To enable degree programmes to learn and use the latest knowledge in the various fields, they are linked to research centres and/or Centres of Expertise. Education, research and enterprise are integrated and mutually reinforce one another in quality and innovative power. Windesheim encourages students to gain international experience during their studies.

CHAPTER 3. GENERAL PROVISIONS

ARTICLE 1: TERMS AND DEFINITIONS

In these regulations the following definitions apply to the following terms :

Accreditation:	the quality label demonstrating the positive assessment of a degree programme's quality.
Assessment:	a test to assess the competences a student possesses.
Associate degree (Ad):	A cohesive set of study units or learning outcomes, to be completed by a final examination resulting in an "Associate Degree".
Bachelor's Degree programme:	see HBO Bachelor's Degree programme.
Professional requirements:	Requirements to professional practice as laid down by law.
CPC:	Central Participation Council.
Board of Appeal for Examinations (CBE):	the Board of Appeal for Examinations established by Windesheim's Executive Board.
Colloquium Doctum (or 21+ Test):	Entrance examination for students who do not meet the educational entry requirement.
Competence:	Long-term capacity to operate in a professional context with an observable result, for the performance of certain actions in a predefined professional role.
CROHO:	Central Register of Higher Education Degree Programmes, which lists the accredited degree programmes offered in Higher Education.
Part-time degree programme:	A part-time degree programme has a structure and organization that allows students to work in paid employment besides their educational activities.
Division:	A group of related degree programmes in terms of organization or subject matter. Windesheim has five divisions: Human Movement & Education; Business, Media & Law; Health Care & Social Work; Windesheim Flevoland; Engineering & ICT.
Transfer track:	The track of not more than 30 credits following an Ad degree, which must be successfully completed by a student to be admitted to the Bachelor's degree programme corresponding to the Ad degree.
Diploma supplement:	A document that is required to be added to the diploma and states the name, type, level, context

and content of the degree programme.

Work/study degree programme:

A work/study degree programme has a structure and organization that allows students to alternate certain semesters of participation in education with professional practice related to their education. This professional practice forms part of the curriculum of the degree programme.

EVC:

Recognition of prior learning (RPL).

Final examination:

The set of examinations passed within a degree programme which concludes either the propaedeutic phase, the Associate Degree programme or the Bachelor's or Master's Degree programme. The examination board determines whether the student has passed his final examination.

Examination Board:

The board whose —main— task it is to determine objectively and expertly whether the student meets the requirements of the *Degree Programme Section of the Education and Examination Regulations* concerning knowledge, skills and understanding, and whether the student has passed his final examination.

Examiner:

The individual appointed by the examination board who is responsible for taking and assessing examinations.

Flexible digital test:

A test consisting of open and/or closed questions that students can do flexibly within previously set parameters, having signed up for this test. The test is marked by means of a computer program.

Flexible study:

participation in education, with the student appointed by the Director of Support Services being able to follow his degree programme at his own pace, paying tuition fees per separate credit.

Advisory Committee on Disputes:

The committee established by the Executive Board to advise them on disputes between students and Windesheim, particularly disputes relating to registration and deregistration and (the amount of) tuition fees.

HBO Bachelor's Degree programme:

A Bachelor's Degree programme of Higher Professional Education following secondary education and secondary senior vocational education (MBO) and registered in the CROHO¹. See also: full-time degree programme, work/study degree programme, part-time degree programme.

¹ Dutch acronym meaning Central Register of Higher Education Programmes.

HBO Master's Degree programme:	A degree programme following a Bachelor's Degree programme.
University (of applied sciences):	Windesheim University of Applied Sciences.
Main phase:	This concept is explained under 'post-propaedeutic phase'.
Intake assessment:	A portfolio and portfolio interview in which a student with work experience demonstrates, upon application or at the start of his programme, which learning outcomes he has already achieved.
Candidate:	An individual who has completed an application with Studielink with the intention of being registered as a student.
Learning outcome:	Statement of what a student is expected to know, understand and be able to demonstrate after completion of a process of learning. This process of learning may be staged in the workplace, online or through contract education, or any combination thereof.
Curriculum-independent assessment:	In curriculum-independent assessment the learning outcomes are assessment regardless of how and where the student acquired them.
Major:	A set of study units within a degree programme constituting a cohesive programme and representing either 180 or 210 credits.
Minor:	A set of study units constituting a cohesive programme representing 30 credits. A minor represents either 15 or 30 credits.
Module:	The module is used in degree programmes taking part in the Flexible Part-time Education Pilot. A module of 30 ECTS credits consists of cohesive learning outcomes. Learning outcomes may be broken down within a module into cohesive clusters of learning outcomes resulting in a number of ECTS credits. Additional intake requirements may be set for a module.
Study unit:	A study unit consisting of an integrated set of educational activities aimed at achieving certain well-defined objectives relating to knowledge, understanding and skills which a student must possess. Study units are completed by passing an examination.
Degree programme:	A cohesive set of study units or learning outcome units aimed at achieving certain well-defined objectives relating to knowledge, understanding and skills which an individual graduating in the

degree programme must possess; degree programmes are completed by passing a final examination (Article 7.3 of the WHW).

Post-propaedeutic phase:

The phase in the degree programme following the propaedeutic phase and concluded by the final examination, also referred to as the main phase.

Pre-Master's Track: A part of the degree programme that prepares the student for following a Master's Degree programme at a research university.

Profile Fund: The fund set up by the Executive Committee for the provision of financial support in the form of graduation support and/or administrative and elite sport grants.

Propaedeutic phase: The propaedeutic phase of the degree programme, to be concluded by the final examination of the propaedeutic phase.

Semester: Windesheim has two semesters of equal scope per academic year in which the education required for the degree is organized. The two semesters contain a total of 1680 hours of study time, not including holidays. The September semester starts on Monday of the first week in September and ends when the February semester starts. The Executive Board decides each year on which date the February semester starts.

Student: An individual registered at the university to participate in the education and (final) examinations of a degree programme.

General Student Counsellor:

The General Student Counsellor (GSC) counsels students in situations where their interest is at stake. The GSC is the expert when it comes to legislation and regulations in Higher Education, educational policy, student finance, financial issues, studying with a functional limitation as well as rights and duties concerning delay or acceleration in study progress.

Distance-learning programme:

In these Education and Examination Regulations the term distance learning refers only to the education provided in degree programmes registered with the Central Student Administration Office (GSA) as programmes offering a distance-learning variant, for which students must register explicitly.

Academic year: The period starting on 1 September and ending on 31 August of the next calendar year or, if a student starts in his degree programme in February, the

	period starting on 1 February and ending on 31 January of the next calendar year.
Credit:	A single credit (also called ECTS credit, with reference to the European Credit Transfer System) represents a study load of 28 hours.
Exam(ination):	An examination of the knowledge, understanding and skills taught in the study unit. An examination is always concluded by an examiner performing an assessment. An examination consists of one or several tests.
Admissions Board:	The board responsible within Windesheim for examining the admissibility of students failing to comply with the statutory (entry) requirements.
Test:	A test is a type of assessment in which the student performs a specific task for a specified period, with due observance of a previously set deadline. There are several types of tests; a test is concluded by the examiner's assessment.
Full-time degree programme:	A full-time degree programme is a type of programme whose structure generally enables students to study 40 hours per week so as to pass their final examination within four years.
WEB:	The Education and Profession Act.
Working day:	Any weekday (Monday to Friday) that is not a holiday. Saturday is not considered to be a working day.
WHW:	The Higher Education and Research Act.
Summer term:	The summer term is the period following the February semester and continuing until the start of the September semester. The Executive Board decides each year when the summer term starts.

ARTICLE 2: RELATION TO LEGISLATION AND OTHER REGULATIONS

These regulations serve to implement the articles of the WHW pertaining to the Education and Examination Regulations. This concerns especially Article 7.13 of the WHW. This *Institutional Section of the Education and Examination Regulations* forms part of the *Institutional Section of the Students' Charter*. Windesheim regulations to which reference is made in the OER are also included in the Institutional Section of the Students' Charter.

Most of the part-time and work/study programmes participate in the *Flexibility in Part-time Programmes Pilot*. This pilot abandons current provisions relating to control based on a fixed curriculum linked to hours of study load. In the degree programmes participating in the *Flexibility in Part-time Programmes Pilot*, control will be based on learning outcomes. The final qualifications have been translated into learning outcomes clustered

into modules of not more than 30 ECTS credits which, together and as a cohesive whole, enable students to realize the final qualifications. A module may consist of one or several sets of learning outcomes. These sets of learning outcomes are linked to credits, but not to hours of study load. In the educational contract the student and the degree programme agree each semester on the sets of learning outcomes to be covered in the educational contract period concerned, on the way in which the student may achieve these learning outcomes and on the method of assessment. Learning outcomes are demonstrated by means of curriculum-independent assessment. Learning outcomes can be validated early on by means of an intake assessment. Based on learning outcomes to be achieved, a variety of flexible learning tracks can be set up.

Students of a programme taking part in the demand-driven funding pilot sign a contract for each 30 ECTS credits of their programme. For this reason Articles 23, 24, 25 and 26 Sections 4 and 5 of this Institutional Section of the Education and Examination Regulations 2017-2018 are not applicable.

The pilot also allows the student to pursue his programme divided over several educational institutes. Students who have passed eight of these 30-ECTS-credit modules qualify for a Bachelor's degree certificate.

Students taking part in the flexible study pilot, referred to as flex students, can find the regulations applicable to them in the *Windesheim Flexible Study Regulations*. These regulations are incorporated in the *Institutional Section of the Students' Charter*. Insofar as these *Windesheim Flexible Study Regulations* do not deviate from the *Institutional Section of the Students' Charter*, this Institutional Section shall apply unimpaired to flex students as well.

ARTICLE 3: PUBLICATION

These regulations are part of the *Institutional Section of the Students' Charter*. The entire students' charter, both the institutional section and the degree programme section, has been published on Sharenet and on www.windesheim.nl.

ARTICLE 4: SCOPE OF THESE REGULATIONS

1. This Institutional Section of the Education and Examination Regulations is applicable to students doing a degree programme at Windesheim.
2. In the event that the Minister terminates the Flexibility Pilot or the Demand-driven Funding Pilot, the university will consult with the student and ensure that the student will be able to complete his degree programme.

CHAPTER 4. ENTRY AND ADMISSION

ARTICLE 5: ENTRY²

1. Registration in a degree programme is, generally speaking, subject to the educational entry requirement of a diploma of havo (Senior General Secondary education), vwo (Pre-university education) or mbo-4 (4-year Senior Secondary Vocational education) (WEB), i.e. A middle management or specialist training programme.
2. A more detailed specification of the educational entry requirements giving access to our higher education can be found in the *Regulations on Registration and Deregistration*. These Regulations form part of the *Students' Charter*³

ARTICLE 6: FURTHER EDUCATIONAL ENTRY REQUIREMENTS⁴

1. Apart from the educational entry requirement stated in Article 5 Sections 1 and 2, the further educational entry requirements, i.e. the subject cluster requirements relating to the final examination of prior education, must be fulfilled as well.
2. A candidate who fails to meet these further educational entry requirements may fulfil requirements of similar prior education. These requirements must be fulfilled prior to commencement of the degree programme.
3. A candidate who fails to meet the provisions of Section 1 is not registered until proof of compliance with the requirements specified in Section 2 has been submitted.
4. The further educational entry requirements specified in Section 1 and the requirements of similar prior education referred to in Section 2 are incorporated in the *Regulations on registration and deregistration*, which form part of the Institutional Section of the Students' Charter.

ARTICLE 7: EXEMPTIONS FROM EDUCATIONAL ENTRY REQUIREMENT BASED ON PRIOR QUALIFICATIONS⁵

1. Anyone in possession of a Dutch Bachelor's or Master's Degree or of a Propaedeutic Certificate from a higher-education institution is exempted from the educational entry requirement, but not from the further educational entry requirement or the specific entry requirements.
2. Anyone in possession of a qualification, whether obtained in the Netherlands or abroad, listed in the ministerial regulation as referred to in Article 7.28, Section 2 of the WHW, is exempted from the educational entry requirement, but not from the further educational entry requirements, the specific entry requirements or the provisions of

²Article 7.24 of the WHW, Article 7.31a through e of the WHW, Article 7.2.2 of the WEB

³<https://infosite.windesheim.nl/Pages/Studentenstatuut.aspx>

⁴Article 7.25 of the WHW

⁵Articles 7.10, 7.24 and 7.28 of the WHW

Section 4 of this article if it concerns a qualification issued outside the Netherlands.

3. Anyone in possession of a qualification, whether obtained in the Netherlands or abroad, which the Executive Board deems to be at least equivalent to any of the diplomas referred to in Article 5 Section 1, is exempted from the educational entry requirement, but not from the further educational entry requirements, the specific entry requirements or the requirements of similar prior education.
4. In the event of a qualification issued outside the Netherlands, the exemption referred to in Sections 2 and 3 will be granted after proof has been submitted of adequate command of the Dutch language. The requirement of adequate command of the Dutch language can be fulfilled by passing the state examination for Dutch as a foreign language, NT2 Certificate, level II or higher, or by submitting a copy of the certificate of the Study Success Centre's language test.
5. Instead of the provisions of Section 4, candidates in possession of a qualification issued outside the Netherlands who have enrolled for a fully English-taught degree programme must have passed a TOEFL test (either a paper-based test, result 550 or better, a TOEFL computer-based test, result 213 or better, or a TOEFL internet-based test, result 80 or better), or an IELTS, score 6.0 or better.
6. In exceptional cases the Executive Board may decide to deviate from the requirement(s) stated in Sections 4 and 5.

ARTICLE 8: EXEMPTION FROM EDUCATIONAL ENTRY REQUIREMENT BASED ON COLLOQUIUM DOCTUM⁶

1. A candidate who is 21 years of age or older on the date of his registration and who fails to meet the educational entry requirement, will be exempted therefrom after passing a 21+ Test (i.e. Colloquium Doctum).
2. The requirements to be set in the entrance examination are documented in the *Information Guide 2017-2018*. The relevant requirements can be found in the chapter Registration/Admission published on www.windesheim.nl.
3. The Executive Board may deviate from the age limit specified in Section 1 for candidates in possession of a qualification issued outside the Netherlands which provides access to a degree programme at a higher-education institute in their country of origin. This is also applicable in exceptional cases where no qualification can be submitted.
4. The confirmation of admission is issued by the Admissions Board.
5. This confirmation of admission provides access to registration in the degree programme, or to the draw procedure or decentralized selection if it concerns a restricted-intake programme.
6. The student is notified in writing of the (negative) decision on admission and registration.

⁶Article 7.29 of the WHW

ARTICLE 9: EMPLOYMENT REQUIREMENT FOR PART-TIME DEGREE PROGRAMMES⁷

1. With a view to registration, part-time degree programmes may set certain employment requirements to be met while following the part-time programme, subject to the condition that this employment is specified in the *Degree Programme Section of the Education and Examination Regulations* in terms of study units.
2. These part-time programmes may restrict admission to the programme to students meeting this employment requirement at the start of their programme.
3. The part-time degree programmes have specified the applicable employment requirements and any admission restriction based on these employment requirements in the relevant part-time programme's *Degree Programme Section of the Education and Examination Regulations*.

ARTICLE 10: ADMISSION TO THE MAIN PHASE⁸

1. Registration in a post-propaedeutic degree programme is subject to the requirement of possessing a diploma as evidence of passing the propaedeutic examination of the degree programme in question, or the propaedeutic examination this degree programme shares with one or more other programmes.
2. Students who have not yet passed the propaedeutic examination and have not received a binding study recommendation involving dismissal as referred to in Article 25, are permitted to participate in one or more parts of the final examination, unless the examination board decides otherwise.
3. On behalf of the Executive Board the Admissions Board may exempt from the obligation to participate in the propaedeutic examination any student in possession of a qualification, whether granted in the Netherlands or not, which the Admissions Board deems to be at least equivalent to the propaedeutic certificate, without prejudice to the additional requirements. The student is notified in writing of the Admission Board's (negative) decision on exemption.
4. Notwithstanding the provisions of Section 1, a student may request the Examination Board to grant him permission to participate in one or more parts of the final examination even prior to passing the propaedeutic examination of the degree programme concerned. The relevant procedure and requirements for granting such a request are documented in the *Examination Board Regulations* of the examination board in question.

ARTICLE 11: EVC (RPL, RECOGNITION OF PRIOR LEARNING)⁹

1. If a Certificate of Prior Learning has been submitted in accordance with

⁷Article 7.27 of the WHW

⁸Article 7.30 of the WHW

⁹Article 7.13 of the WHW

the national EVC quality code, the examination board may decide to grant exemptions upon commencement of the degree programme, for study units to be examined in the propaedeutic phase as well as in the main phase of the degree programme.

2. If the student fails to meet the educational entry requirement, the Admissions Board examines to what extent the submitted Certificate of Prior Learning fulfils the requirements of the Colloquium Doctum referred to in Article 8.
3. The student is notified in writing of the Examination Board's decision on exemption.
4. The relevant procedure and requirements for granting such a request for exemption are documented in the *Examination Board Regulations* of the examination board in question. These *Examination Board Regulations* form part of the *Degree Programme Section of the Students' Charter*.

ARTICLE 12: DENIAL OR TERMINATION OF REGISTRATION¹⁰

1. In special cases and after careful consideration of interests involved by the Executive Board, registration of a student in a degree programme may be denied or terminated, if the student's conduct and statements have demonstrated either his unsuitability to work in one or more of the professions for which his degree programme prepares, or his unsuitability for practical preparation for professional practice.
2. Registration or re-registration in a similar or related degree programme within the university may be refused for the reasons specified in Section 1.
3. If a situation as referred to in Section 1 occurs, the student who in another degree programme within the university is doing a specialization corresponding to the degree programme referred to in Section 1, or related to it in terms of practical preparation for professional practice, may be denied permission to do said specialization or other parts of that degree programme.
4. The relevant procedural rules established by the Executive Board are observed. These rules can be found in the current Regulations on Registration and Deregistration. These regulations are incorporated in the *Institutional Section of the Students' Charter*.
5. The student will be notified of the termination of his registration.

CHAPTER 5. STRUCTURE AND ORGANIZATION OF THE DEGREE PROGRAMME

ARTICLE 13: PROPAEDEUTIC PHASE, POST-PROPAEDEUTIC PHASE AND ASSOCIATE DEGREE

1. The Bachelor's degree programme has a study load of 240 credits. In the degree programmes participating in the *Flexibility in Part-time*

¹⁰Article 7.42a of the WHW

Programmes Pilot, the link between study load and credits has been removed.

2. The degree programme starts with a propaedeutic phase representing the first 60 credits.
3. The degree programme may establish a related Associate Degree programme covering 120 credits. The Associate Degree programme starts with a propaedeutic phase.
4. The post-propaedeutic phase of the Bachelor's degree programme represents 180 credits, while that of the Associate Degree programme covers 60 credits.
5. The final examination of the propaedeutic phase covers the study units or learning outcomes taught during the propaedeutic phase. The structure and organization of the propaedeutic phase gives the student a better view of the content of the degree programme. This structure and organization should facilitate selection and referral at the end of this phase.

ARTICLE 14: FINAL EXAMINATIONS AND DEGREES OF THE DEGREE PROGRAMME

1. The following final examinations are part of the Bachelor's degree programme:
 - a. the final examination to complete the propaedeutic phase;
 - b. the final examination to complete the Bachelor's degree programme.
2. The following final examinations are part of the Associate Degree programme:
 - a. the final examination to complete the propaedeutic phase;
 - b. the final examination to complete the Associate degree programme.
3. Any individual passing the final examination of the Bachelor's degree programme will be awarded the Bachelor's Degree, with the corresponding title and —if applicable— statement of the discipline and occupational field the degree covers as determined by the Executive Board.
4. Any individual passing the Associate degree examination will be awarded the Associate Degree, with the corresponding title and —if applicable— statement of the discipline and occupational field the degree covers as determined by the Executive Board.

ARTICLE 15: MAJOR, MINORS AND OPTIONAL STUDY COMPONENTS

1. In the Bachelor's degree programme the major consists of several study units or modules representing a total of 180 or 210 credits. Depending on the number of credits taken up by the major, the minor(s) cover(s) a total of 60 or 30 credits, respectively.
2. In the major phase the competences specific to the degree programme and professional profile are acquired, which competences are required for all students in the degree programme in question.
3. The minors offered represent 15 or 30 credit each.

4. A semester is allocated in full either to the major or to minors.
5. Minors organized by Windesheim start and end in the same semester. Moreover, to accelerate or increase the flexibility of the education, the degree programme may decide to offer one or more of these minors consecutively, divided over several semesters.
6. The student can choose one or several minors to intensify or broaden the scope of his study programme. Students are free in their choice of minor(s). With due observance of the provisions of Section 7, minors can be:
 - a. minors composed by the degree programme;
 - b. minors external to the student's own degree programme;
 - c. minors of the student's own composition.
7. A list of minors current for the degree programme may be composed in advance and documented in the *Degree Programme Section of the Education and Examination Regulations*. No prior permission is required to follow minors from this list composed in advance. However, prior permission by the examination board is required to follow a minor external to the student's own degree programme, either at Windesheim or at another accredited higher-education institute, at home or abroad, as well as a minor of the student's own composition.
8. Any entry requirements are to be determined by the degree programme or higher-education institute offering the minor.
9. The minor may consist of a Pre-Master's track to prepare for an academic Master's Degree programme, subject to compliance with the admission requirements for that Master's programme pursuant to an agreement with the examination board for the educational institute offering the Master's programme.
10. The degree programme may decide to reserve room within the major and minors for students to be filled optional study components. The student has a choice of university modules developed by the educational institute. The institute determines each semester which university modules are offered. Students may also choose to follow university modules on top of their 240 ECTS credits forming part of the mandatory final examination programme.
11. The examination board for the degree programme in which the student is registered assesses whether a minor and/or optional study components of the student's own composition fits into his final examination programme. Students do not require any prior permission to follow university modules on top of the 240 ECTS credits of their mandatory final examination programme.
12. Assessments of minors and of university electives that are not part of the final examination programme and have been performed by an examiner from an accredited institute are registered at the student's request as 'extracurricular education'. These assessments are documented as such in the grade list accompanying the diploma as well as on the diploma supplement.
13. As a rule, the Associate Degree programme makes no distinction between majors and minors, but between a propaedeutic and a post-propaedeutic phase. Either phase covers 60 credits. The degree programme may also decide to divide the Associate Degree programme into a major and (a) minor(s). If that is the case, this breakdown is

documented in the *Degree Programme Section of the Education and Examination Regulations*.

14. If the degree programme has divided the Associate Degree programme into a major and (a) minor(s), Sections one through eight and Sections ten through twelve of this article apply accordingly.
15. This article does not apply to students of the degree programme participating in the demand-driven funding pilot.

ARTICLE 16: TRANSFER TRACK

1. The Bachelor's degree programme may decide that a student with an Associate Degree who wants to continue the Bachelor's degree programme corresponding to his Ad degree at Windesheim, must complete a transfer track. Completion of the transfer track is then a precondition for admission to the Bachelor's programme.
2. The transfer track consists of a maximum of 30 credits.
3. If the degree programme has set a transfer track as a precondition for admission to the Bachelor's programme, this track is specified in detail in the *Degree Programme Section of the Education and Examination Regulations*.

ARTICLE 17: CREDITS AND STUDY LOAD PER ACADEMIC YEAR

1. Each study unit is expressed in terms of full credits. A credit represents 28 hours of study load. In the degree programmes participating in the *Flexibility in Part-time Programmes Pilot*, the link between study load and credits has been removed.
2. Each study unit or module represents a maximum of 30 credits.
3. the study load of the full-time and work/study programmes equals 30 credits per semester or module. The annual study load of the part-time degree programme may be different. If the study load of the part-time programme differs, this different study load is documented in the *Degree Programme Section of the Education and Examination Regulations*.
4. Notwithstanding the provisions of Section 3, last sentence, each student is in principle given the opportunity to obtain 60 credits per academic year. If the degree programme is unable to offer a student 60 credits due to the time of his registration or the student's previous study results, an agreement is to be made in writing with the student involved in order to achieve a feasible curriculum. Notwithstanding the provisions of Section 3, last sentence, students with demand-driven funding are given the opportunity to obtain 30 credits per semester.

ARTICLE 18: TERMS PER ACADEMIC YEAR

1. Windesheim breaks the provision of education down into two semesters and a summer term.
2. Students commencing their degree programme in February start with the February semester.
3. The education which the student requires to obtain the corresponding

degree is programmed entirely in two semesters of equal scope. With due observance of the provisions of Section 4, the summer term may be used to accelerate your study progress, for resits or to broaden the scope of your studies.

4. Degree programmes may decide to use the summer term for extra resits to pass certain study units, or to offer these study units electronically during this term. The study units concerned are incorporated in the programme's *Degree Programme Section of the Education and Examination Regulations*.

ARTICLE 19: DUTCH LANGUAGE¹¹

1. The education provided in the degree programme's study units or modules is provided in Dutch, and (final) examinations are taken in Dutch. However, education may be offered in a different language as well, if:
 - a. the education in the study unit or module is provided as a guest lecture by a non-Dutch lecturer, or
 - b. the study unit is optional and may be chosen as an elective module, or
 - c. it is considered essential for students to acquire the skills of speaking, reading and writing in the language in question to prepare for their participation in internships, excursions or international exchange programmes or in international study units, or
 - d. the study unit precedes and is intended to prepare for an education in a different language, or
 - e. the education as a whole is provided in a different language, or
 - f. it concerns a foreign-language degree programme.
2. for education not provided in Dutch or the (final) examinations of which are not in Dutch, the following criteria are applicable:
 - a. the *Degree Programme Section of the Education and Examination Regulations* specifies the language of instruction for the relevant study unit or module;
 - b. the education is provided at such a level that the average student can participate successfully;
 - c. at the student's substantiated request, he may write his answers in Dutch to a written examination that is not in Dutch, except in the cases specified in Section 1 subsections d and e.

CHAPTER 6. STUDENT COUNSELLING

ARTICLE 20: STUDENT COUNSELLING¹²

1. Student counselling includes at least:
 - a. General counselling.

¹¹Article 7.2 WHW

¹²Article 7.34 Section 1 subsection e of the WHW

- b. Special counselling.
2. At the student's request, the study department also offers counselling on selections that need to be made during the programme.

ARTICLE 21: GENERAL COUNSELLING

1. General counselling consists of types of counselling aimed at the student's progress in his studies and his well-being.
2. General counselling is made up of the following facilities:
 - a. Student counselling by the student counsellor.
 - b. The services of the student career centre, including
 - i. Student counselling by the general student counsellor.
 - ii. Student counselling by the student psychologist.
3. Student counselling with curriculum-independent assessment in programmes participating in the Flexibility in Part-time Programmes Pilot is done as follows:
 - a. The student counsellor and the student make arrangements concerning the specifics of the student's learning programme: what learning outcomes will the student achieve, what learning activities will he have to perform to achieve these outcomes, how will the student be counselled and how will the results of the intended learning outcomes be assessed. The arrangements made are documented in an educational contract. The student counsellor keeps the educational contract in mind while providing counselling.
 - b. The student counsellor counsels the student during his intake assessment: (s)he counsels the student during the composition of his portfolio and discusses the intake assessment report with the student.

ARTICLE 22: SPECIAL COUNSELLING

1. A student may request to be given the opportunity of adapted participation in education or examinations. This applies to:
 - a. students with a physical, sensory or other type of functional disorder or limitation. The *Implementing Regulation on Studying With a Functional Limitation (Dutch acronym: SMF)* is applicable to this student category.
 - b. students with non-Dutch prior education and/or students with demonstrated inadequate command of the Dutch language.
 - c. students belonging to an ethnic or cultural minority group whose participation in higher education falls significantly behind in comparison with participation by Dutch students who are not part of said minority group.
 - d. students having been assigned one of the types of elite sport status in accordance with the *Profile Fund Regulations*. Students with elite sports person status may also submit a request to the examination board to be granted an adaptation of the standard concerning negative study recommendations.
 - e. students having been assigned one of the types of top student entrepreneur status in accordance with the *Top-enterprise*

Programme Implementing Regulation.

2. A student wishing to make use of a provision as referred to in Section 1 must submit a substantiated request in writing (unless this was already documented previously in an agreement made with the student). The procedure starts with an intake interview conducted by the General Student Counsellors. A request of this type may refer to education or examinations in general, but also to one or more specific study units or examinations.
3. The student submits his request to the examination board if it concerns amendment of his study programme or tests and examinations, or to the director if his request concerns the provision of material or other educational facilities, including counselling of the student on study planning.
4. If the decision concerns special counselling pursuant to Article 1 Sections a through c, it is taken with due observance of the *Implementing Regulation on Studying With a Functional Limitation*. Decisions based on Section 1d are taken with due observance of the *Profile Fund Regulations*. Decisions based on Section 1e are taken with due observance of the *Top-enterprise Programme Implementing Regulation*.
5. The decision is communicated in writing to the student and to the degree programme's SMF contact and lecturers and examiner(s) involved, as far as necessary.
6. All regulations referred to in this article are incorporated in the *Students' Charter*.

CHAPTER 7. STUDY RECOMMENDATION

ARTICLE 23: ISSUING A STUDY RECOMMENDATION

1. On behalf of the Executive Board the examination board issues, with due observance of the provisions of Article 2 Paragraph 3, to each student who has registered for the propaedeutic phase of the degree programme a study recommendation on continuation of his studies either in or outside of the degree programme.
2. The study recommendation is based on the study results obtained by the student. It gives an indication of further development to be expected in this degree programme based on efforts remaining equal on the part of both the student and the study department staff.
3. The examination board issues its study recommendation to full-time and work/study students by the end of their first year of registration in the propaedeutic phase, but not until the student has been registered for two semesters. In doing so, the examination board observes the procedure documented in the *Implementing Regulations on Study Recommendations in the Propaedeutic Phase*. The student who commences his degree programme in February gets his study recommendation as soon as possible after his two semesters of registration.
4. For part-time students the examination board may issue its study recommendation at a later time than by the end of the student's first

year of registration in the propaedeutic phase. If the recommendation is issued at such a later time, the time when the recommendation is issued shall be duly documented in the Degree Programme Section of the Education and Examination Regulations of the degree programme in question.

5. In its recommendation the examination board considers any mitigating personal circumstances of the student in question, as indicated in the Implementing Decision WHW (Bulletin of Acts, Orders and Decrees 1993, 48). In the event of mitigating personal circumstances the examination board may decide to postpone its recommendation. The examination board then determines the period until the study recommendation will issued.
6. The examination board can issue its study recommendation to him on behalf of the university management so long as the student has not yet passed his propaedeutic examination.

ARTICLE 24: DISMISSAL FOLLOWING THE STUDY RECOMMENDATION

1. The study recommendation involves binding dismissal if the student has obtained fewer than 54 credits at the time of the recommendation being issued.
2. The student who registered for the propaedeutic phase during the course of the academic year is issued a study recommendation involving dismissal if he has obtained fewer than 54 credits, or if he has failed to meet the study progress standard set by the examination board upon his registration.
3. The distance-learning student is issued a study recommendation involving dismissal if at the time of its being issued he has obtained fewer than 45 credits.
4. A part-time student of a degree programme taking part in the *Flexibility in Part-time Programmes* pilot is issued a study recommendation involving dismissal if he has obtained fewer than 60 credits after four semesters.
5. The credits of all study units passed in the propaedeutic phase, including those for which exemption has been granted, shall count towards the number of credits to be obtained to meet the study progress standard. The study progress standard to be met may include required credits of study units specifically designated in the *Degree Programme Section of the Education and Examination Regulations* of the degree programme in question.
6. The student whose study recommendation was postponed due to mitigating circumstances is issued a study recommendation involving dismissal if he still fails to meet the study-progress standard after the period of postponement has ended.
7. If the student whose study recommendation was postponed due to mitigating circumstances fails to meet the study progress standard after the period set by the examination board has elapsed, (s)he will then be issued a study recommendation involving binding dismissal.
8. This dismissal applies to the student's own degree programme, regardless of location, as well as to other Windesheim degree programmes with a similar propaedeutic examination. These other

degree programmes are specified in the *Degree Programme Section of the Education and Examination Regulations*.

9. When a student is dismissed, his registration in the degree programme is terminated. For a minimum period of two years following his dismissal, the student will not be registered for any of the degree programmes to which the dismissal applies. If a student requests to be registered again, he must explain to the examination board's satisfaction why he is likely to complete the degree programme successfully this time. The examination board may set certain rules to this end, which are incorporated in the Examination Board Regulations.
10. A student may appeal with the Board of Appeal for Examinations against the study recommendation given and the decision—if applicable—to issue a binding study recommendation involving dismissal. The applicable procedure is incorporated in the Regulations on the Windesheim Board of Appeal for Examinations. These regulations form part of the Institutional Section of the Students' Charter.

ARTICLE 25: PROCEDURE IN CASE OF DISMISSAL FOLLOWING THE STUDY RECOMMENDATION

1. As part of standard student counselling procedures, students will receive at least one written warning to explain the consequences of failure to meet the study progress standard within the specified time.
2. If at the time of the study recommendation being issued a student fails to meet the minimum BSA standard, the examination board requests:
 - a. a written recommendation from the general student counsellor involving any mitigating personal circumstances of the student in question;
 - b. a written recommendation from the student (career) counsellor involving the student's personal study development and plans.
3. The examination board considers both recommendations in its decision.
4. If the examination board intends to issue a study recommendation involving dismissal, it will notify the student thereof in writing and give him the opportunity to be heard before taking its decision.
5. The examination board notifies the student in writing and with its reasons duly stated of its decision to dismiss him and points out his right to lodge an appeal against this decision.
6. The relevant procedural rules established by the Executive Board are observed. These rules are incorporated in the *Implementing Regulations on Study Recommendations in the Propaedeutic Phase*. These implementing regulations form part of the *Institutional Section of the Students' Charter*.
7. Each examination board reports to the Executive Board once a year concerning the number of dismissals. It may also include suggestions regarding any amendments to the rules relating to dismissal following a study recommendation.

CHAPTER 8. TESTS, EXAMINATIONS AND FINAL EXAMINATIONS¹³

ARTICLE 26: TAKING TESTS AND EXAMINATIONS

1. Examinations cannot be taken unless the entry requirements of the study unit in question, as specified in the Degree Programme Section of the Education and Examination Regulations, have been met.
2. Each examination and each test forming part of the examination can be sat no more than twice per academic year.
3. In special instances it is possible to decide prior to commencement of the academic year that the examination for a certain study unit can be taken once a year only. The study units concerned are incorporated in the *Degree Programme Section of the Education and Examination Regulations*.
4. If at the time of the study recommendation as specified in Article 5.2, the student has obtained at least 50 but fewer than 60 credits, in deviation from Subsection 2 the student is given three chances to sit an examination forming part of the propaedeutic examination in the year in which the recommendation was given. The third chance is in the summer term. For students who commenced their degree programme in February the third chance will be offered as soon as possible after the end of the September semester. Amendment of the previously issued study recommendation and cancellation of a previous dismissal is dependent on the study results after the third examination chance.
5. A student can file a request with his degree programme to be given a third chance for all study units of the post-propaedeutic phase not yet obtained. This third chance to take an examination is to be administered and assessed in the current academic year. A request for a third chance to take an examination will be granted if:
 - a. the Bachelor's degree student or Associate degree student has obtained at least 225 credits or 105 credits, respectively, with a maximum of three study units not yet passed, or
 - b. the Bachelor's degree student or Associate degree student has obtained fewer than 225 credits or 105 credits, respectively, with a maximum of one study unit not yet passed,and the student has demonstrably used the number of examination chances specified in Section 2 or Section 3, as applicable.
6. Notwithstanding the provisions of Sections 4 and 5, the student may request the examination board to grant him an extra chance to take an examination or to allow him to take the examination in a different manner than specified in the study unit concerned, on account of mitigating circumstances. The procedure to be observed by the student in filing such a request is specified in the Examination Board Regulations. If necessary, the examination board may seek expert advice prior to taking its decision.
7. Tests administered to groups are designed in such a way that an examiner is able to assess individual performance.
8. Once a student has passed a test or an examination, he cannot do a

¹³Article 7.13 Section 2 of the WHW

- resit.
9. Divisions have documented the procedures for taking tests in the *Regulations on Testing and Examination*. These regulations are published on the Sharenet page with the Degree Programme Section of the Students' Charter.
 10. In the degree programmes participating in the Flexibility in Part-time Programmes Pilot, students with relevant work experience may demonstrate any learning outcome already acquired through prior learning, after submitting a pertinent application and at the start of their learning track. Validation and granting of credits is not effected until after the student's registration. The intake assessment generally consists of an assessment of the student's portfolio (a collection of proof of learning outcomes achieved) and a portfolio interview in the form of a criterion-directed interview.

ARTICLE 27: EXAMINATION AND TESTS¹⁴

1. An examination consists of one or several tests.
2. If an examination consists of several tests,
 - a. the Degree Programme Section of the Education and Examination Regulations shall specify the tests forming part of the examination and whether the test can be taken and resat flexibly,
 - b. and the weight factors of the different tests forming part of the examination are immediately published in the study guide in question prior to or at the start of the first class of the study unit in question.
3. A test consists of one of the following test types, or a combination thereof:
 - a. a test consisting of open and/or closed questions;
 - b. a product assignment;
 - c. a skills assignment;
 - d. an oral test.
4. the *Degree Programme Section of the Education and Examination Regulations* of the relevant degree programme specifies in the description of the test(s) which type of tests or combination of test types is used.
5. The date when the last test forming part of an examination is taken, or when this last test is to be handed in, shall be registered as the examination date.
6. Assessment of the learning outcomes of flexible learning tracks in the degree programmes participating in the Flexibility in Part-time Programmes Pilot is curriculum-independent.
 - a. Apart from (a combination of) the test types stated in Section 3, curriculum-independent assessment may also consist of a portfolio assessment and/or a progress test.
 - b. Besides the curriculum-independent test, the degree programme may also opt for a curriculum-based test.
7. A portfolio assessment as referred to in Section 6 is a test type in which

¹⁴Article 7.13, Section 2 subsection 1 of the WHW

the student demonstrates that he has attained his learning outcomes by means of evidence in a portfolio, e.g. professional products and experience reports. A portfolio assessment examines whether in characteristic and critical professional contexts the student acts professionally in accordance with required behaviour, while applying theoretical insights properly and at the right level. The degree programmes participating in the Flexibility in Part-time Programmes Pilot must specify the details regarding content and criteria to be met by the portfolio assessment in their Degree Programme Sections of the Education and Examination Regulations.

8. A progress test as referred to in Section 6 is a formative, i.e. development-oriented, test that helps a student choose how to compose his individual learning track based on learning outcomes yet to be achieved. The degree programmes participating in the Flexibility in Part-time Programmes Pilot must specify the details regarding content and application of the progress test in their Degree Programme Sections of the Education and Examination Regulations.

ARTICLE 28: TEST CONSISTING OF OPEN OR CLOSED QUESTIONS

1. This article is applicable if the test consists entirely or in part of open and/or closed questions.
2. A test consisting of open and/or closed questions is administered at a previously specified time in a previously specified room, under the supervision of invigilators. This test can be administered either in writing or as a computer-based test.
3. The test is to take place preferably within two weeks of completion of the study unit, but in any case by the end of the semester in which the classes of the relevant study unit were taught.
4. The application procedure for test and resit sessions of flexible, digitally administered tests is elaborated in the *Regulations on Testing and Examination*.
5. Students are automatically signed up for participation in tests and corresponding resits, unless:
 - a. the degree programme has specified in its *Degree Programme Section of the Education and Examination Regulations* the study units for which students must sign up in person for tests and resits, because they have a choice as to the time of testing;
 - b. the degree programme has specified in its *Degree Programme Section of the Education and Examination Regulations* that students must sign up in person for all tests and resits.
6. If a student fails to take part in a test for which he has (been) signed up, this counts as a used test chance, unless the student has signed himself out with the degree programme's Service Desk not later than 24 hours prior to the test.
7. Any test taken by a student who should have signed up for this test but failed to do so will not be assessed, unless the *Regulations on Testing and Examination* specify a different procedure to be observed.
8. If a student is allowed to take a test at home, instructions for signing up, handing in and delivery of the home-made test are incorporated in the study guide of the study unit concerned, which is to be published

not later than at the start of the first class in this study unit.

ARTICLE 29: PRODUCT AND SKILLS ASSIGNMENT AS TEST

1. This article is applicable if the test consists in part or in full of a product assignment or a skills assignment.
2. Instructions for handing in and delivery of the product and/or skills assignments are incorporated in the study guide of the study unit concerned, which is to be published not later than at the start of the first class in this study unit.
3. The products and/or documents delivered by the student as part of a product and/or skills assignment may be checked for proper source referencing, for which check a plagiarism checker may be used. Copying the work of others without proper source referencing is considered as fraud. A more specific definition of the term 'fraud' is incorporated in the Regulations on *Testing and Examination*. In the event of fraud the examination board is authorized to impose sanctions. For further details, see the *Examination Board Regulations*.

ARTICLE 30: ORAL TEST

1. This article is applicable if the test consists in part or in full of an oral test.
2. As a rule, oral tests are taken individually. The degree programme may take reasoned decisions to deviate from this rule.
3. Oral tests are public sessions. The examination board may determine otherwise, either at the student's request or not.
4. Instructions for administering the oral test are incorporated in the study guide of the study unit concerned, which is to be published not later than at the start of the first class in this study unit.
5. An oral test is to be taken in the presence of two or more examiners, unless the degree programme decides that the test is administered by a single examiner. If the test is administered by a single examiner, the test session is to be recorded on a media storage device.
9. If the test session is not recorded on a media storage device, the test shall be assessed and the test result announced immediately after the test session.
10. The date when the oral test was taken is registered as the test date.

ARTICLE 31: EXEMPTION FROM TESTS OR EXAMINATIONS¹⁵

1. A student may request the examination board to exempt him from taking one or more tests or examinations forming part of the student's final examination. The student must demonstrate on the basis of examinations or final examinations passed in other higher-education programmes or based on knowledge or skills acquired outside higher education, that he has achieved the learning objective(s) of the study unit concerned.

¹⁵Article 7.12b Section 1 subsection d of the WHW

2. The applicable rules to apply for exemptions are incorporated in the *Examination Board Regulations*. The rules for including exemptions and/or results obtained by prior learning (RPL) in the calculation for the award of the 'cum laude' predicate are incorporated in the *Windesheim Cum Laude Regulations*.
3. Exemptions granted for knowledge or skills gained outside higher education are incorporated in the study progress records and processed with the alphanumerical code 'vr'.
4. For exemptions granted for examinations passed in other higher-education programmes, the examination result as well as the alphanumerical code 'vr' are incorporated in the study progress records.

ARTICLE 32: ASSESSMENTS

1. Each examination forming part of a final examination must be passed, unless the provisions of the *Degree Programme Section of the Education and Examination Regulations* stipulate otherwise.
2. The following assessment standards are used for examinations:
 - a mark or an alphanumerical code:
 - 1 or 'zs' = zeer slecht / very poor
 - 2 or 's' = slecht / poor
 - 3 or 'zo' = zeer onvoldoende / very insufficient
 - 4 or 'o' = onvoldoende / insufficient
 - 5 or 'bv' = bijna voldoende / almost sufficient
 - 6 or 'v' = voldoende / sufficient
 - 7 or 'rv' = ruim voldoende / satisfactory
 - 8 or 'g' = goed / good
 - 9 or 'zg' = zeer goed / very good
 - 10 or 'u' = uitmuntend / excellent
 - an assessment 'V', 'NV' = Voldaan / Pass, Niet Voldaan / Fail
 - an assessment 'vr' = vrijstelling / exemption
 - an assessment 'Evr' = vrijstelling op grond van Ervaringscertificaten / exemption based on an assessment of prior learning
 - an observation 'na' =niet aanwezig tijdens de toetsing zonder geldige afmelding/no-show for test without valid cancellation
 - An entry 'ng' =niet geldig, deze vermelding wordt ingevoerd op last van de examencommissie /not valid, entry added by order of the examination board
3. Once a mark has been finalized in the student progress monitoring system, the examination board may decide--after careful consideration of interests including all relevant circumstances--to declare it invalid within a reasonable term, either for an individual student or for the entire student population taking part in the test in question. The examination board appoints one or several examiners to reassess the

work handed in by the student(s) or commissions them to administer the test once again as soon as possible.

ARTICLE 33: TEST AND EXAMINATION RESULTS

1. The examiner determines and publishes the results of tests within three weeks of the test date.
2. A student has digital access to his study progress overview, which includes the result of each test and examination he has taken. Upon receiving a test result, the student is notified of his right of inspection as referred to in Article 34 of these Regulations, as well as of the possibility of lodging an appeal with the Board of Appeal for Examinations against the assessment of an examination.
3. If a student disagrees with a decision taken by an examiner, he may appeal against this decision with the Board of Appeal for Examinations. The applicable procedure is incorporated in the *Regulations on the Windesheim Board of Appeal for Examinations*. These regulations form part of the *Institutional Section of the Students' Charter*.

ARTICLE 34: INSPECTION OF ASSESSED WORK¹⁶

1. Within a maximum period of four weeks following the test date, the student will be given the opportunity to inspect his assessed work. The inspection or perusal takes place in a fixed location and at a minimum of one fixed point in time. During this inspection a student who has participated in the examination may learn the questions and assignments of the examination concerned, the assessment criteria, as well as the assessment and feedback the examiner has given.
2. In deviation from Section 1, the examination board may determine—at the student's request—that the inspection is to take place at a different time than specified in Section 1. The examination board has incorporated the procedure for filing such a request, as well as the applicable criteria for granting the request, in its *Examination Board Regulations*.

ARTICLE 35: VALIDITY OF EXAMINATIONS AND EXEMPTIONS

1. Examination results and exemptions are no longer valid when the knowledge, skills and understanding taught in the study units concerned has effectively become obsolete, but not until four years have passed since the date of the examination.
2. Prior to commencement of each academic year the degree programme publishes a list of study units that have demonstrably become obsolete, including a statement of the reason(s). After the academic year in question, examination results and exemptions relating to these study units automatically lose their validity.
3. A decision taken by the division director to cancel examination results due to expiry of their validity is open to appeal by the student, to be

¹⁶Article 7.13, Section 2 subsection p of the WHW

lodged with the examination board of his own degree programme, with or without claiming mitigating circumstances.

4. An examination result received or exemption granted previously remains valid if the student can demonstrate to the examination board's satisfaction that he has kept his knowledge, skills and understanding provided in this module up to date.
5. If the examination board takes a positive decision, the validity is extended by two years, starting from the date of taking said decision. Upon expiry of this validity, the student may demonstrate once again that he has kept his knowledge, skills and understanding provided in this module up to date.

ARTICLE 36: FINAL EXAMINATION¹⁷

1. The examination board convenes in a meeting to determine the final examination result. To this end, the examination board investigates whether the student meets the requirements of the *Degree Programme Section of the Education and Examination Regulations* concerning knowledge, understanding and skills needed to obtain the degree for this programme. The examination board may undertake this investigation itself, or order another party to investigate on its behalf.
2. The *Examination Board Regulations* specify how the examination board implements the provisions of Section 1.

ARTICLE 37: CUM LAUDE

1. The final examination of the propaedeutic phase and the final examination of the Bachelor's Degree programme can be passed "Cum laude".
2. This qualification is awarded for the final examination of the propaedeutic phase, if
 - a. the weighted average of the assessments of the final examination modules of the propaedeutic phase is without rounding off at least 8.0, and
 - b. a mark of 6.0 or more has been obtained for each of the final examination modules of the propaedeutic phase without any resits, and
 - c. examinations have been taken for a total of at least 30 credits of the propaedeutic phase.
3. The final examination of the Bachelor's Degree programme is passed with the additional qualification "Cum laude", if
 - a. the weighted average of the assessments of the final examination modules of the main phase is without rounding off at least 8.0, and
 - b. a mark of 6.0 or more has been obtained for each of the final examination modules without any resits, and
 - c. examinations have been taken for a total of at least 120 credits of the main phase.
4. The final examination of the Associate Degree programmes is passed with the additional qualification "Cum laude", if

¹⁷Article 7.12 Section 2 of the WHW

- a. the weighted average of the assessments of the final examination modules of the main phase is without rounding off at least 8.0, and
 - b. a mark of 6.0 or more has been obtained for each of the final examination modules without any resits, and
 - c. examinations have been taken for a total of at least 30 credits of the main phase.
5. The Windesheim *Cum Laude* Regulations contain more detailed information on the granting of the “Cum laude” qualification by the Examination Board. These regulations form part of the *Institutional Section of the Students’ Charter*.

CHAPTER 9. EXAMINATION BOARD

ARTICLE 38: TASKS OF EXAMINATION BOARD¹⁸

1. The examination board is the body that determines expertly and objectively whether a student complies with the requirements of the *Degree Programme Section of the Education and Examination Regulations* in respect of the knowledge, understanding and skills needed to obtain a degree.
2. Apart from the provisions of Section 1, the Examination Board has the following tasks and powers:
 - a. quality assurance of the tests and examinations,
 - b. appointment of examiners to take the tests and examinations and determine the results thereof,
 - c. quality assurance of practical tests in internships and curriculum-independent assessment,
 - d. quality assurance of the organization and coordination of the tests and examinations of the degree programme(s),
 - e. issuing study recommendations and binding study recommendations involving dismissal, and granting exemption(s) from (an) examination(s).
3. The examination board is also responsible for establishing guidelines and assessment criteria as part of these *Education and Examination Regulations* to assess and determine the results of tests, examinations and final examinations and it determines the assessment criteria for test and examination results. These guidelines and instructions can be found in the *Examination Board Regulations*.
4. The Examination Board Regulations contain, apart from the items specified in Section 3, at least provisions with regard to:
 - a. granting exemptions;
 - b. fraud;
 - c. policy on approval of (the content of) a student's free minor;
 - d. Postponement of the issue of diplomas, insofar as the student is entitled to a diploma being issued to him;
 - e. the organization of examinations;
 - f. The educational contract.

¹⁸Article 7.12 Section 7.12b of the WHW

5. The *Examination Board Regulations* form part of the *Degree Programme Section of the Students' Charter*.

ARTICLE 39: DIPLOMAS AND TRANSCRIPTS¹⁹

1. The examination board awards a diploma as proof that the student has passed the final examination.
2. With due observance of the provisions of Article 15 Section 11, the diploma specifies at least the degree programme to which the final examination applies, the final examination modules and the degree awarded by the Executive Board with the diploma.
3. The date of the meeting referred to in Article 36 Section 1 is the final examination date specified in the diploma.
4. The diploma is not awarded by the examination board until the Executive Board has stated that the student, at the time of his final examination:
 - a. was registered as a student;
 - b. had fulfilled all his payment obligations;
 - c. had fulfilled all his other statutory requirements.
5. The examination board adds a supplement to a diploma for a final examination passed. This supplement is written in English.
6. At the student's request, the examination board issues a transcript in instances where the student has passed more than one examination but cannot be awarded a diploma.
7. The examination board may establish procedural rules relating to the issue of diplomas and transcripts; any such rules are incorporated in the *Examination Board Regulations*.

CHAPTER 10. CONCLUSION

ARTICLE 40: APPEAL²⁰

Any decisions taken pursuant to these regulations are subject to appeal with the Windesheim Board of Appeal for Examinations. The *Regulations on the Windesheim Board of Appeal for Examinations* are incorporated in the *Institutional Section of the Students' Charter*.

ARTICLE 41: AMENDMENT OF THE CURRICULUM

For study units that are no longer part of the curriculum, Chapter 9.3 of the *Degree Programme Section of the Education and Examination Regulations* shall specify whether, on what conditions and how students may still complete them. On the understanding that tests and examinations of these study units will be offered at least once more in the first academic year when they are no longer in the curriculum.

¹⁹Article 7.11 of the WHW

²⁰Article 7.60 ff WHW

ARTICLE 42: FINAL AND TRANSITIONAL PROVISIONS

The Executive Board decides in any and all cases not provided for in this *Institutional Section of the Education and Examination Regulations*.

ARTICLE 43: EFFECTIVE DATE AND OFFICIAL TITLE

1. These regulations are effective from 1 September 2017 until 1 September 2018.
2. This *Decision 2017-005 Institutional Section of the Education and Examination Regulations* was adopted by the Executive Board on 14 June 2017 with approval from the Central Participation Council given on 8 June 2017.
3. These regulations may be cited as the *Institutional Section of the Education and Examination Regulations for Bachelor's and Associate Degree programmes 2017-2018*.