



Teaching and Examination Regulations 2023-2024

Master's degree programme in [Name(s) of degree programme]
[CROHO code]

Agreement Programme committee: [insert date]

Agreement of School Representative Advisory Council: [insert date]

Adopted by the dean: [insert date]

Instructions for composer:

Fill in the green marked texts.

Delete the yellow marked texts after completion.

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Chapter 1 Introduction

Every degree programme is required by law to have Teaching and Examination Regulations. These Regulations contain provisions relating to the teaching of the degree programme and the associated examinations and (partial) tests. You can find the latest Teaching and Examination Regulations for your degree programme in the course catalogue for your degree programme under '*Programme details*'.

1.1 Organisation of this document

Chapter 2 **Teaching** outlines the objectives of the programme, the associated exit qualifications and the way in which teaching is structured and the information on the student counselling.

Chapter 3 **Tests and partial tests** describes all aspects of assessment: format, order, number of attempts, marking, inspection, etc. This chapter also describes how credits are obtained, the period of validity of results and exemptions, and special arrangements for students with a disability.

Chapter 4 **Rules governing conduct during tests** describes the rules students must comply with when sitting tests and partial tests, what we understand by fraud and plagiarism and what the procedure is if fraud or plagiarism is suspected.

Chapter 5 **Examinations, first-year certificate and degree certificate** contains provisions relating to the certificates obtained and explains how you qualify for the classification 'cum laude' (with distinction).

Chapter 6 **Examination Board and Appeals Board** lists situations where you should contact the Examination Board and specifies when you may lodge an appeal with the Examination Appeals Board (COBEX).

Chapter 7 **Validity of Teaching and Examination Regulations** indicates who and what the Teaching and Examination Regulations apply to, for how long they are valid for and how they are adopted.

Chapter 8 **Testing programmes** gives an overview of all the modules in the curriculum offered by the degree programme, indicating the number of credits, the methods of assessment and when the tests take place.

Chapter 9 **Definitions** explains the key terms used in the document.

1.2 Relevant sources of information in addition to the Teaching and Examination Regulations

- Students' Charter: sets out all the rights and obligations of students and prospective students. The Teaching and Examination Regulations form part of the Students' Charter.
- Course catalogue: the digital information source containing all relevant information on the degree programme and the modules.
- Test protocols: detailed rules governing how tests and partial tests are administered.
- Code of Conduct for Student Counsellors: guidelines for the professional conduct of student counsellors.

- Studying with a disability: details of the special arrangements available for students with a disability.
- Top-level Sports Regulations: contains details of the special arrangements available for students who are top-level athletes.
- Entrepreneurships Regulations: contains details of special arrangements available for students who are entrepreneurs.
- Education and assessment policy: AUAS agreements on quality and quality control of assessment.
- Examination Board Regulations: these contain the composition, tasks and procedures of the Examination Board (only available in Dutch).
- Selection list of the Netherlands Association of Universities of Applied Sciences: contains rules governing retention times for tests and certificates (only available in Dutch).
- Privacy Policy: contains the measures of the AUAS with regard to the General Data Protection Regulation (AVG) and the Data Protection Act (Wbp), (only available in Dutch).
- Undesirable behavior regulation AUAS.

[supplement with faculty or degree programme sources where appropriate]

1.3 Information on admission requirements

The general admission requirements for the Master's programme are set out in the appendix of the Students' Charter. The specific admission requirements for the Master's programme in [name of degree programme] can be found in the course catalogue.

Chapter 2 Teaching

Article 2.1 Objectives of the degree programme

1. During the course of the degree programme, students will acquire knowledge, opinions and skills in the field of [name of degree programme]. On completion of the degree programme, students can start working as professionals in the professional field of the degree programme. They will be independent, critical thinkers who are capable of operating in an urban, creative and innovative context.

Article 2.2 Exit qualifications/academic achievements of the degree programme

1. On completion of the degree programme, students will have the following exit qualifications/academic achievements:

[include the exit qualifications/academic achievements]

[Exit qualifications/academic achievements]

Article 2.3 Structure of curricula

1. The degree programme has a study load of [add number of credits] credits.
2. The study programme is offered on [choose between: part-time, fulltime or dual] basis.
3. All the modules in the various curricula are listed in Chapter 8. The following details are specified for each module:
 - a. the name of the module;
 - b. the number of credits;
 - c. the method of assessment for all (partial) tests;
 - d. the period of time in which the (partial) tests are offered.

Article 2.3A Options

[Describe in this article which elective space within the educational programmes exists, besides minors (2.9) and tracks aimed at achieving a higher knowledge level (2.8), students have and describe, if necessary, which rules apply or choose the following option]

[Option, delete text if not applicable].

In the case of electives, the degree programme can set further rules regarding registration and participation. This is stated in the course catalogue.

Article 2.4 Education format

[Brief description of the education format: concept and teaching methods used].

1. [Education format]
2. The degree programme is delivered in [choose between: Dutch or English]. There may be exceptions to this rule.
3. An academic year is sub-divided into four blocks of ten weeks and an extra fifth block of eight weeks in the summer period or two semesters of twenty weeks and an extra period of eight weeks in the summer period.

Article 2.5 Evaluation of teaching

[Indicate on a point-by-point basis how the teaching is evaluated].

1. [Evaluation]

Article 2.6 Student counselling

1. The programme manager is responsible for individual student counselling with regard to progress in terms of professional skills and professional development is provided for all students.
2. Students should contact their student counsellor if they have problems of a personal nature, whether or not these are directly connected with their studies. Student counsellors are bound by the provisions of the Code of Conduct for Student Counsellors.

[Only include the following section if it is applicable]

3. The Examination Board may issue an urgent negative study advice based on the assessment at the end of the first academic year or, if there is reason to, at the end of a block. Such an advice will include a motivation of the Examination Board's decision.
4. Students to have been issued an urgent negative study advice will retain the right to enrol in next years study programme in accordance with the applicable conditions.

Article 2.7 Special arrangements for students with a disability

1. Students who have special needs are entitled to tailored, suitable or necessary adjustments, except where such adjustments would place a disproportionate burden on the AUAS or it concerns core competencies that cannot be demonstrated in any other way than the one offered.
2. The programme manager will endeavour to offer students with a disability a learning environment that is equal, wherever possible, to the learning environment available to students without a disability and that offers equal opportunities for academic success. In the event of a request for a special arrangement, the programme manager will take the advice of the student counsellor. See also: Studying with a disability.
3. The adjustments must eliminate or reduce impediments and foster the student's independence and full participation as far as possible. Such adjustments may relate to:
 - a. the accessibility of buildings;
 - b. the curriculum, including work placements;
 - c. course timetables;
 - d. teaching methods, including supervision;
 - e. teaching materials; and

- f. assessment (see also article 3.12).

[Only include the following paragraph if it is applicable]

Article 2.8 Performing work during the study programme

1. Students are required to work in the professional field as a part of the study programme. These activities are subject to the following requirements:
 - a. activities must be at post-Bachelor's degree or HBO (higher education with an applied emphasis) Master's programme level;
 - b. the activities must provide a context for (research) assignments issued by the study programme;
 - c. the employer must facilitate the activities within the own organisation.

Chapter 3 Tests and partial tests

N.B.: When we use the word 'test' within the AUAS, we mean 'examination', as referred to in the Dutch Higher and Research Act (WHW).

Article 3.1 Test format

1. Each module concludes with a test. We use the following forms of assessment: portfolio assessment, behavioral assessment, professional product, assignment and knowledge assessment. The more specific interpretation of the test format is stated in the course catalogue for each module.
2. Tests can either be a test taken at a certain time or a test with a deadline for handing in the assignment. The course catalogue indicates which is applicable.
3. A test can consist of several partial tests. Chapter 9 contains the test overview: for each course it is stated which test format the test or partial test will take.
4. The established test overview (including planning) may be amended by the programme manager due to exceptional circumstances or for urgent reasons and with advice of the Degree Programme Committee and the assent of the Faculty Representative Advisory Council.
5. Based on the established test overview, the programme manager will ensure that the course catalogue specifies the learning objectives and study materials for each individual test or partial test, so students can prepare themselves as well as possible. The course catalogue will also specify whether tests can be offset and/or weighed. This information is known before the start of the module.
6. Students obtain an individual mark in a test that is conducted jointly by a group of students. Students can receive a group mark during a partial test.

Article 3.2 Sequential order

1. Chapter 8 Test overview specifies in which period (block or semester) the tests or partial tests will be held for each module.
2. Where applicable, the test overview will also indicate whether:
 - a. a particular number of credits is required for participation in tests and/or partial tests for specific modules;
 - b. certain modules must be passed before students can participate in specific modules.

Article 3.3 Number of attempts

1. The programme offers a (partial) test (test opportunity) at least twice per academic year per course. A student can participate in a (partial) test (test chance) at least twice per academic year per course. If there are more than two test opportunities and/or test chances, this is included in Chapter 9. One exception is possible, mentioned in paragraph 2 of this article.
2. There is one exception to paragraph 1: in the case of internships and long-term assignments where it is not possible to resit in the same academic year, the program manager may determine that only one opportunity is offered in the same academic year.

3. Students who fulfil the criteria of AUAS' Top-level Sports Regulations or Entrepreneurship Regulations may be eligible for a special examination timetable.
4. The Examination Board may decide to allow an extra opportunity for a student. The Examination Board can seek the advice from the relevant lecturer and/or student counsellor and, in case of personal circumstances, from the student counsellor before taking a decision.
5. If a module is no longer offered, the degree programme will offer students at least two opportunities to take a test or partial test for this module in the following year.
6. If students fail a module in the academic year in which they took the module and wish to retake an test or partial test for that module the following academic year, the requirements imposed will be [option 1] those that apply to the current academic year [or option 2] those that applied in the academic year in which the students took the module in question.

Article 3.4 Arrangement and mandatory participation in practical components

1. The following modules contain a practical components:

[Enlist in the table below which modules contain practical components, give a brief description of the arrangement and list whether mandatory participation is applicable]

Module	Arrangement	Mandatory participation
[Name module]	[brief description of the arrangement]	[Yes or No]
[Name module]	[brief description of the arrangement]	[Yes or No]
[.....]	[.....]	[.....]

2. Where modules involve mandatory participation, the course catalogue will specify the rules governing as a requirement for participation in the test and/or partial test.

Article 3.5 Administering of Tests

1. A (partial) test with a specific test moment can be taken digitally, orally or with pen and paper. The course catalogue indicates which is applicable for each module.
2. An oral test and/or oral partial test is always administered by two examiners. If this is difficult to organize, it is possible to deviate from this rule, except in the case of (parts of) modules that are part of the graduation programme. The oral (partial) test must then be recorded. An oral (partial) test is not public, unless the Examination Board determines otherwise.

Article 3.6 Standardisation of assessments

1. Tests for all the degree programme's modules will be awarded a mark between 1 and 10, with a maximum of one decimal place. [Option: or with a mark in words: unsatisfactory, satisfactory, good or excellent.]

2. Partial tests will be awarded a mark between 1 and 10, with a maximum of one decimal place, or will be marked as 'pass' or 'fail'. The course catalogue indicates how such qualitative assessments are weighted when calculating the mark for the module.
3. A student's assessment result in a test is deemed to be satisfactory if the mark allocated is - not rounded off - 5.5 or higher. [Option: of the mark in words 'satisfactory' or higher] A student's assessment result in a partial test is deemed to be satisfactory if the mark allocated is - not rounded up to - 5.5 or higher or if the student obtains a 'pass'. No rights can be derived from partial tests, which means that no credits can be awarded.
4. If the test consists of two or more partial tests which are compensated, students will pass the module if the weighted average of the partial tests is an unrounded mark of 5.5, or 'satisfactory', or higher.

[Option, delete text if not applicable]

Where marks are offset, students may be required to achieve a minimum - not rounded off - mark of [insert mark between 4 and 5] for the partial tests. If this is the case, it will be indicated in the course catalogue for the relevant module.

[Option, delete text if not applicable]

The results of partial tests taken during integrated resits (second opportunity) will lapse at the end of the relevant academic year.

[Standard wording continues]

5. Offsetting of marks between modules is not permitted.
6. Where requested by students, the results of any modules that students have taken at an institution abroad that form part of the students' degree programme may be converted into marks on a scale of 1 to 10 by the Examination Board, based on the available grading table of the foreign institution and that of the AUAS. [Option: or with a mark in words: unsatisfactory, satisfactory, good or excellent.]
7. On completion of a module, the highest (rounded) grade achieved will determine whether or not students have passed the module.

Article 3.7 Recording and announcement of results

1. Tests and partial tests are assessed individually for each student (see article 4.3). The mark is determined by the examiner or examiners.
2. The result of a test or partial test will be published in SIS no more than 15 working days after the examination date or submission date. When the resit (second opportunity) is planned soon after the first examination, the result will be published in SIS at least five working days before the resit.

Article 3.8 Allocation of credits

1. Students will be deemed to have passed the module and the relevant credits will be allocated if students have obtained a passing mark for the test. Credits will not be awarded for passing partial tests.
2. When students are granted an exemption for a particular module, they will be deemed to have passed that particular module and the corresponding credits will be allocated.
3. The date of the test or the last partial test that resulted in successful completion of the module will be treated as the date on which the credits were obtained. For exemptions the date the exemption was granted will apply.

4. If students want to retake the last (partial) test of the examination programme, for example to obtain a higher mark, then students must submit a request to the Examination Board before the date of participating in the (partial) test. See article 6.2 paragraph 6.

Article 3.9 Inspection

1. Students will be given the opportunity to inspect their test paper or partial test paper up to a maximum of 15 working days after publication in SIS. up to at least 15 working days after publication in SIS. When the resit (second opportunity) is planned soon after the first test, the inspection session is planned at least 5 working days before the resit.
2. If students are not able to participate at that time, they may request the Examination Board to inspect the marked test or partial test at another time. The Examination Board decides when the inspection is possible.
3. The right to inspection expires with the expiration of the storage period.

Article 3.10 Granting of exemptions

1. The Examination Board is authorised to grant exemptions to a student if the student has passed examinations at other higher education institutions whose content, scope and level are deemed by the Examination Board to correspond in sufficient measure to (parts of) the module for which the student wishes to be exempted;
[option, include if applicable]
(Parts of) modules that are part of the graduation programme cannot be considered for exemption.
[Standard wording continues]
2. Students wishing to be considered for an exemption must submit a written request that includes a motivation and (if applicable) is substantiated with documents to that effect to the Examination Board before the teaching of the module for which exemption is being requested begins. The request must be accompanied by documentary evidence indicating that the student has already satisfied the requirements for the modules for which an exemption is being requested.
3. The validity period of an exemption granted for (parts) of the module is unlimited in principle, unless the exemption has been granted in respect of one of the modules listed in section 8.36.
4. The Examination Board will determine, based on the evidence submitted, whether the student has met the requirements of the relevant module.
5. The Examination Board will grant a request for exemption if, in its opinion, the student meets the requirements of the relevant module or parts thereof. The Examination Board will inform the student of its decision by digital means within four weeks of the date on which the request was received.
6. Exemptions will be listed with the description 'VR' in the examination results summary in SIS. A partial test for which the student has been granted an exemption will not count towards the average final grade for the module of which this partial test forms part.

Article 3.11 Validity

[Choose between the following two options. If you choose option 1, delete the wording of option 2 and vice versa]

[Option 1]

1. In principle exam results and exemptions granted have an unlimited period of validity.

[Option 2]

1. For (a part of) the modules the period of validity of exam results is limited. This is applicable if knowledge, insight and skills are demonstrable outdated. The names of these modules with a limited period of validity, the validity period and the reason for outdating are listed 9.6.
2. The Examination Board may extend the period of validity of examination results with limited validity.
3. Once the period of validity of a test has expired, the student will be given the opportunity to take the module again and to take tests and partial tests again. If the module is no longer being offered, the Examination Board will designate a replacement module.

Article 3.12 Disabilities

1. The Examination Board may grant students disability modifications regarding assessment procedures. A student with a disability who would like to seek modifications to the assessment procedure, first contacts the student counselor for consultation and then submits a substantiated request to this effect to the Examination Board. This request must be accompanied by a recommendation from the student counsellor. See also: Studying with a disability (A-Z-list).
2. The Examination Board is authorised to mandate the allocation of testing facilities to the student counsellor.
3. If the student counsellor intends to reject the request for standard testing facilities, the student counsellor will advise the student to submit a request to the Examination Board itself.

Chapter 4 Rules for sitting tests and partial tests

N.B.: When we use the word 'test' within the AUAS, we mean 'examination', as referred to in the Dutch Higher and Research Act (WHW).

Article 4.1 Registration for modules, tests and partial tests

1. The faculty determines whether and how students must register for modules, tests and partial tests, on the first and second opportunity (resit). The rules for registration, including the registration period, the order in which students are placed in a limited number of places and the rights and obligations of students who register or do not register in time, are stated in the study guide.

[If relevant, then include the paragraph below]

2. The test moment immediately following the course taken is considered the first opportunity. A second opportunity (resit) may take place if the student does not take part in the first opportunity or if the first opportunity resulted in a failing mark. If these opportunities are not used this does not oblige the programme to offer more than two test moments.

If the student retakes a course from a previous academic year in a subsequent academic year, the first and second opportunity will count as a resit.

[if the study programme offers more than two test moments in the same academic year - for example in the context of flexibilisation or a mirrored programme - supplement the paragraph above, if necessary, with rules on deregistration in relation to participation in test moments]

Article 4.2 Sitting tests and partial tests

1. When sitting tests and partial tests, the provisions of the test protocols and guidelines and instructions of the study programme/faculty apply. These guidelines and instructions must clearly state that, and in what way, the privacy of the testing student is guaranteed.
2. For digital tests, the examination takes place in accordance with the requirements of security and privacy rules as laid down in the GDPR.

Article 4.3 Own/individual work

1. Students will sit the test or partial test individually and may use the permitted study aids when doing so. Group assignments are an exception to the rule of individual tests and partial tests.
2. Students must always submit their own work in interim examinations and partial examinations. When citing the work of others, students must apply the agreed rules for source acknowledgement.
3. If students contravene one or more of the provisions of articles 4.4 and 4.6, they will be deemed to have committed plagiarism and/or fraud.

Article 4.4 Definition of plagiarism

1. Plagiarism means:
 - a. using or copying someone else's texts, data, ideas or images without a full and correct acknowledgement of sources;
 - b. presenting the work of others as own work;
 - c. not indicating clearly in the text, for example through the use of quotation marks or a specific layout, that the text contains literal or near-literal quotes, even if sources have been acknowledged correctly;
 - d. paraphrasing the content of someone else's work without adequately acknowledging sources;
 - e. copying (parts of) media files or other sources, software source codes, models and other diagrams of third parties without acknowledgement, thereby passing them off as your own work;
 - f. submitting a text that has been submitted previously, or a similar text, for assignments of other programme modules without acknowledging the source;
 - g. copying the work of your peers and passing it off as your own work;
 - h. submitting documents that have been acquired from a commercial institution or that have been written by someone else, either in exchange for payment or otherwise.
2. Depending on the actual circumstances of the particular case, other conduct may also be treated as plagiarism.
3. Students will be deemed to be complicit if fellow students copy their work with the student's consent and/or cooperation.
4. All authors are responsible for the entire jointly written paper. If one of the authors of a jointly written paper commits plagiarism, the other authors will be deemed to be accessories to plagiarism if they could have known that plagiarism had been committed.
5. For determining plagiarism as referred to in the chapter, deliberate intention by the student is not required.
6. In case of plagiarism in a concept work the Examination Board can apply article 4.7, paragraph 3.

Article 4.5 Detection of plagiarism

1. The examiners and the Examination Board are authorised to check submitted work for plagiarism and, to that end, may use plagiarism detection tools. By submitting a text to be assessed, students give their implicit permission for the text to be included in the database of the detection tool concerned.

Article 4.6 Definition of (serious) fraud

1. Fraud means any act, omission or attempt at or admission of behaviour that fully or partially prevents a correct and fair assessment of a person's knowledge, insights and skills or (professional) attitude from being made. Fraud includes:
 - a. using aids other than those allowed during a test or partial test;
 - b. copying during the test or partial test or exchanging information;
 - c. pretending to be someone else during the test or partial test;
 - d. being represented by someone else during the test or partial test;
 - e. taking possession of the assignment or assignments of the test before the date or time the test concerned is due to take place;

- f. inventing and/or falsifying survey results, interview responses or research data.
2. Fraud can involve a test or partial test that the student is taking themselves, as well as allowing other students to act in a fraudulent manner.
3. Fraud as described under letters c. and d. and plagiarism as described under letter h. in article 4.5 will in any case constitute serious fraud. Repeated fraud will be marked as serious fraud.
4. Depending on the actual circumstances of the particular case, other conduct may also be treated as fraud. No design is required for determining fraud as referred to in the chapter. Suspected fraud may be established before, during or after a test or partial test. An example of suspected fraud being established after the examination is if, during the marking process, two or more students appear to have given identical or virtually identical answers, including incorrect answers, to a large proportion of the questions.
5. In case of plagiarism in a concept work the Examination Board can apply article 4.7, paragraph 3.

Article 4.7 Procedure in the event of fraud and/or plagiarism

1. If there are grounds for suspecting that a student is guilty of fraud or plagiarism, the examiner or invigilator will notify the Examination Board.
2. The Examination Board will decide whether the student is actually guilty of fraud, including serious fraud, or plagiarism. If that is the case, the Examination Board will notify the student in writing, specifying the associated sanctions. Before reaching a decision, the Examination Board will give the student the opportunity to be heard, within a period of ten working days from notification. The student will be informed on the written notification of the examiner or invigilator before the hearing takes place.
3. If the student is found guilty of fraud or plagiarism, the Examination Board may prevent the student from taking certain tests and/or partial tests for a period of a maximum of one year. In the case of serious fraud the Examination Board may recommend to the dean for the student's enrolment to be terminated definitely.
4. If the student is found guilty of fraud, the Examination Board may decide to check work submitted previously by the student concerned for fraud and, if fraud is detected, to impose sanctions.
5. If the fraud has been established as an indisputable fact, it will be recorded in SIS by 'FR' that the student has taken the test or partial test, but has not been awarded a mark due to fraud. The submitted work is declared invalid. Work that has been declared invalid may only be resubmitted if the Examination Board gives permission for this.

Chapter 5 Examinations and degree certificate

Article 5.1 Examinations

1. The Master's programme ends with an examination.
2. Students are deemed to have passed the examination if they have successfully completed all the modules of the programme, or an exemption has been granted for them.

Article 5.2 Degree certificate

1. The Examination Board will issue a degree certificate and list of results to students who have passed the examination of the Master's programme.
[choose between option 1 or 2]
2. [option 1] The marks on the list of marks will be rounded up to whole numbers. [option 2] The marks on the list of marks will be of one decimal place.
3. In addition to the list of marks, students will also receive a diploma supplement in English with their degree certificate.
4. The graduation date recorded on the first-year certificate or degree certificate will be the month in which the student sat his/her last test.
5. Students may ask the Examination Board to delay the issuing of their degree certificate.
6. In addition to paragraph 5: students can request the Examination Board not to issue the degree certificate yet, for example because students may want to retake a (partial) test for a higher mark. A certificate is established on the date on which the last test of the examination programme was passed. To prevent this, students must submit a request to the Examination Board no later than the day before the last (partial) test of the examination programme. A motivation and study plan must be added to this. The Examination Board can then give permission, with a related deadline. If permission is granted, the date of the degree certificate will be the date on which the last (partial) test of the study plan was passed.
7. In case of a name change students can receive a new certificate – on request – after handing in the original certificate.

Article 5.3 Degree

1. The Executive Board of de AUAS will award a Master of [insert agreed extension] degree to students who have passed the examination.

Article 5.4 Calculation of average mark and 'cum laude' requirements

1. The average final mark is the weighted mathematical average of all the marks obtained in the tests of the Master's programme on the results list. Weighted means that the size of modules is taken into account. If the degree programme mentions decimals on the results list, then the calculation of the average grade is based on marks with decimals. If the degree programme mentions whole marks on the results list, then the calculation of the average mark is based on whole marks (See: A-Z list).
2. Modules for which students have been granted an exemption and extracurricular modules will not be included when calculating the weighted average final mark.

3. If an exemption has been granted for more than a third of the credits of the curriculum students will not receive an average mark and cannot be awarded a 'cum laude' degree (a degree with distinction).
4. Students will be eligible to have the words 'cum laude' recorded on their degree certificate if they meet the following requirements:
 - a. They have successfully completed the degree programme within the nominal study period plus one year;
[choose between the following options]
 - b. (1) The weighted average final mark of the test results for all the modules on the list of marks is at least an 8.0 (not rounded up to);
(2) The weighted average final mark of their test results for all the modules on the list of marks for the first-year examination is at least an 8.0 (not rounded up to) and the weighted average of the marks in words is at least 'good'.
(3) The weighted average of the marks in words is at least 'good'.
 - c. The final assignment must be graded 8.0 or higher (not rounded up to); [when a mark in words is being used to grade the module, the grade '8.0' must be replaced with 'at least 'good'']
 - d. the student has never been found guilty of plagiarism or fraud.
5. Students will be eligible to have the words 'summa cum laude' recorded on their degree certificate if they meet the following requirements:
 - a. They have successfully completed the degree programme within the nominal study period;
 - b. (1) The weighted average final mark of the test results for all the modules on the list of marks for the main phase is at least an 9.0 (not rounded up to);
(2) The weighted average final mark of the test results for all the modules on the list of marks for the main phase is at least an 9.0 and excellent (not rounded up to);
(3) The weighted average of the marks in words is excellent.
[Choose between the following two options. If you the degree programme consists of one course, choose option 1, if the degree programme consists of two or more course, choose option 2]
[Option 1]
 - c. they have passed the [insert name of module] module with a mark of at least 9.0 (not rounded up to); [when a mark in words is being used to grade the module, the grade '9.0' must be replaced with 'excellent']
[Option 2]
 - c. the student's weighted average final mark for each of the following modules: [insert names of modules] is a minimum of 9.0 (not rounded up to); [when marks in words are being used to grade the modules, the grade '9.0' must be replaced with 'excellent']
 - d. students have never been found guilty of plagiarism or fraud.
6. The Examination Board assesses whether to confer the designation 'cum laude' or 'summa cum laude'.

Article 5.5 Statement

1. Upon request, students who have passed more than one test, but who cannot be awarded a degree certificate, may be issued with a statement from the Examination Board that specifies the tests that they have passed.
2. If a student asks for a statement stating an average (grade point average) resulting from the list of results of modules that have been achieved so far, this average must be calculated as follows: The average of the modules achieved is the weighted average of all results of the modules on the result list. Weighted means that the size of the modules is taken into account. If the program mentions decimals on the result list, the calculation of the average grade is about grades with decimals. If the program is stated in the result list with whole marks, the calculation of the average mark is based on whole marks. If a combination of grade and word grades exists, the grade equivalents for the word grades will be used as determined to allow calculation of a weighted average.

Chapter 6 Examination Board and Appeals Board

Article 6.1 Contacting the Examination Board

1. Every degree programme has an Examination Board. The Examination Board determines, in an objective and expert manner, whether students meet the requirements of the Teaching and Examination Regulations and the exit qualifications for the degree programme.
2. Amongst others, students may contact the Examination Board with regard to the following requests:
 - a) to be exempted from one or more tests and/or partial tests (see article 3.10);
 - b) to take an additional test or partial test (see article 3.3);
 - c) to extend the period of validity of a test or partial test that they have passed (see article 3.11);
 - d) for special arrangements to be made with regard to tests on account of a disability (see article 3.12);
 - e) for a revised test timetable if the student is involved in top-level sports or entrepreneurship (see article 3.3).
 - f) if applicable, the approval for the composition of a study programme.

Article 6.2 Lodging an appeal with the Examination Appeals Board (COBEX)

1. Students may lodge an appeal with the Examination Appeals Board (COBEX) if they do not agree with a decision made by the Examination Board or by an examiner or examiners. Further information on COBEX and how students can lodge an appeal can be found in the *Legal protection of students* section of the Students' Charter.

Chapter 7 Validity of Teaching and Examination Regulations

Article 7.1 Scope

1. The Teaching and Examination Regulations in the 2023-2024 academic year apply to students enrolled in the degree programme(s) referred to in this document.
2. With the exception of the provisions relating to teaching and student counselling, the Teaching and Examination Regulations also apply to external students (i.e. students who are not being taught at the AUAS but who are sitting tests and/or partial tests). Where appropriate, the word 'student' may therefore also be deemed to refer to external students.
3. Circumstances not provided for by the Teaching and Examination Regulations will be dealt with by the Dean.

Article 7.2 Adoption

1. The Teaching and Examination Regulations will be adopted on an annual basis by the dean of the faculty to which the degree programme belongs, on the recommendation and/or consent of the programme committee and the School Representative Advisory Council.

Article 7.3 Validity and start date

1. The Teaching and Examination regulations will be valid for one academic year. In other words, Teaching and Examination Regulations from a previous academic year will not apply to a subsequent academic year. If necessary, transitional arrangements will be made for current students where rules or provisions are amended. Where transitional arrangements apply, this will be specified in article 7.4.
2. During the course of the academic year, the Teaching and Examination Regulations may only be amended in the event of force majeure and provided that the result is not unreasonably disadvantageous for students. Interim changes will be decided by the dean. If this concerns a part on which approval is based, the Faculty Representative Advisory Council or the Degree Programme Committee will be consulted. For intermediate changes in the test overview, article 3.1, paragraph 4 also applies.
3. The start date of the Teaching and Examination Regulations is 1 September 2023.

Article 7.4 Transitional arrangements

[if applicable, include details of transitional arrangements here. Otherwise, include the words: *not applicable*. There is a transitional arrangement available if a rule changes in the TER compared to the previous academic year, and students are severely disadvantaged as a result].

Chapter 8 Test overview

[Indicate how many test chances a student has. This can be done in a general sentence or per module, if there are differences.]

[The following test formats may be used: Portfolio assessment, behavioral assessment, professional product, assignment and knowledge test. On the 2nd occasion, the term 'repair' will suffice, if applicable. For example, professional product repair or repair assignment.]

[Optional: add weighting and/or offsetting arrangements]

8.1 Year 1

[In the case of order or number of ECs as an entry requirement for modules, see 3.2, then list in this chapter]

Module	ECTS	Method of assessment for tests and partial tests	Number of opportunities	Block or semester of opportunities

8.2 Year 2

[In the case of order or number of ECs as an entry requirement for modules, see 3.2, then list in this chapter]

Module	ECTS	Method of assessment for tests and partial tests	Number of opportunities	Block or semester of opportunities

8.3 Year 3 (optional)

[In the case of order or number of ECs as an entry requirement for modules, see 3.2, then list in this chapter]

Module	ECTS	Method of assessment for tests and partial tests	Number of opportunities	Block or semester of opportunities

8.4 Modules that are due to expire

[List below in case in article 3.12 option 2 was chosen, otherwise remove this paragraph]

[The substantiation must clearly state why knowledge, insight and skills are outdated. It concerns the validity of the above mentioned courses.]

Module	Expiration date	Substantiation limited validity

Chapter 9 Definition of terms

[The definitions below are to be adopted without alteration. The addition of personal definitions is not permitted].

For the purpose of these regulations the terms below are defined as follows:

- **academic year:** the period starting on 1 September and terminating on 31 August of the following calendar year, or in the case of enrollment on 1 February, the period starting on 1 February and terminating on 31 January of the following calendar year;
- **assessment:** the assessment by an examiner of the extent to which a student or external student has met the requirements set for a particular course or part thereof;
- **assignment:** A shorter or longer argument based on a concrete question, in which the student deals with a problem or situation (describes, summarizes, analyses, synthesizes), provides his own analysis and/or argumentation, draws conclusions and possibly defines follow-up questions. Other form can also be determined in consultation with student(s). Students can also be given a choice from a number of test formats.
- **behavioral assessment:** A test in which students demonstrate professional actions in an authentic or simulated professional situation and/or context. Examiners/assessors observe their behaviour. If applicable: students write a report on their actions afterwards, for example during internships, or they conduct an assessment interview with the assessors to substantiate their actions and explain the choices made. Other form can also be determined in consultation with student(s). Students can also be given a choice from a number of test formats.
- **Code of Conduct for Student Counsellors:** the Amsterdam University of Applied Sciences/ Hogeschool van Amsterdam Code of Conduct for Student Counsellors, approved by the Executive Board on 8 May 2008;
- **competency:** an integral whole of professional knowledge, attitude and skills that a person needs to be able to function well within the relevant professional frameworks;
- **course:** an educational unit as referred to in Section 7.3 of the WHW which, together with other courses, forms the study programme curriculum, to which an examination is linked. Every course concludes with partial tests or a test;
- **course catalogue:** the digital information source containing all relevant information on the degree programme and the modules. In case of conflicting information between the Teaching and Examination Regulations and the course catalogue, the information of the Teaching and Examination Regulations applies.
- **credit:** the unit in which the study load is expressed as referred to in Section 7.4 of the WHW, whereby 60 credits are the equivalent of 1,680 study hours; One credit is the equivalent of 28 study load hours. Within a broader European context, credits are expressed in EC (European credits). Credits will only be awarded upon the successful completion of a course or if an exemption has been granted by the Examination Board;
- **Dean:** head of the faculty offering the study programme;
- **electives:** courses that are part of the study programme, whereby the student can choose from different courses;
- **examination:** final element of a study programme as referred to in Section 7.3 of the WHW or the propaedeutic year as referred to in Section 7.8 of the WHW;
- **Examination Board:** the board as referred to in Section 7.12 of the WHW;
- **test overview:** overview of all interim and partial examinations for all courses, specifying (at minimum) the following details, testing format for the first and second interim or partial examination, the number of credits, the block or week during which the interim or partial examination was administered;
- **examiner:** the person as referred to in Section 7.12c of the WHW, not being a student or external student;

- **Executive Board:** the institutional administration as referred to in Sections 1.1 and 10.8 of the WHW;
- **faculty:** the organisational unit in which education is offered;
- **final assignment:** the final product of a unit of study on the basis of which one or more of the exit qualifications of the degree programme are assessed;
- **final qualifications:** description of the study programme's final attainment level;
- **fraud:** an act as referred to in Section 6.1, paragraphs 1 and 3 of these Regulations;
- **integrated resit:** one test instead of two or more partial tests that constitutes the second examination opportunity.
- **inspection:** the moment at which an exam and the work done by students are discussed in the presence of an examiner.
- **institution:** the Amsterdam University of Applied Sciences/ Hogeschool van Amsterdam (hereinafter referred to as the 'AUAS/HvA');
- **knowledge test:** A test with questions about professional, theoretical and subject-oriented knowledge aimed at understanding and application. This test can have different forms that can also be combined in one test. Traditional forms are open questions, semi-open questions, multiple choice questions and questions where the student should fill in the missing information. New forms are knowledge clip or presentation made by the student in which the student demonstrates knowledge. Students can also be given a choice from a number of test formats. Administration: digital, oral or pen-and-paper.
- **nominal study period:** the nominal study period of a master is 1 – 3 years.
- **oral test:** a test in which the student must deliver an oral performance, in interaction with the examiner or as a monologue (examples: presentation, oral assessment);
- **partial test:** a partial test is part of a test to which a partial assessment (partial mark) is attached. No credits (EC) can be awarded on the basis of a partial test. No rights can be derived from the partial mark. The credits are awarded if the entire module has been completed with a satisfactory result. The (final) assessment of the module is a decision with legal effect against which an appeal is possible;
- **plagiarism:** an act as referred to in Section 6.1, paragraph 2 of these Regulations;
- **practical assignment:** exercises that can only take place under supervision during scheduled meetings, and which are aimed at acquiring a practical professional skill, and which are examined within the relevant module;
- **portfolio assessment:** The sum of performances, collected in a portfolio, with which the student demonstrates mastery of learning results, with (if applicable) a criterion-oriented interview (assessment interview) based on the portfolio. Students can be given a choice in the composition of the portfolio.
- **professional product:** A performance, with great resemblance to performance in professional practice, which is performed by a group or by one student in a methodical and systematic manner, in which knowledge from theory and practical(-oriented) research is combined and which results in a design, (physical , digital) end product, research or advice, including associated justification/reflection. Other form can also be determined in consultation with student(s). Students can also be given a choice from a number of test formats. This can lead to multiple professional products. An oral presentation can be part of the assessment.
- **programme:** the interconnected whole of educational units administered by the study programme;
- **Programme Committee:** the Programme Committee as referred to in Section 10.3c of the WHW;
- **programme manager:** the individual charged with day-to-day management of the study programme;
- **Representative Council:** the council as referred to in Section 10.25 of the WHW;

- **results list:** a list signed by the Examination Board containing all marks based on completed modules belonging to the degree certificate.
- **SIS:** Student Information System;
- **student:** a person who is enrolled at the institution as a student as referred to in Section 7.32 of the WHW;
- **Students' Charter:** the charter as referred to in Section 7.59 of the WHW;
- **student counsellor:** a person appointed by the institution to inform and advise prospective and current students, the Dean, the study programme management and the Examination Board on student affairs and to counsel students in problems of a personal nature on request;
- **study adviser:** a person designated by the study programme to supervise students in academic, decision-making and planning processes, with the aim of facilitating effective academic progress;
- **study load hour:** one 1,680th part of the nominal study load of one full academic year;
- **study programme:** a Master's programme as referred to in Section 7.3a, paragraph 2b of the WHW;
- **test:** a test of knowledge, insight and skills as referred to in Sections 7.3 and 7.10 of the WHW, of which the result is expressed in an assessment concluding a course. Where the word 'test' is mentioned in these regulations, the WHW term 'examination' is meant. A test may be divided into two or more separate partial tests;
- **test chance:** the maximum number of opportunities a student has per module to participate in a (partial) test;
- **test opportunity:** the number of opportunities that a study program offers per module to participate in a (partial) test;
- **testing committee:** a committee as defined in Section 10 of the Examination Board Regulations; the committee advises the Examination Board on the quality of testing;
- **weighted average:** a calculation of the average final mark that also factors in the number of credits associated with the relevant units of study;
- **WHW:** The Dutch Higher Education and Research Act (*Wet op het Hoger Onderwijs en wetenschappelijk Onderzoek*, WHW);
- **working days:** working days are based on the yearly schedule of the AUAS/HvA. Saturdays, Sundays, holidays and mandatory days off are non-working days. Part-time programmes may indicate Saturdays as working days.