



Teaching and Examination Regulations 2019-2020

Master's degree programme in Digital Driven Business
[CROHO code]

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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 interim examinations. 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 **Interim examinations and partial examinations** 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 interim examinations** describes the rules students must comply with when sitting interim examinations or partial examinations, 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, 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 examinations take place.

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

Where ‘she’ is used, we also mean ‘he’.

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.

- Interim examination protocols and guidelines: detailed rules governing how interim examinations and partial examination 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.
- AUAS Testing Policy: AUAS agreements on quality and quality control of assessment.
- [Examination Board Regulations](#): these govern 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 examinations 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).

1.3 Information on admission requirements

The general admission requirements for the Master's programme are set out in the Students' Charter. The specific admission requirements for the Master's programme in Digital Driven Business 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 Digital Driven Business. 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 of the degree programme

1. On completion of the degree programme, students will have the following exit qualifications:
 - to translate data into business insights by using state-of-the-art tools and research methods.
 - to determine the business value of state-of-the-art theory and new practical applications in the domain of emerging technologies.
 - to develop (new) business opportunities through data insights and/or emerging technologies.
 - to develop a data measurement system in order to validate and adapt business opportunities.
 - generate support of decision makers for business opportunities through effective communication.
 - to reflect on and adjust his own professional attitude and behavior, to take an autonomous responsibility for the consequences, and to adjust his behavior in interdisciplinary teams.

Article 2.3 Structure of curricula

1. The degree programme has a study load of 60 credits.
2. The study programme is offered on fulltime 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 interim examinations and partial examinations for the first and second attempts;
 - d. the week/block in which the interim examination(s) and/or partial examinations are offered, for both the first and the second attempt.

Article 2.4 Education format

1. Students are provided a highly focused, practice oriented, educational program in which they master their knowledge and skills through different teaching methods. Students learn in scrum teams, discussion meetings, tutorials and inspiring lectures. The program is based on the following principles:
 - Activation & motivation through urgency
 - Self-management & ownership
 - Students as partners
 - Hybrid learning

- Assessment for learning
2. The degree programme is delivered in English. There may be exceptions to this rule.
 3. An academic year is sub-divided into 4 blocks of 10 weeks and an extra fifth block of 8 weeks in the summer period or 2 semesters of 20 weeks and an extra period of 8 weeks in the summer period.

Article 2.5 Evaluation of teaching

1. - Every module is evaluated through dialog in the classroom
 - After every quarter teaching is evaluated through an online (Qualtrics) questionnaire. Teaching is evaluated on the following topics: knowledge and skills of the lecturer, didactic qualities, organization of the program, content and teaching methods of the program.
 - National Students Questionnaire
 - The Committee Education, Students Affairs & Quality organize a focus discussion, every semester. They discuss evaluation results and suggestions for improvement
 - Every year the work field committee evaluates the content and organization of the program.

Article 2.6 Student counselling

1. The programme manager will ensure that 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.
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 enroll in next year's study programme in accordance with the applicable conditions.

Article 2.7 Special arrangements for students with a disability

1. Students who have special needs due to a disability or chronic illness are entitled to tailored, suitable or necessary adjustments, except where such adjustments would place a disproportionate burden on the AUAS.
2. The programme manager will endeavor to offer students with a disability a learning environment that is equal, wherever possible, to that 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 3.13).

Chapter 3 Interim examinations and partial examinations

Article 3.1 Format

1. Each module concludes with an interim examination. An interim examination for a module may comprise several partial examinations. Chapter 9 lists the testing programmes. These specify the method of assessment for the interim examinations or partial examinations for each module, for both the first and the second attempt.
2. The adopted testing programme may only be amended in exceptional circumstances on the recommendation of the programme committee and with the consent of the School Representative Advisory Council.
3. Based on the agreed testing programmes, the programme manager will ensure that the course catalogue specifies the learning objectives and study materials for each individual interim examination or partial examination, so students can prepare themselves as well as possible. The course catalogue will also specify whether examinations can be offset and/or weighed.
4. An interim examination or partial examination that is undertaken jointly by a group of students must be designed in such a way that it enables each of the students involved to obtain an individual mark, based on the learning objectives, for an individually distinguishable performance. The rules given for the assignment will indicate precisely how the assessment will be conducted.

Article 3.2 Sequential order

1. Chapter 8 Testing programmes specifies in which block or week the interim examinations or partial examinations will be held for each module.
2. Where applicable, the testing programmes will also indicate whether:
 - a. a particular number of credits is required for participation in interim examinations and/or partial examinations for specific modules;
 - b. certain modules must be passed before students can participate in specific modules.

Article 3.3 Number of attempts

1. Each academic year, students have two opportunities to complete a module. In the case of work placements and long-term assignments where a resit cannot take place in the same year, the programme manager may decide to offer students only one opportunity to complete a module in the same academic year.
2. If there is reason to do so based on a student's personal circumstances, the Examination Board may decide to deviate from the limitation in the number of times a student can retake an examination in a way that is advantageous for the student. The Examination Board will seek advice from the student counsellor and, where necessary, from the relevant lecturer and/or student counsellor before making a decision.
3. If a module is no longer offered, the degree programme will offer students a further two opportunities to take an interim examination or partial examination for this module in the following year.
4. If a student fails a module in the academic year in which she took the module and wishes to retake an interim examination or partial examination for that module the following academic year, the requirements imposed will be those that apply to the current academic year

Article 3.4 Examination timetable

1. The program manager determines each year when the interim examinations take place (see Chapter 8). When setting the dates for the interim examinations in an academic year, the workload placed on students by the curriculum as a whole is taken into account. The fifth block can be used for resit's.
2. The examination timetable must be finalized and made known to students at least two weeks before the start of the relevant block or semester.
3. Students who fulfil the criteria of AUAS' Top-level Sports Regulations or Entrepreneurship Regulations may be eligible for a special examination timetable.

Article 3.5 Arrangement and mandatory participation in practical components

1. All modules contain practical components but are not mandatory.
2. Where modules involve mandatory participation, the course catalogue will specify the rules governing as a requirement for participation in the interim examination and/or partial examination.

Article 3.6 Oral interim examination and/or partial examination

1. An oral interim examination and/or partial examination will always involve two examiners.
2. If, for organizational reasons, this is not practical, an exception may be made to this rule (except in the case of graduation modules). In that case, the oral interim examination and/or partial examination will have to be recorded.
3. An oral interim examination and/or partial examination is not open to the public, unless the Examination Board decides otherwise.

Article 3.7 Standardization of assessments

1. Interim examinations for all the degree program's modules will be awarded a mark between 1 and 10, with a maximum of one decimal place.
2. Partial examination 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 an interim examination is deemed to be satisfactory if the mark allocated is - not rounded off - 5.5 or higher. A student's assessment result in a partial examination is deemed to be satisfactory if the mark allocated is - not rounded off - 5.5 or higher or if the student obtains a 'pass'. No rights can be derived from partial examinations.
4. If the interim examination comprises two or more partial examinations, the marks for which can be offset against each other, the student will pass the module if the weighted average of the partial examinations is - not rounded off - 5.5 or higher. Offsetting of marks between modules is not permitted.
- 4a. Where marks are offset, the student may be required to achieve a minimum mark of 5 for the partial examinations. If this is the case, it will be indicated in the course catalogue for the relevant module.
5. Where requested by the student, the results of any modules that the student has taken at an institution abroad that form part of the student's 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.
6. On completion of a module, the highest (rounded) grade achieved will determine whether or not the student has passed the module.

Article 3.8 Recording and announcement of results

1. Interim examinations and partial examinations are assessed individually for each student. The mark is determined by the examiner or examiners.
2. The result of an interim examination or partial examination will be published in SIS no more than 15 working days after the examination date or submission date. For the reviewing period will be taken in account the date of the resit.

Article 3.9 Allocation of credits

1. The student will be deemed to have passed the module and the relevant credits will be allocated if the student has obtained a passing mark for the interim examination. Credits will not be awarded for passing partial examinations.
2. Where a student is granted an exemption for a particular module, she will be deemed to have passed that particular module and the corresponding credits will be allocated.
3. The date of the interim examination or the last partial examination that resulted in successful completion of the module will be treated as the date on which the credits were obtained. For exemptions applies the date the exemption was granted.

Article 3.10 Inspection

1. The student may inspect a marked interim examination or partial examination and the mark scheme used at a time to be designated by the degree programme.

Students may inspect their interim examination paper or partial examination paper up to a maximum of 15 working days after publication in SIS. For the planning of the date will be taken in account the date of the resit.

2. If, for justifiable reasons, the student is unable to be present at that time, she may inspect the marked interim examination or partial examination by appointment with the examiner. The Examination Board decides if justifiable reasons is applicable.

Article 3.11 Granting of exemptions

1. The Examination Board is authorised to grant exemptions to a students if they have 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;
2. Students wishing to be considered for an exemption must submit a motivated and substantiated request to that effect in writing 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 9.7.
4. The Examination Board will determine, on the basis of 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 'exemption' in the examination results summary in SIS. A partial examination for which the student has been granted an exemption will not count towards the average final grade for the module of which this partial examination forms part.

Article 3.12 Validity

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 outdateding are listed 8.2.
2. The Examination Board may extend the period of validity of examination results with limited validity.
3. Once the period of validity of an examination has expired, the student will be given the opportunity to take the module again and to take interim examinations and partial examinations again. If the module is no longer being offered, the Examination Board will designate a replacement module.

Article 3.13 Disabilities

1. The Examination Board may grant students with a disability modifications regarding assessment procedures. Students with a disability who would like to seek modifications to the assessment procedure must submit 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.

Chapter 4 Rules for sitting interim examinations and partial examinations

Article 4.1 Registration examinations and partial examinations

1. The faculty decides if and how student have to register for interim and partial examinations and resits.

Article 4.2 Sitting interim examinations and partial examinations

1. When sitting interim examinations and partial examinations, the provisions of the relevant test protocol will apply: digital, written and other tests.

Article 4.3 Own/individual work

1. Students will sit the interim examination or partial examination individually and may use the permitted study aids when doing so. Group assignments are an exception to the rule of individual interim examinations and partial examinations. For group assignments, each group product must make it possible to distinguish the individual performance of each student based on the learning objectives.
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 a student contravenes one or more of the provisions of articles 4.4 and 4.5, she 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 structure or central ideas developed by someone else as your own work or ideas, even if a reference to other authors has been included;
 - 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. A student will be deemed to be complicit if fellow students copy his/her work with the student's consent and/or cooperation.
 4. 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 or should have known that plagiarism had been committed.
 5. No design is required for determining plagiarism as referred to in the chapter.

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 programs. By submitting a text to be assessed, the student gives his/her implicit permission for the text to be included in the database of the detection programme 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 an interim examination or partial examination;
 - b. copying during the interim examination or partial examination or exchanging information either inside or outside the examination room;
 - c. pretending to be someone else during the interim examination or partial examination;
 - d. being represented by someone else during the interim examination or partial examination;
 - e. taking possession of the assignment or assignments of the interim examination before the date or time the examination concerned is due to take place;
 - f. inventing and/or falsifying survey results, interview responses or research data.
2. Fraud can involve an interim examination or partial examination 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 an interim examination or partial examination. 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.

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

1. If there are serious 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.
3. If the student is found guilty of fraud or plagiarism, the Examination Board may prevent the student from taking certain interim examinations and/or partial examinations for a period of a maximum of one year. In the case of serious fraud the Examination Board may recommend to the dean that the student's enrolment be terminated.
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 that the student has taken the interim examination or partial examination, but has not been awarded a mark due to fraud.

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.
2. The marks on grade list will be rounded to whole numbers.
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 interim examination.
5. A student may ask the Examination Board to delay the issuing of his/her degree certificate.

Article 5.3 Degree

1. The Executive Board of de AUAS will award a Master of Science 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 interim examinations of the Master's programme (See: AUAS Testing Policy).
2. Modules for which the student has been granted an exemption and extracurricular modules will not be included when calculating the weighted average final mark. If an exemption has been granted for more than a third of the credits of the curriculum a student will not receive an average mark and cannot be awarded a 'cum laude' degree (a degree with distinction).
3. Students will be eligible to have the words 'cum laude' recorded on their degree certificate if they meet the following requirements:
 - a. The weighted average final mark of the interim examination results for all the modules on the list of marks is at least an 8.0 (not rounded off);
 - b. The final assignment must be graded 8.0 or higher (not rounded).
4. The Examination Board assesses whether to confer the designation 'cum laude'.

Article 5.5 Statement

1. Upon request, a student who has passed more than one interim examination, but who cannot be awarded a degree certificate, may be issued with a statement from the Examination Board that specifies the examinations that she has passed.

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 or not the student meets 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 interim examinations and/or partial examinations (see article 3.11);
 - b) to take an additional interim examination or partial examination (see article 3.3);
 - c) to extend the period of validity of an interim examination or partial examination that they have passed (see article 3.12);
 - d) to approve their choice of minor (see article 2.8);
 - e) for special arrangements to be made with regard to tests on account of a disability or chronic illness (see article 3.13);
 - f) for a revised examination timetable if the student is involved in top-level sports or entrepreneurship (see article 3.4).

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 for the Digital Driven Business programme in academic year 2019-2020 apply to all students enrolled in the degree programme.
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 university but who are sitting interim examinations and/or partial examinations). 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.
3. The start date of the Teaching and Examination Regulations is 1 September 2019.

Article 7.4 Transitional arrangements

Not applicable

Chapter 8 Testing programmes

8.1 Year 1

Module	EC	Method of assessment for interim examinations and partial examinations – first and second attempts	Block or week of first attempt	Block or week of second attempt
Digital Business Development*	5	Product	1	1
Digital Business Analytics and data Visualization*	5	Product	1	1
Business Statistics and Econometrics*	5	Written exam Product	1	2
Online Data Mining*	5	Product	2	2
Database Management for Business*	5	Product 1,2	2	2
Programming for Business*	5	Product	2	3
Emerging Technology in Digital Business	5	Written exam Product produ	3	4
Digital Business Management	5	Written exam Assessment	3	4
Business Ethics	3	Product	3	4
Digital Business Startup**	5	Product	4	4
Master Project	12	Product 1,2, Presentation & Assessment ***	4	5

* The module must be achieved to enter the Master Project

** This module is an elective, part of the graduation program. If you choose to replace this elective with another module from another master programme in the field of digital business you will need to request permission to supervisor.

*** It is required to successfully finish all the mandatory modules before the end presentation of the master projectDDB

8.2 Modules that are due to expire

Module	Expiration date	Substantiation limited validity
all	2 year	All modules ought to be up-to-date, to keep contributing relevance to the highly dynamic working field.

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Chapter 9 Definition of terms

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 enrolment 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;
- **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 examinations or an interim examination;
- **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;
- **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;
- **examination programme:** 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 interim examination instead of two or more partial examinations that constitutes the second examination opportunity.

- **institution:** the Amsterdam University of Applied Sciences/ Hogeschool van Amsterdam (hereinafter referred to as the 'AUAS/HvA');
- **interim examination:** 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; An interim examination may be divided into two or more separate partial examinations;
- **partial examination:** a partial exam is part of an interim examination to which a partial assessment (partial mark) is attached. No credits (EC) can be awarded on the basis of a partial examination. 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;
- **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;
- **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;
- **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.