

# EuroCollege Hogeschool

*Teaching and Examination regulations (Art. 7.13. WHW [Higher Education and Academic Research Act])  
for the Bachelor degree programmes*

## **International Business & Entrepreneurship®**

BRIN number: 27WC

Isat code: 30031

1. *The board of the institution prepares teaching and exam regulations for every degree programme or group of programmes.*

These Teaching & Examination Regulations were prepared by the Executive Board on:

1 December 2014

Chairman of the Executive Board name: **drs. P.V.C.E. van de Walle**

Chairman of the Executive Board signature: .....

- 2a. *Programme contents and associated examinations.*

The bachelor degree programme International Business & Entrepreneurship® contains a foundation phase and two post-foundation phases, consisting of a general phase (1), a specialising phase (2) and professional practice. The foundation phase and the post-foundation phases are concluded with an internship. During the post-foundation phase, the students participate in a real-life senior project. In the third year of study, the student works on the structure, preparation and implementation of a practical research project.

NB > The foundation year is concluded by a foundation exam (Art. 7.8 paragraph 3 WHW) and consists of a series of examinations.

A **short** overview of the contents of the degree programme and the associated examination is included in **paragraph 2b. A detailed overview is described in the Study guide.**

- 2b. *The contents of the specialisations within a degree programme:*

## **First year of study**

### **Business & Entrepreneurship 1&2**

Entrepreneurship

Project Management

Essentials of Success®

Imagineering

Trends

Business and E-Business

### **Marketing, Management & Communication 1&2**

Marketing & Service marketing

Management

Communication Management

Business management

Quality care

Cross cultural management

English

### **Business & Entrepreneurship in Practice 1&2**

Study and Vocational Guidance 1

Work Orientation Performance 1 + W.O. Report 1

Work-based Learning (BPV) lessons 1

Summer Internship

## **Second year of study**

### **Business, Entrepreneurship & Marketing 3&4**

International Enterprise

Sustainable Enterprise

Economics

Business Plan

Recruitment & Selection

Law

## **Management & Communication 3&4**

Sales  
Communication & Leadership  
Business Management  
English  
Group dynamics  
Ethics

## **Business & Entrepreneurship in Practice 3&4**

Research & Training for Senior Project Research  
Senior Project  
Final Internship

## **third year of study**

### **Business & Entrepreneurship in Practice 5 (or 6)**

Final Internship  
Practical research project  
Practical research sessions, support

### **Cluster further reading**

Further reading list

### **Business & Entrepreneurship**

Business strategy  
Innovation  
Workshop starting up your business

*2c. The qualities in the area of knowledge, understanding and skills that a student must have acquired by the end of the programme.*

The international business entrepreneur has knowledge, understanding and skills in the following specific areas:

#### **Planning and organisation, general**

- can set up, analyse and improve an effective business (Belbin, Starr, Quinn etc.);
- can state reasons for composing a good staff team;
- can purchase and implement expertise in the area of labour law and working conditions;
- knows (through purchased expertise) how to set up, structure and follow an administrative organisation, or have this done on his behalf;
- knows (through purchased expertise) how to inspect the financial operations, or have this done on his behalf;
- can convert the proposed plan into action and is flexible enough to adjust this in good time;
- controls the principles of project management;

#### **Commercial, financial and economic areas**

- has basic knowledge of business management and (financial) operations;
- can set up and implement a financial administration or knows how to purchase this;
- can prepare an estimate or budgets and apply various estimation and budgeting techniques, introduce these and follow them;
- has knowledge of outsourcing possibilities in the area of (financial) business & financial management;
- can collect, measure and evaluate economic information from the financial administration, or have this done on his behalf, and communicate the results to interested parties;
- can carry out different analyses in the area of the finances (break even, financial, investment analysis);
- has an understanding of the main streams within the company (information, finances, staff and goods).

## Marketing & Sales

- has knowledge of macro and micro economy;
- has an understanding of the market, trends and consumer behaviour;
- can use models (incl. Abell Business definition model, Ansoff, Porter, Kotler, INK, 7-S models) to perform internal and external analyses;
- can apply modern marketing techniques (such as content marketing);
- can apply micro marketing techniques;
- can independently prepare a market analysis plan from one or several contexts; macro and micro environment analysis, market analysis, branch analysis, competition analysis, distribution analysis, stakeholder analysis;
- prepare and implement, together with others, a SWOT analysis from a given context;
- objectify and combine data based on a SWOT analysis and draw conclusions from this;
- establish strategic options for the regional (local) national and/or any international market based on the analysis;
- report and convincingly present the results and justify the choice of method and substantiate recommendations;
- knows what requirements an integrated sales plan must meet, containing the entire sales horizon: the office and field, qualitative and quantitative aspects, people management, targeting and forecasting, sales information systems and the strategic perspective of sales;
- is able to have an integrated sales plan written, following and managing this process;
- can set up and maintain networks for purchasing and sales or services;
- has an understanding of the systems available on the market, such as LinkedIn, other social media and CRM systems, etc.;
- can set up and maintain the network for purchasing and sales or services and make this productive;
- can negotiate in the context of sustainable customer relationships in a business to business environment;
- can have effective sales talks;
- has knowledge, understanding and skills in the area of purchasing processes;
- has knowledge, understanding and skills in the area of goods stream management;
- has knowledge, understanding and skills in the area of supplier management;
- has knowledge, understanding and skills in the area of sourcing strategies;
- has knowledge of Supply Chain Management (SCM, VC Porter);
- can optimise a chain partnership with suppliers and customers (SCM, problem solving units, decision making units);
- can create a plan of approach in the area of purchasing, logistics and sales, with the purpose of saving costs, or can have this done on his behalf;

## Leadership & coaching

- can establish and deal with intercultural differences and processes;
- can analyse and influence group processes;
- can understand people's actions;
- can coach and support people;
- can work efficiently in a team, manage and delegate;
- can participate constructively in meetings, chair these and apply meeting techniques;
- can give and receive feedback constructively;
- dares to set requirements for himself and his employees;
- has both business and moral strength;

## Marketing communication

- is able to plan, design, implement, evaluate and if necessary adjust communication within the company;
- knows ways to define corporate identity;
- can write a focused communication/PR plan for the company;
- has knowledge of social media, knows how to include this in the communication mix;
- has knowledge of the importance of design, brochures, free publicity, event/exhibition advertising and other promotion communications as part of the communication;
- is able to value customers for the company using analytical CRM (or database management);
- can use CRM applications.

## Doing research

- is able to define a clear problem definition based on a problem;
- can prepare a research plan, including cost estimation and justification of the choice of qualitative or quantitative research;
- can systematically collect and analyse data based on the problem-phrasing and using methods recognised in professional practice;
- can draw a conclusion based on the collected and analysed data with the purpose of describing, comparing, defining, evaluating, explaining or developing/improving methods or combinations of this;
- can compose a questionnaire that relates to a set of research questions;
- can carry out the research, using the calibrated methods for the research type;
- can present and evaluate the research performed.

## Law / Legal matters

- has basic knowledge in the area of legal knowledge about subjects related to enterprise; corporate law, labour law, contract law, commercial law (brand patents, etc.);
- knows where to adequately purchase specialist knowledge.

## Quality care

- can develop and implement quality care systems;
- has knowledge of quality approach and processes;
- can map processes in order to then analyse and improve these;
- can develop tools to measure quality and implement these;
- can develop and implement systems in relation to handling complaints.
- can analyse the internal environment of the company; organisation audit, marketing & sales audit, financial audit, logistics audit, operational audit, research development audit;
- can plan and adjust activities within/outside of the company based on the different outcomes of the above analyses.

## Communication

- can adequately communicate, in Dutch and/or English, internally (staff, business contacts, etc.) and uses different business communication techniques for this;
- can adequately communicate, in Dutch and/or English, externally and has different business communication techniques for this;
- has a C2 level of Dutch for reading, listening, oral and written communication;
- has a C2 level of English for reading, listening, oral and written communication;
- has a B1 level (formulated language levels in Europe);
- is able to communicate with decision-makers and other entrepreneurs;
- is able to take into account the different generations and (sub)cultures in the Netherlands;
- is able to take into account differences between people and groups in professional cross-cultural communications;
- can respond to differences in business cultures within regions, countries where this foreign language is formally applied and/or used;
- has good listening skills;
- has been introduced to business conduct and etiquette;
- uses both business and social conversation techniques;
- can negotiate;
- is able to communicate with decision-makers and other entrepreneurs;

## **B Subject-specific professional learning objectives**

The international business entrepreneur has knowledge, understanding and skills in the following specific areas.

### Global context

- The trained entrepreneur has an understanding of international and national developments in the area of politics, economics and society;
- He has knowledge of the emerging economies;
- He can explain the process of globalisation;
- He has knowledge of the existence of different cultures;
- He has knowledge of the problem of the scarcity of raw materials;
- He has knowledge of the importance of corporate social responsibility.

## Essentials of success

- can understand and define the success factors for effective and successful entrepreneurship;
- can define success, including for himself;
- knows what winning is (senior project always succeeds);
- has knowledge and skills in motivation techniques;
- can particularly motivate himself;
- can formulate and strive towards personal objectives;
- can take action;
- can persevere (no pain, no gain);
- is decisive;
- keeps to his agreements (deadline is deadline).

## Creation, innovation & concept and product development

- can apply brainstorm and screening techniques;
- can carry out research into trends, ideas and opportunities;
- is able to distinguish and define (market) opportunities;
- can convert a creative idea into a product or service;
- can shape the process in which a product/service is achieved in an organisation;
- is able to set in motion innovative processes that lead to innovation;
- can develop a product and/or audit it for its market possibilities.

## From idea to business plan or setting up and managing the company

- can prepare a business plan and implement this or manage the process;
- is able to formulate the course of the company, including mission and vision;
- translate these into strategic and operational aims and objectives;
- has an understanding of competition strategies, consolidation strategies and growth strategies;
- can prepare marketing objectives or adjust existing objectives for the medium or long term;
- can design a marketing plan for the realisation of the company objectives;
- can methodically check/analyse where changes can be made in the operations in order to achieve better results;
- is successful in generating turnover;
- can analyse changes for all functional areas of the organisation, based on the marketing problem-phrasing;
- can develop, implement and prepare plans for the different functional areas of the organisation (communication, purchasing and/or sales, distribution, organisation) based on the marketing problem-phrasing;
- understands the strategic position of the organisation, can make tactical and strategic choices for the company in the present and in the near future.

## C Personal learning objectives

The entrepreneur has the following personal qualities:

- keeps the objective that he wants to achieve firmly in mind (performance-driven);
- takes initiative and perseveres, full of confidence;
- is flexible and innovative when it comes to new situations;
- self-critical, learns from his own mistakes and makes adjustments;
- can motivate himself and inspire others ("burning drive");
- is able to define his personal objectives (goal-setting);
- can manage others and knows how to influence the other person in order to achieve objectives (dominance);
- can make decisions, solve problems and bring work to a good conclusion independently from others (autonomous);
- is creative;
- has a good understanding of his own strengths and weaknesses and knows how to compensate these;
- bridges gaps that partly arise from culture-bound behaviour;
- can see opportunities and take action (seeing opportunities and being decisive);
- anticipates developments that influence the position and opportunities of the company and has the ability to think from the perspective of the customer;

- quickly calculates, in order to estimate opportunities and risks in good time in all kinds of situations that may arise, the consequences of factors, decisions or measures, in financial, staff, logistics, legal and strategic areas;
- can set up, manage, monitor and evaluate a project in order to achieve one or several objectives from the established policy.

## *2d1. The organisation of the practical exercises; the internships.*

Every student of the Bachelor's degree in International Business & Entrepreneurship® must follow compulsory internships in the industry. The Bachelor's degree involves Work Orientation and a Summer Internship in the first year of study, and a Final Internship in the second and third year of study. Students will receive 5 ECTS credits for the Work Orientation, 17 ECTS credits for the Summer Internship and 45 ECTS credits for the Final Internship. The internships are characterised by:

- formulated internship objectives;
- sufficient scope and duration;
- development of (internship) activities at Bachelor level;
- development of personal qualities, as well as personal and professional skills;
- development of a more or less independent professional practice;
- adequate mentoring from the host organisation.

The degree programme offers a Work Orientation Handbook, a Summer Internship Handbook and a Final Internship Handbook for the internships. The contents of the Work Orientation, Summer Internship and Final Internship are described further **in the Study guide**.

## *2d2. The organisation of the practical exercises; the senior project.*

Every student of the Bachelor's degree in International Business & Entrepreneurship® must participate in a senior project during the post-foundation phase. 9 ECTS credits are awarded for this. The senior project is characterised by:

- formulated project objectives;
- sufficient scope and duration;
- development of activities in a real-life setting at Bachelor level;
- development of personal qualities, as well as personal and professional skills;
- development of a more or less independent professional practice;
- adequate mentoring by the educational organisation.

The programme offers a project handbook for the senior projects. The contents of the Senior Project are described further **in the Study guide**.

## *2d3. The organisation of the practical exercises; the practical research project.*

Every student of the Bachelor's degree in International Business & Entrepreneurship® must carry out a practical research project during the post-foundation phase. The subject of the practical research project must be based on a problem detected in the professional practice. By carrying out the practical research project, the student shows that he:

- can apply the knowledge and understanding gained in a research project;
- can find new sources (literature, internet, documents, etc.), can acquire new knowledge and then apply this;
- can perform a practical, applied and/or problem-solving research project;
- can draw relevant conclusions from the results of the research;
- can write a consistent research report, in the form of a practice-oriented research project.

The programme has a handbook for practical research for the practical research project. The contents of the practical research project are described further in the **study guide**

2e. Study load of the programme and each of the teaching units that are part of this.

Overview of the programme and the teaching units that are part of it. **See study guide.**

2f. Further rules, referred to in Articles 7.8b, paragraph 6 (WHW) and 7.9 paragraph 5 (WHW).

Not applicable for higher education that is not publicly funded

2g. In relation to which Master's degrees application is given to Article 7.4a, paragraph 7 (WHW).

Not applicable because this concerns a Bachelor's degree

2h. Number and sequence of the examination, as well as the times at which these can be taken.

The (final) examinations can be taken at a time specified in a plan agreed between the student and ECHS.

For the times when and the order in which the (final) examinations can be taken. For detailed plan see **study guide.**

X = examination

pass = satisfactory

H = resit

pass (3) = satisfactory, weighting

Exam months			Oct.	Nov.	Dec.	Feb.	May	June	July
Resit months			Resit			Resit			Resit
<b>Subjects</b>									
<b>Business &amp; Entrepreneurship 1</b>				X		H			
<b>Marketing, Management &amp; Communication 1</b>				X		H			
<b>Business &amp; Entrepreneurship in Practice 1</b>				X		H			
<b>Business &amp; Entrepreneurship 2</b>			H				X		
<b>Marketing, Management &amp; Communication 2</b>			H				X		
<b>Business &amp; Entrepreneurship in Practice 2</b>									
Summer Internship Performance 2	KIVSF2	Pass	fail = study delay						
Summer Internship Report 2	KIVSV2	Pass	fail = study delay						
BPV lessons 2	BPV2	Pass	fail = study delay						
Project 2 (ABN-World TT-VIP village)	P2	Pass	fail = study delay						
<b>Business, Entrepreneurship &amp; Marketing 3</b>					X	H			
<b>Management &amp; Communication 3</b>					X	H			
<b>Business &amp; Entrepreneurship in Practice 3</b>					X	H			
Research and Training for Senior Project									
Research 3	OND3	pass			x	H			
BPV lessons	KIVBPV3	pass	fail = study delay						
Senior Project 3 (EDP)	KIVSR3	pass	fail = study delay						
<b>Business, Entrepreneurship &amp; Marketing 4</b>			H				X		
<b>Management &amp; Communication 4</b>			H				X		



Business & Entrepreneurship in Practice 4			H				X		
Research and Training for Practical Research Project 4	OND4								
BPV lessons 4	KIVBPV4	pass	fail = study delay						
Senior Project 4 (Enterprise Development Project)	KIVSR4	pass	fail = study delay						
Final Internship 4	KIVSF4	pass	fail = study delay						
Business & Entrepreneurship in Practice 5/6									
Final Internship Performance 5/6	KIVSF6	pass	fail = study delay						
Final Internship Report 5/6	KIVSV6	pass	fail = study delay						
Practical Research Project 6	KIVSCR6	pass	fail = study delay						
Practice-oriented research sessions, support 6		pass	attendance						
Cluster further reading 6									
Further reading list 6	VDL6	pass	fail = study delay						
Business & Entrepreneurship 6			CODE						
Business Strategy 6	ONS6	pass	workshop						
Innovation 6	INO6	pass	workshop						
Workshop starting up your business 6	WSO6	pass	workshop						
Resit period 1/3		=	February 2015/ February 2016						
Resit period 2/4		=	October 2015/ October 2016						
Resit rules, see: Study guide Examination Regulations Article 2.2									
For calculation of grades, rounding off, clusters and requirements for obtaining the diploma, please refer to: study guide Examination Regulations Article 15									

2i. *Full-time, part-time or dual structure of the degree programme.*

The Bachelor's degree in International Business & Entrepreneurship® as offered by EuroCollege Hogeschool is a full-time educational programme.

2j. *The order in which, the time periods within which and the number of times per academic year in which the opportunity is given to take (final) examinations.*

Overview of time periods and frequency of (final) examinations. See paragraph 2H and the study guide.

2k. *Validity of successfully passed examinations, subject to the authority of the exam committee to extend the validity.*

NB > Examinations taken have a maximum validity of 5 years.

2l. *The examinations are taken orally, in writing, digitally or through skills tests, subject to the authority of the exam committee to provide different formats in special circumstances.*

For each teaching unit it is indicated how, where and when the (final) examination will take place.

2m. *Ways in which physically or mentally disabled students are reasonably enabled to take the examinations.*

Depending on the physical or mental disability, exam times can be extended or the use of (special) learning aids can be permitted. For every application by a student with a disability, the specific facilities required will be checked carefully and in time. Applications for an extension of exam times, or the use of special learning aids must be submitted **in writing** to the chairman of the exam committee at least four weeks prior to the examination, **stating reasons**.

2n. *Publicity of oral examinations, subject to the authority of the exam committee to provide different formats in special circumstances.*

In principle, the examinations are public. A **request to attend** an examination must be submitted at least 3 working days prior to the examination to the chairman of the exam committee.

2o. *Term within which the results of an examination are announced, as well as whether and in which way this term may be changed.*

The results of an examination will be announced within 20 working days of completion of the (final) examination period at the latest. If there are reasons to deviate from this term, the chairman of the exam committee may decide that, stating the reasons why, the term will be extended by a maximum of 5 working days.

2p. *Way in which and term during which the person who has taken a written exam will be allowed to view his assessed work.*

If a student wishes to view the assessed examinations, he/she must submit a written request for this to the chairman of the exam committee. The student will be given a maximum of 2 hours to view the assessed examinations. Viewing will take place under the supervision of the head of the exam agency of the EuroCollege Hogeschool. The term within which it is possible to view the examinations will end 2 weeks after the announcement of the results, at the latest.

2q. *Way in which and term during which questions and assignments can be read, posed or issued in the context of a written examination and standards according to which the assessment has taken place.*

During a period of 2 weeks following a written examination, students can read questions and assignments posed or issued in the context of a written examination and the associated assessment standards.

2r. *The grounds based on which the exam committee can grant exemptions from one or several examinations for previous successfully completed examinations or examinations in higher education, or for knowledge or skills gained outside of higher education.*

The exam committee can grant an exemption from one or several examinations following comparative investigation of the content and level of the examination completed and the examination to be completed, or by gaining detailed information of knowledge and/or skills gained elsewhere outside of higher education. In relation to certificates, diplomas and/or degrees acquired abroad, the exam committee is informed and advised by the "Netherlands organisation for international cooperation in higher education" (Nuffic).

2s. *Where necessary, the successful completion of examinations can be a condition for admission to take other examinations.*

NB > The successful completion of examinations is a condition for the completion of subsequent examinations, unless specified otherwise by the exam committee.

2t. *Where necessary, the obligation to participate in practical exercises with a view to the admission to take the relevant examination, subject to the authority of the exam committee to grant exemption from that obligation, whether or not imposing alternative requirements.*

- a. All students are obliged to participate in the practical preparation for professional practice (compulsory internship and compulsory participation in senior projects).
- b. Students with demonstrable relevant and up-to-date (prior) work experience of a sufficient period (of time), level and a certain level of independence and at Bachelor level can, on submission of the relevant evidence to the exam committee, apply for/obtain full or partial exemption from the compulsory internship and/or participation in senior projects, and may or may not be subject to replacement requirements. In practice, however, EuroCollege Hogeschool attaches great importance to the following of an intensive and complete programme.

2u. *Monitoring study progress and study support.*

The University of Applied Sciences monitors the study progress of individual students through a student tracking system.

During their study, all students can request study support.

2v. *The requirements for the exemption investigation are contained in the teaching and examination regulations.*

NB > Students who do not meet the prerequisites referred to in Article 7.24 WHW must at least have a completed HAVO level education. In the exemption investigation (in accordance with Art. 7.29 WHW) students from Dutch-speaking areas, in addition to a good level of Dutch language, are tested in order to assess their mathematics, language skills and intelligence levels. Students who are not from Dutch-speaking areas must have at least an equivalent foreign diploma, propaedeutic certificate, associate degree certificate, bachelor degree, foreign degree or diploma that provides entry to higher education, senior high school e.g. in country of origin, positive 21+ test scores; Students who are not from Dutch-speaking areas also must meet and make sure that he/she meets the following minimum TOEFL, TOEIC, IELTS and CAE / CPE requirements. See the table below.

## TOEFL, TOEIC, IELTS and CAE / CPE requirements

Bachelor Programmes	Toefl scores			TOEIC scores	IELTS scores	Cambridge ESOL - Certificate in Advanced English (CAE) - Certificate of Proficiency in English (CPE)
	Paper	Computer	Internet			
	550*	213*	79/80*	670*	6.0*	
	575	232	90	720	6.5	CAE -C
	625	263	113	790	7.5	CPE -C

In order to be admitted to the programme, the student must successfully complete at least two of the three components.

2w *Results rules: For detailed examinations regulations see the Study guide*

## Article 15c Calculation of grades

The subjects are clustered together by subject. For example the subject cluster Marketing, Management & Communication 1 contains: Marketing 1, Management 1, Communication Management 1 and Quality Assurance 1.

A weighting factor is allocated to every subject. For Marketing, the weighting factor is 2. This means that a final grade attained for the subject Marketing is counted twice.

The subject cluster forms one grade. This grade is calculated as follows: all final grades within one cluster are added up and divided by the combined weighting factors.

The grade for Marketing, Management & Communication 1 =

$$\frac{2 \times \text{Final grade for Marketing 1} + 2 \times \text{final grade for Management 1} + 3 \times \text{final grade for Communication Management} + 1 \times \text{final grade for Quality Assurance}}{\text{divided by 8 (combined weighting factors)}}$$

The final grade from these calculations must always be a (rounded off) pass. (We base the rounding off on 1 figure behind the decimal point.)

## Conditions for calculating grades PLEASE NOTE!

The final grade of a cluster can only be calculated if the following conditions have been met:

For the subject-specific clusters (Business & Entrepreneurship 1, Business & Entrepreneurship 2, Business, Entrepreneurship & Marketing 3, Business, Entrepreneurship & Marketing 4 and Business & Entrepreneurship 6):

- The cluster grade must be full pass grade
- All individual subjects in these clusters must be completed with a full pass grade.

For the general clusters (Marketing, Management & Communication 1, Marketing, Management & Communication 2, Management & Communication 3, Management & Communication 4):

- The cluster grade must be full pass grade
- A student may fail no more than two (2) subjects in a cluster. If a student fails two (2) subjects, the grades for these subjects can be no lower than a full five (grade 5.0). If a student fails one (1) subject, this insufficient grade can be no lower than a rounded-up 4 (grade 3.5).

For the practical clusters (Business & Entrepreneurship in Practice 1, Business & Entrepreneurship in Practice 2, Business & Entrepreneurship in Practice 3, Business & Entrepreneurship in Practice 4, Business & Entrepreneurship 5 and Business & Entrepreneurship in Practice 5 (or 6) ):

- No cluster average will be calculated.
- The separate practical components must always be a rounded-off pass or be assessed with a final pass grade.

The cluster further reading list must be concluded with a rounded-off pass mark.

## Article 15d Passing examinations

The candidate has passed the foundation examination (first year) if:

- All individual vocational subjects (subjects from the Clusters Business & Entrepreneurship 1, Business & Entrepreneurship 2) are completed with a pass grade.
- The cluster average of the subjects from the general clusters (Marketing, Management & Communication 1, Marketing, Management & Communication 2) is a full pass grade. The cluster may not contain grades below a rounded-off three.
- For every individual component of the clusters Business & Entrepreneurship in Practice 1 & 2, the student has achieved at least a (rounded-off) 6 or received a pass mark in the final assessment. No average is calculated for the grades in this cluster.

This gives the candidate 80 ECTS.

The candidate has passed the post-foundation examination (second year) if:

- All individual vocational subjects (subjects from the clusters Business, Entrepreneurship & Marketing 3, Business, Entrepreneurship & Marketing 4) are completed with a pass grade.
- The cluster average of the subjects from the general clusters (Management & Communication 3, Management & Communication 4) is a full pass grade.
- A student may fail no more than two (2) subjects in a cluster. If a student fails two (2) subjects, the grades for these subjects can be no lower than a full five (grade 5.0). If a student fails one (1) subject, this insufficient grade can be no lower than a rounded-up 4 (grade 3.5).
- For every individual component of the clusters Business & Entrepreneurship in Practice 3 & 4<sup>1</sup>, the student has achieved at least a (rounded-off) 6 or received a pass mark in the final assessment. No average is calculated for the grades in this cluster.

If a student passes the post-foundation examination (second year), he will have obtained the 80 ECTS associated with the post-foundation phase.

The candidate has passed the post-foundation examination (third year) if he meets all of the following conditions.

- For every individual component of the clusters Business & Entrepreneurship in Practice 5 (or 6), the student has achieved at least a (rounded-off) 6 or received a pass mark in the final assessment. No average is calculated for the grades in this cluster.
- For every individual component of the clusters Business & Entrepreneurship 5 (or 6), the student has achieved at least a (rounded-off) 6 or received a pass mark in the final assessment.
- The cluster further reading list is concluded with a (*rounded-off*) pass mark.
- The cluster Business & Entrepreneurship 6 is concluded with a (*rounded-off*) pass mark.

If a student passes the post-foundation examination (third year), he will have obtained the 80 ECTS associated with the post-foundation (third year) phase.

The student can obtain 240 ECTS within three years.

The student will receive his degree certificate if all study points have been attained.

### 3. *Exam regulations*

The exam regulations are included in the Study Guide.

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<sup>1</sup> Clusters Business & Entrepreneurship in Practice 4 and 5: for the Final Internship component, Final Internship 4 and 5 are one internship.

**Examination regulations**

## Examination regulations

### **Article 1**            **Definitions**

For the purpose of these exam regulations, the following definitions shall apply:

#### **EuroCollege Hogeschool (ECHS)**

All of the vocational courses offered by EuroCollege Hogeschool, registered in the Central Register for Higher Education Courses (CROHO).

#### **WHW**

The Higher Education and Academic Research Act.

#### **Student**

The person who has a legal study agreement with EuroCollege Hogeschool.

#### **(Exam) Candidate**

The participant registered to take an/the exam(s).

#### **Exam Committee**

The committee under Art. 7.12 of the WHW which, under the responsibility of the Executive Board of EuroCollege Hogeschool, is in charge of the objective and expert establishment of whether a student meets the conditions that the education and examination regulations set for knowledge, understanding and skills required to obtain a degree.

#### **Examiner**

The person who is in charge of conducting/assessing written exam work and/or conducting/assessing oral examinations.

#### **Supervisor / invigilator**

A supervisor (also referred to as an invigilator) supervises the order (and adherence to the exam regulations) of non-oral examinations (written/digital/with the use of electronic equipment).

#### **Exam appeals committee**

The committee under Art. 7.60 of the WHW that assesses the decisions of the exam committee and/or the examiners following an appeal by a participant of the examinations.

#### **Examination**

The whole of the written, oral or electronically conducted investigation(s) of knowledge, understanding and/or skills.

#### **Certificate**

According to Article 7.11 paragraph 1 of the WHW, a certificate is issued for passing examinations.

#### **Degree Certificate**

According to Article 7.11 paragraph 2 of the WHW, a degree certificate is issued for passing final examinations.

#### **Honourable mention by chairmen**

Students who have completed a senior project as chairmen receive an honourable mention (*with honours*) on their transcript accompanying the diploma.

## **Cum Laude designation**

EuroCollege Hogeschool has a Cum Laude (with distinction) designation for students who meet the following criteria:

1. The grades must be attained in a first attempt.
2. For the grades achieved in semester 1 and 2, the lowest attained grade for an exam component must be at least a 6 (full 6, not rounded up).
3. For the grades achieved in semester 3 to 5, the lowest attained grade for an exam component must be at least a 7 (full 7, not rounded up).
4. Exemptions are not included.
5. The weighted average of the grades for the subjects in semester 1 to 5 must be greater than or equal to a full 8. Grades will not be rounded up. The weighting relates to the number of study points.
6. The maximum duration of the study may not exceed the nominal study duration by more than three months.
7. The student must have distinguished himself/herself during the studies, internships and projects in the EuroCollege mentality.
8. The student must have distinguished himself by completing exceptional internships and making an exceptional effort during additional projects, allowing the student to build up an impressive CV.
9. The assessment of the award of the "Cum Laude" designation is done by the exam committee. The committee can take advice on this matter from one or several members of the Project agency.
10. The grades mentioned under points 2, 3 and 5 are the grades as recorded in the study report of EuroCollege Hogeschool.

The exam committee may, in these cases and for its own reasons, deviate from the above arrangement.

The award of the Cum Laude designation is stated on the candidate's degree certificate.

## **Study report/transcript**

A study report (also referred to as a transcript) is a certificate signed and issued by the chairman of the Exam Committee, listing the grades/ assessments/ results achieved in the examination.

## **Statement**

A statement is then issued according to Article 7.11 paragraph 5 of the WHW to the person who has successfully passed more than one examination and who is not awarded a degree certificate. If required, the statement will be awarded by the exam committee stating the examinations that were passed.

## **12.1 General Provisions**

### **Article 2 Examinations**

#### **Article 2.1 Examinations conducted by EuroCollege Hogeschool**

Every theoretical semester is concluded with an exam period. This means that there are two exam periods per year. In addition, there are two resit periods per academic year. Deviations from this must be submitted to the chairman of the Executive Board.

#### **Article 2.2 Resits**

Per resit period, the student can resit a maximum of three examinations from the previous examination period. Students can take one resit per examination (to be applied for in writing through the resit registration form). Multiple resits per examination require permission from the exam committee. An application plus statement of reasons must be submitted. The allocation of resits is partly dependent on the effort and motivation of the student.

For assignments, the student can perform extra credit work for one assignment per semester in order to pass it. A condition for this is that the assignment was submitted on time, during the group meeting in question, and was assessed with a grade lower than 5.5. The student who wishes to resubmit an assignment must submit an application for this to the study supervisor or mentor within one week of receipt of the assessed assignment. Once approval is obtained from the exam committee, the student has two weeks to fix the assignment. The maximum grade to be attained is a 5.5. Students can only resubmit assignments submitted after the deadline in the sixth semester. Resubmissions are always for individual assignments, which must include the original assignment as an appendix. The



resubmitted assignment is submitted in duplicate to the study supervisor or mentor and one digital copy is sent to the exam agency. Of course, all copies must be submitted on the same day. A deadline is not met by "just" one copy.

For the second-year students, the last exam period falls in May of the second academic year. They will have an overall resit opportunity in October (maximum of three resits).

The practical components (work orientation, internships, projects, etc.) are part of the Practical clusters. Every individual component from this cluster must be sufficiently completed. A fail always leads to a delay in the study and the assignment can only be resubmitted in the next academic year (when the component is offered again). In some cases or for some components, a resit is possible. In that case, the grade will never be more than a 5.5. An application for this must be submitted to the exam committee. This is only possible if the student has not shown any culpable conduct.

#### **Article 2.2.1 Best effort obligation for examinations, resits, assignments and other components that count towards the diploma**

For the entire duration of the study at EuroCollege Hogeschool, the student is obliged to apply their best effort in order to achieve the best possible results for components that count towards the diploma. This best effort obligation not only applies for the preparation for examinations and/or resits, but also for (re)submitting assignments and other practical exercises.

EuroCollege Hogeschool students are also expected to participate in the first possible resit round and/or resubmission opportunities for any examinations, assignments and/or practical exercise that they have not passed, if the rules allow this. Purposefully skipping or passing on resits will always lead to a delay in the study.

#### **Article 2.3 Taking examinations externally: not applicable**

For the examinations conducted by the (external) examination body, we refer to the examination information of the examination body; an examination body has its own exam regulations. EuroCollege Hogeschool has its own Appeals Board for both internally and externally conducted examinations (Article 7.60 WHW).

#### **Article 2.4 Work Orientation, Summer Internship and Final Internship**

Completing work orientation and internships implies that the course is continued outside of school. The examination of the activities performed during the Work Orientation, Summer Internship and Final Internship is conducted by the practical supervisor of the company. The internship handbooks state how the assessment works.

#### **Article 2.5 Exam fees**

- The Executive Board sets the exam fees annually prior to the start of the academic year and publishes these in the study guide.
- The Executive Board indicates what part of the exam fees must be considered as administration costs.

### **Article 3. Examination dates**

#### **Article 3.1 Announcing examination dates**

The exam candidates are given a calendar at the beginning of the academic year stating the exam period. Insofar as the exam dates have not been announced in the (academic) calendar / the study planner, the exam dates are announced **at least** two months prior to the (final) examination.

The exam candidates will receive the exam schedule two weeks prior to the start of the exam period. This will contain the date, time and classroom number of every examination. The exam schedule will also be made available through the management of the EuroCollege Hogeschool.

## **Article 3.2 Written call for the examination**

If the exam periods are not announced in advance, the exam candidate will receive a written call for the (final) examination (through a schedule) at least two weeks prior to the (final) examination.

## **Article 3.3 Exam regulations**

- The exam regulations are pinned up on the notice board at least two weeks prior to the examination.
- The exam regulations are listed in the study guide and are therefore not distributed separately.
- An exam candidate cannot rely on the assertion that he is unaware of the contents of the exam regulations.

## **Article 4 Practical components: Work Orientation, Summer Internship, Final Internship, Senior Project**

The examination of a vocational programme is only successfully passed following a favourable assessment (pass) of the Work Orientation, Summer Internship, Final Internship, Senior Project components as referred to in Article 7.6 paragraph 3 WHW.

## **Article 5 Admission to the examination**

In order to be admitted to the examination, the candidate must:

- have a valid study agreement with EuroCollege Hogeschool.
- have paid the exam fees before or on the final payment date.
- have sent in/submitted the registration form to the exam agency prior to the final closing date for the examination.
- meet the 75% regulation.

## **Article 6 Applying and registering for the examination**

- All candidates who have a valid education agreement and who have met the requirements of the admission and registration process of EuroCollege Hogeschool are automatically registered for participation in the examination.
- For participation in examinations (including oral examinations) and the correction of the completed assignments, the candidate must meet the 75% regulation of ECHS.
- A different procedure applies for participation in a resit. Candidates wishing to participate in a resit must complete a registration form for resits and have this approved by the study supervisor or mentor. When registering for an examination, the candidate must adhere to the final registration term/date.
- Registrations for the resit will take place following receipt of the fully completed registration form.

## **Article 7 Failure to participate in the examination**

If a participant who has already paid the exam fees fails to attend the examination as a result of force majeure (other than delays/ public transport not operating and/or being late for the examination due to the use of his own transport), he can submit a request to the chairman of the exam committee through the exam agency to be allowed to take part in the following examinations. Within five working days of the examination, he/she must submit a substantiated request stating the reason of the failure to attend as a result of force majeure. EuroCollege Hogeschool commits to notify the candidate in writing within fifteen working days of the sending date (according to the post stamp or delivery note of the request to the exam agency) of whether participation in the following examination will be permitted.

In case of a rejection, reasons will be stated. A rejection is open to appeal at the Appeals Board for examinations.

## **Article 8 Exam Committee**

- The exam committee is appointed by the Executive Board for a period of 1 year.
- The exam committee is/will be composed in accordance with the provisions of Article 7.12 paragraph 1 and paragraph 2 of the WHW.
- The exam committee has the following duties:
  - the objective and expert establishment of whether a student meets the conditions that the education and examination regulations set for knowledge, understanding and skills required to obtain a degree.
  - issuing certificates, degree certificates (supplements to degree certificates) and statements;
  - guaranteeing the quality of the (final) examinations;
  - assessing/establishing the exam assignments;
  - establishing the standards and cut-off scores;
  - establishing grades;

- establishing the final results;
- providing exemptions for the completion of one or several examinations;
- taking measures in the event of fraud committed by a student;
- preparing an annual report of his activities and submitting the report to the Executive Board;
- appointing examiners to conduct examinations and establish the result;
- sets rules for the good conduct of examinations and for the measures to be taken in that context;
- supervising the preparation, organisation and implementation of the examinations (delegated to the exam agency);
- appointing examiners;
- evaluating processes around testing and examination and improving these where necessary;
- The chairman leads the exam committee and is assisted in this by a secretary and the other members of the exam committee.
- Insofar as these regulations and/or the WHW do not provide regulations for the examinations or the exam committee, the chairman of the exam committee will decide.

## 12.2 Classification of examinations

### Article 9 Conducting examinations

- The examinations are conducted in writing and orally and/or digitally/ by computer; the vocational training is an integral part of the examination.
- In accordance with paragraph 3.2 of these exam regulations, the participant (exam candidate) will receive the exam schedule at least two weeks prior to the (final) examination, indicating:
  - the date of the examination;
  - the start time and duration of the examination;
  - the exact address/ the location where the examination will be taken;
  - the nature of the examination (oral, written, digital);
  - the permitted learning aids in the examination.
- The practical supervisor of the company where the work orientation or the internship is taken will assess the practical implementation of the Work Orientation, Summer Internship and Final Internship. The internship/research supervisor of ECHS will assess the work orientation report/ internship report/ practical research project (following the completion of the entire internship period).
- The projects are assessed by the project supervisor/coordinator at fixed times during the course of the project and during the presentation of the project. (See Senior Project Handbook)
- The exam schedule stating the periods in which and the exam dates on which (final) examinations are taken are distributed separately.

### Article 10 Identification

- The participant of an examination must be able to identify himself with a legal form of identification with a passport picture.
- If the participant cannot identify himself and is not personally known, the participant *may* be excluded from (further) participation in the examination.

### Article 11 Confidentiality of examination assignments

- After setting the examination assignments/ examination disc/ examination CD-ROM, these are kept by the exam committee in a sealed envelope in a room secured against burglary. The envelope will state:
  - subject /subject component/ learning material component
  - date and time of the test/ examination;
  - the duration of the examination;
  - the number of copies enclosed.
- The chairman ensures that the envelopes with the exam assignments are kept sealed with the required confidentiality until the start of the examination.
- At the start of the examination, the envelope(s), under responsibility of the exam committee, is/are opened in the presence of the exam candidates (or by one of the exam candidates).
- The exam assignments (on paper or digital) will remain the property of EuroCollege Hogeschool.

## Article 12 Students with disabilities

EuroCollege Hogeschool will take all necessary measures for students with a physical or sensory disability to ensure that the disabled student can take the exam with minimal hindrance from his disability. These provisions may be expressed materially and in terms of an extension of the exam time.

Insofar as statements are not submitted with the registration documents for the course, these can be submitted up to four weeks prior to the start of the exam period through the study supervisor or mentor. A request for special measures must state reasons and be accompanied by an authenticated statement. The study supervisor or mentor will submit the request to the exam committee.

The exam committee will notify the following parties of the results, in writing or digitally, within two working weeks:

- the student (send to correspondence address);
- the study supervisor or mentor;
- the exam agency;
- the student administration, which will process it in the file.

## Article 13 Course of the examination

- During the (written/ digital) examination, students are prohibited from:
  - using aids other than those permitted according to the exam call;
  - bring a mobile phone into the exam hall;
  - eat food brought into the exam hall, smoke and/or talk, other than to ask an urgent question (in a low voice) to the invigilator/examiner;
  - have any contact with other candidates;
  - influence the exam results in a fraudulent or unauthorised manner.

If fraudulent actions are seen to be committed by an exam candidate, such as cheating, this matter will be discussed during the next exam committee meeting. It is usually decided that a student who commits fraud will face a delay in his study. Also see Article 22. Irregularities.

- During a written examination with fewer than 25 exam candidates, at least two invigilators (appointed by the exam committee) will be present. One of them is appointed as exam leader.
- During a written examination with 25 - 40 exam candidates, at least two invigilators appointed by the exam committee will be present. One of them is appointed as exam leader. For every 20 extra exam candidates, one extra invigilator is required.
- At individual digital (final) examinations, the head of the exam agency will act as an invigilator as well as the exam leader on behalf of the exam committee. The head of the exam agency has the authority, on behalf of the exam committee, to have himself replaced by another member of the exam agency.
- The exam leader can be mandated by the chairman of the exam committee to open the envelope(s) containing the written/ digital exam assignment(s) at the designated time in the presence of the exam candidate(s).
- Exam candidates must strictly follow the instructions of invigilators and/or the members of the exam committee.
- Exam candidates are personally responsible for submitting the exam work completed at the end of the examination.
- A candidate who does not submit the exam work completed in accordance with the instructions of the exam leader *may* be excluded from further participation in the examination.
- An exam candidate who has written his name and/or exam number on the exam paper/draft paper/the exam disc (if not already named by EuroCollege Hogeschool), is considered to have taken part in the examination.
- In the event of an emergency, the chairman of the exam committee may decide to delay or move the start of the examination.
- For examinations that are required by the school and are taken digitally, the provisions of Article 13.1 of these exam regulations apply. This applies in case of a technical failure during the examination. In that case, the invigilator will indicate;
  - which questions/assignments have been answered or completed at the time of the failure;
  - the examination will/can be continued if the technical failure can be resolved within a reasonable time (i.e. within 1 hour of the occurrence of the failure)(contact with third parties must be avoided during the failure).

**PLEASE NOTE:** If the examination can be continued, the duration of the failure is added to the exam time. If the examination **cannot** be continued within a reasonable time, the candidate will be given the following options:

- immediately continuing the examination using written assignments;
- continuing the (digital) examination at another time;
- in the event of a technical failure of the computer (or peripheral equipment) the exam candidate is exempt from paying the exam fees again if the examination is continued or conducted on another day;
- in the latter case, other additional costs incurred by the candidate will not be reimbursed;
- if the results of a digital examination are shown on the screen after this examination, this must be considered as a *provisional result*. The final result is the formal result issued by the exam committee.

Following the examination, the exam candidate must submit all materials belonging to the examination. This includes the examinations, any notes made during the examinations, draft paper, etc.

## **Article 14 Oral examinations**

### **Article 14.1 Number of examiners**

Oral examinations are conducted by two examiners and/or a digital replacement, so that the examination can be played back.

### **Article 14.2 Protocol**

A written protocol will be kept of all oral examinations. This written protocol allows the examination to be reconstructed and in any case mentions the topics that were discussed and their assessment (grade/ value assessment per topic). Both examiners must sign this protocol for approval after the examination.

### **Article 14.3 Grade/ value assessment**

If a grade is given for the oral examination, this grade or value assessment will be determined in consensus between the examiners. The grades per component are averaged out. Grades are not announced to the candidates by the examiners.

### **Article 14.4 Publicity of oral examinations**

After submitting a substantiated request, third parties **may** be given permission to attend one or several oral examinations. This request must be submitted three working days prior to the desired date to the chairman of the exam committee.

## **Article 15a Determining and rounding off grades**

### **Article 15a.1 The following grades and valuations are awarded as final grades:**

- 1: very poor
- 2: poor
- 3: highly insufficient/slight
- 4: insufficient
- 5: weak
- 6: satisfactory
- 7: highly satisfactory
- 8: good
- 9: very good
- 10: outstanding

## Article 15a.2 Rounding off final grades

- A 0, 1, 2, 3 or 4 after the decimal point will be rounded down to the nearest full grade (e.g.: grade 5.4 becomes grade 5);
- A 5, 6, 7, 8 or 9 after the decimal point is rounded up to the next full grade (e.g.: grade 5.5 becomes a grade 6).

## Article 15a.3. Scoring of 0 - 100 points

If (e.g. in multiple choice tasks), a scoring of 0 - 100 points is used and the final grade is calculated according to the valuation of Article 15a.1 of these exam regulations, then the results are divided by 10 and rounded off in accordance with Article 15a.2 of these exam regulations.

## Article 15b Exam periods

### Article 15b.1 Theory

1 <sup>st</sup> year (foundation phase)	in	1.	November
		2.	May
2 <sup>nd</sup> year (post-foundation phase I)	in	3.	December
		4.	May

And a period in which oral workshops take place or in which practical research is submitted

3 <sup>rd</sup> year (post-foundation phase I)	in	5.	June-December
		6.	January-May

### Article 15b.2 KIV (Knowledge, Understanding and Skills)<sup>2</sup>

The management course at EuroCollege Hogeschool contains 5 practical periods:

#### 5 project periods:

1 <sup>st</sup> year (foundation phase)	1. Practical 1	in	November
	2. Practical 2	in	May
2 <sup>nd</sup> year (post-foundation phase I)	3. Practicals 3 & 4	in	December
	4. Practicals 3 & 4	in	May
3 <sup>rd</sup> year (post-foundation phase II)	5. Practical 5	in	June - November
	6. Practical 6	in	January - May

### Article 15c Calculation of grades

The subjects are clustered together by subject. For example the subject cluster Marketing, Management & Communication 1 contains: Marketing 1, Management 1, Communication Management 1 and Quality Assurance 1.

A weighting factor is allocated to every subject. For Marketing, the weighting factor is 2. This means that a final grade attained for the subject Marketing is counted twice.

The subject cluster forms one grade. This grade is calculated as follows: all final grades within one cluster are added up and divided by the combined weighting factors.

The grade for Marketing, Management & Communication 1 =

$$\frac{2 \times \text{Final grade for Marketing 1} + 2 \times \text{final grade for Management 1} + 3 \times \text{final grade for Communication Management} + 1 \times \text{final grade for Quality Assurance}}{\text{divided by 8 (combined weighting factors)}}$$

The final grade from these calculations must always be a (rounded off) pass. (We base the rounding off on 1 figure behind the decimal point.)

### Conditions for calculating grades PLEASE NOTE!

The final grade of a cluster can only be calculated if the following conditions have been met:

For the subject-specific clusters (Business & Entrepreneurship 1, Business & Entrepreneurship 2, Business, Entrepreneurship & Marketing 3, Business, Entrepreneurship & Marketing 4 and Business & Entrepreneurship 6:

<sup>2</sup> for an extensive overview of subjects please refer to the examination (/resit) overview (see appendix 1) and the study load table in the study guide (H.7)

- The cluster grade must be full pass grade
- All individual subjects in these clusters must be completed with a full pass grade.

For the general clusters (Marketing, Management & Communication 1, Marketing, Management & Communication 2, Management & Communication 3, Management & Communication 4):

- The cluster grade must be full pass grade
- A student may fail no more than two (2) subjects in a cluster. If a student fails two (2) subjects, the grades for these subjects can be no lower than a full five (grade 5.0). If a student fails one (1) subject, this insufficient grade can be no lower than a rounded-up 4 (grade 3.5).

For the practical clusters (Business & Entrepreneurship in Practice 1, Business & Entrepreneurship in Practice 2, Business & Entrepreneurship in Practice 3, Business & Entrepreneurship in Practice 4, Business & Entrepreneurship 5 and Business & Entrepreneurship in Practice 5 (or 6) ):

- No cluster average will be calculated.
- The separate practical components must always be a rounded-off pass or be assessed with a final pass grade.

The cluster further reading list must be concluded with a rounded-off pass mark.

#### Article 15d Passing examinations

The candidate has passed the foundation examination (first year) if:

- All individual vocational subjects (subjects from the Clusters Business & Entrepreneurship 1, Business & Entrepreneurship 2) are completed with a pass grade.
- The cluster average of the subjects from the general clusters (Marketing, Management & Communication 1, Marketing, Management & Communication 2) is a full pass grade. The cluster may not contain grades below a rounded-off three.
- For every individual component of the clusters Business & Entrepreneurship in Practice 1 & 2, the student has achieved at least a (rounded-off) 6 or received a pass mark in the final assessment. No average is calculated for the grades in this cluster.

This gives the candidate 80 ECTS.

The candidate has passed the post-foundation examination (second year) if:

- All individual vocational subjects (subjects from the clusters Business, Entrepreneurship & Marketing 3, Business, Entrepreneurship & Marketing 4) are completed with a pass grade.
- The cluster average of the subjects from the general clusters (Management & Communication 3, Management & Communication 4) is a full pass grade.
- A student may fail no more than two (2) subjects in a cluster. If a student fails two (2) subjects, the grades for these subjects can be no lower than a full five (grade 5.0). If a student fails one (1) subject, this insufficient grade can be no lower than a rounded-up 4 (grade 3.5).
- For every individual component of the clusters Business & Entrepreneurship in Practice 3 & 4<sup>3</sup>, the student has achieved at least a (rounded-off) 6 or received a pass mark in the final assessment. No average is calculated for the grades in this cluster.

If a student passes the post-foundation examination (second year), he will have obtained the 80 ECTS associated with the post-foundation phase.

The candidate has passed the post-foundation examination (third year) if he meets all of the following conditions.

- For every individual component of the clusters Business & Entrepreneurship in Practice 5 (or 6), the student has achieved at least a (rounded-off) 6 or received a pass mark in the final assessment. No average is calculated for the grades in this cluster.
- For every individual component of the clusters Business & Entrepreneurship 5 (or 6), the student has achieved at least a (rounded-off) 6 or received a pass mark in the final assessment.
- The cluster further reading list is concluded with a (*rounded-off*) pass mark.
- The cluster Business & Entrepreneurship 6 is concluded with a (*rounded-off*) pass mark.

If a student passes the post-foundation examination (third year), he will have obtained the 80 ECTS associated with the post-foundation (third year) phase.

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<sup>3</sup> Clusters Business & Entrepreneurship in Practice 4 and 5: for the Final Internship component, Final Internship 4 and 5 are one internship.

The student can obtain 240 ECTS within three years.

The student will receive his degree certificate if all study points have been attained.

#### **Article 16 Correction time for examiners/correctors**

- Examiners/correctors responsible for the correction of the written/digital work submitted during the (final) examinations must send the results (grades/value assessments) of their correction activities (with notes) to the secretary of the exam committee within ten working days of the examination, or personally hand these over to the head of the exam agency. In the latter case, the head of the exam agency will ensure that the results in question are immediately passed on to the secretary.
- In the event that the results are handed over in person, the head of the exam agency will provide proof of receipt.
- If the results referred to under Article 16.1 and/or Article 16.2 respectively are handed over to the exam agency of EuroCollege Hogeschool in person, the head of the exam agency will keep careful notes of the date on which they were submitted.
- The written/digital exam work will be kept at the exam agency in question for 1 year (12 months) after the announcement of the exam results. In addition to this term, the written/digital exam work will be filed in the exam archives for five years.
- The exam results will be kept by the exam agency for five years (60 months).

#### **Article 17 Protocol for written examinations**

- The head of the exam agency will prepare a protocol at the end of every session, which contains the relevant matters regarding the course of the examinations.
- The chairman (or acting chairman) of the exam committee will sign the exam protocol for approval.
- These protocols will remain under the management of the head of the exam agency.
- The exam agency will keep the exam protocols for 1 year (12 months) after the announcement of the exam results.
- A standard exam protocol is used for the composition of the exam protocols.

#### **Article 18 Establishing exam results**

- The exam committee will meet no later than fifteen working days after the end of the examination in order to establish the exam results.
- The exam results are announced to the exam candidates (in writing) no later than twenty working days after the end of the examination. Oral announcements about the exam results are provisional.
- Except for the chairman and the secretary, the members of the exam committee and the exam agency and teachers are not authorised to make the *first announcement* of the exam results or parts of it.
- Successfully completed examinations have a five-year validity. The exam committee reserves the right to extend the validity.

#### **Article 19 Viewing rights**

- If a student wishes to view the assessed examinations, he/she must submit a written request for this to the chairman of the exam committee. The student will be given a maximum of two hours to view the assessed examinations. Viewing will take place under the supervision of the head of the exam agency of the EuroCollege Hogeschool. The term within which it is possible to view the examinations will end two weeks after the announcement of the results, at the latest.
- During a period of two weeks following a written examination, students can read questions and assignments posed or issued in the context of a written examination and the associated assessment standards.

#### **Article 20 Results regulations**

- Exam candidates have passed an examination if they meet the results regulations as set out in the Teaching & Examination Regulations (OER).
- Exam candidates who do not meet the results regulations as set out in the OER are rejected.

#### **Article 21 Issuing degree certificates**

- As a rule, degree certificates and (grade) results are not sent to the successful candidates by post. The chairman of the exam committee may deviate from this rule, if there is good reason to do this and if the exam committee and the Executive Board are consulted.



- Grade/results transcripts of rejected candidates may be sent to the candidate by post.
- Degree certificates are signed by the successful candidate and the chairman and the secretary of the exam committee.

## **Article 22 Irregularities**

- Fraud and plagiarism refer to the action or failure to act by a student which make a correct assessment of his knowledge, understanding and skills entirely or partially impossible.

## **Article 22a Fraud (or other irregularities)**

- If a student commits fraud during a (practical/written) (final) examination (or in other circumstances), then the student can no longer participate in the (final) examination. Failure to participate in a(n) (final) examination by definition leads to a fail grade.
- If the fraud (or other irregularities) is only detected after the (final) examination, the grade will be void. In serious cases, this can lead to the non-issuance of the diploma and/or degree certificate.
- Fraud is reported to the relevant educational component on the study report at all times.
- The exam committee sets rules for the good conduct of examinations and for the measures to be taken in that context. These measures may include that in case of fraud committed by a student, the Exam Committee, for a maximum period of one year, as determined by the Exam Committee, will deny the student's right to take one or several specific (final) examinations at the institution. (WHW Art. 7.12.4)
- The exam committee takes measure to prevent fraud before, during and after (final) examinations. If fraud is detected, the exam committee reserves the right to declare the examination in question invalid and to conduct a new examination.

## **Article 22b Plagiarism**

- At EuroCollege, plagiarism means taking over texts, details or ideas from someone else (or presenting this as your own work), without fully and correctly stating the source. It is also considered plagiarism if you do not clearly indicate literal or nearly literal quotes by someone else in the text, even if you have correctly stated the source. If you take paragraphs of text from previous assignments or from the assignments by fellow students, this is also considered plagiarism. Finally, it is also considered plagiarism if you submit tasks or assignments that have been written by someone else (paid or unpaid).
- If the plagiarism (or other irregularities) is only detected after the (final) examination, the grade will be void. In serious cases, this can lead to the non-issuance of the diploma and/or degree certificate.
- Plagiarism is reported to the relevant educational component on the study report at all times.
- The exam committee sets rules for good conduct in relation to the submission of assignments, reports and the practical research project, and for the measures to be taken in that context. These measures may include that in case of plagiarism committed by a student, the Exam Committee, for a maximum period of one year, as determined by the Exam Committee, denies the student's right to submit one or several specific assignments, reports or practical research projects for assessment. (WHW Art. 7.12.4).

## **Article 23 Appeals Board for the examinations**

- In accordance with Article 7.60 of the WHW, EuroCollege Hogeschool appoints an Appeals Board for the examinations.
- The appeals term after the announcement of a decision of the exam committee or one of the examiners is four weeks (Article 7.61 paragraph 3 of the WHW).
- The Appeals Board for the examinations will decide within ten weeks of receipt of the appeal application (article 7.61 paragraph 5 of the WHW).
- The regulations of the Appeals Board for the examinations can be read at the exam agency of the EuroCollege Hogeschool.
- The grounds on which an interested party can file an appeal with the Appeals Board for the exams described in Article 7.61 paragraph 1 (a through g) of the WHW.
- The grounds are included in the student charter.

## **Article 24 Reporting**

- The secretary of the exam committee will prepare a written report within two months of the end of the examinations and submits this to the Appeals Board of the EuroCollege Hogeschool.
- The exam agency will ensure that all members of the exam committee receive a copy of the report (Article 23.1 of the WHW) within three months of the end of the examinations (Article 23.1 of the WHW).

- The report of the secretary of the exam committee is part of the statutory annual report (Article 1.12 of the WHW).

#### Article 25 Keeping examination data

- In accordance with the provisions of Article 16.3 and 17.4 of these exam regulations, exam work and exam protocols are saved by the exam agency for a year after the end of the examination. In addition to this term, the exam work will be filed in the exam archives for another seven years.
- Exam results will be saved by the exam agency for seven years after the end of the examination.
- A full set of exam papers (written or digital) and assessment criteria is saved by the exam agency of EuroCollege Hogeschool for seven years.

#### Article 26 Unforeseen circumstances

- If unforeseen circumstances occur *during* the exam, the examiner or the exam leader will decide, if possible following consultation with the chairman of the exam committee.
- In case of unforeseen circumstances before or after the examination, the chairman of the exam committee will decide, if possible following consultation with the chairman of the Executive Board. If necessary, EuroCollege Hogeschool will put in place provisions for participants with a disability. Applications for special provisions must be submitted at least 2 months prior to the exam date, stating the required provision, to the exam agency (also see Article of these regulations).
- Participants who are not present at the start time of the examination, are allowed to enter until half an hour after the start of the examination. The examination will end at the same time for all participants.
- (Fire) Alarm protocol
  - o If a (fire) alarm is sounded, the invigilator will immediately stop the examination
  - o Students and the invigilator will leave everything behind and leave the exam hall
  - o Students and the invigilator will follow the instructions of the emergency response team
  - o As soon as the "all clear" signal is given, the invigilator will enter the exam hall
  - o Students will wait in the hallway
  - o The invigilator will call in one student at a time
  - o The student will submit his examination to the invigilator and will not his name and the number of answer sheets submitted on every answer sheet
  - o The exam committee will inform the students about the handling of the prematurely terminated examination

#### Article 27 Citation and entry into force

- These exam regulations can be cited as the "exam regulations of EuroCollege Hogeschool".
- These exam regulations were established by the Executive Board of the EuroCollege Hogeschool on 1 April 2015 and will enter into force on 1 August 2015.
- These exam regulations are part of the Teaching & Examination Regulations and the Quality Assurance System of EuroCollege Hogeschool.

## Appendix 4 Overview of time periods and frequency of (final) examinations

International Business & Entrepreneurship@ cohort 2014; subject clusters and exam (/resit) periods

X = examination

pass = satisfactory

H = resit

pass (3) = satisfactory, weighting

Exam months			Oct.	Nov.	Dec.	Feb.	May	June	July
Resit months			Resit			Resit			Resit
<b>Subjects</b>									
<b>Business &amp; Entrepreneurship 1</b>	<b>CODE</b>	<b>Factor</b>							
Entrepreneurship 1/ Mulder	ON1	2		X		H			
Project Management 1 / Grit	PJM1	1		X		H			
Essentials of Succes 1/ Butler-Bowdon, Schagen	ES1	2		X		H			
Imagineering 1 / Kuiper	IMG1	1		X		H			
Trends and Innovation 1 / Raessens	TRDS1	1		X		H			
<b>Marketing, Management &amp; Communication 1</b>	<b>CODE</b>	<b>Factor</b>							
Marketing 1 / Kotler	MRK1	2		X		H			
Management 1 / Dam, van	MO1	2		X		H			
Communication Management 1 / Janssen	CM1	3		X		H			
Quality care 1 / Bakker	KZ1	1		X		H			
<b>Business &amp; Entrepreneurship in Practice 1</b>	<b>CODE</b>	<b>Factor</b>							
Study and professional orientation 1 / Gramsbergen	SBO1	Pass	fail = study delay						
Work Orientation Performance 1	KIVWOF1	Pass	fail = study delay						
Work Orientation Report 1	KIVWOV1	Pass	fail = study delay						
BPV lessons 1	BPV 1	Pass	fail = study delay						
<b>Business &amp; Entrepreneurship 2</b>	<b>CODE</b>	<b>Factor</b>							
Business / Brouwer	BUS2	2	H				X		
Imagineering 2 / Kuiper	IMG2	1	H				X		
Essential of Success 2 / Sheldon	ES2	1	H				X		
E-business & E-commerce 2 / Chaffey	E-BUS2	1	H				X		
<b>Marketing, Management &amp; Communication 2</b>	<b>CODE</b>	<b>Factor</b>							
Service Marketing 2 / Vries, de	DMRK2	2	H				X		
Management 2 / Dam, van	MO2	2	H				X		
Communication Management 2 / Janssen part 2	CM2	3	H				X		
Business Management 2 / Brouwers	BE2	2	H				X		
Cross Cultural management 2 / Schneider	ETH4	1	H				X		
English 2 / Trappe / Johnson / Duckworth	ENG2	2	H				X		
<b>Business &amp; Entrepreneurship in Practice 2</b>	<b>CODE</b>								
Summer Internship Performance 2	KIVSF2	Pass	fail = study delay						
Summer Internship Report 2	KIVSV2	Pass	fail = study delay						
BPV lessons 2	BPV2	Pass	fail = study delay						
Project 2 (ABN-World TT-VIP village)	P2	Pass	fail = study delay						

X = examination  
H = resit

pass = satisfactory  
pass (3) = satisfactory, weighting

Exam months			Oct.	Nov.	Dec.	Feb.	May	June	July
Resit months			Resit			Resit			Resit
Subjects									
<b>Business, Entrepreneurship &amp; Marketing 3</b>									
International Enterprise 3 / Jethu-Ramsoedh	ION3	2			X	H			
Sustainable Enterprise 3 / Dommerholt	MVO3	1			X	H			
Economics 3 / Hulleman	ECO3	1			X	H			
Business Plan 3 / Grit	ONP3	1			X	H			
Recruitment and selection 3 / Wychers	WS3	2			X	H			
<b>Management &amp; Communication 3</b>									
Sales 3 /Hof ten / Ilgen	SA3	2			X	H			
Communication & Leadership 3 / Hunsaker	C&L3	1			X	H			
Business Management 3 / Heezen	BE3	2			X	H			
English 3 / Trappe / Johnson / Duckworth	ENG3	2			X	H			
Group dynamics 3 / Remmerswaal	GRD3	2			X	H			
<b>Business &amp; Entrepreneurship in Practice 3</b>									
Research and Training for Senior Project									
Research 3	OND3	pass			x	H			
BPV lessons	KIVBPV3	pass							fail = study delay
Senior Project 3 (EDP)	KIVSR3	pass							fail = study delay
<b>Business, Entrepreneurship &amp; Marketing 4</b>									
International Enterprise 4/ Jethu-Ramsoedh	ION4	2	H				X		
Law 4 / Fiers	RCT4	1	H				X		
Economics 4 / Hulleman	ECO4	1	H				X		
Business Plan 4 / Grit	ONP4	2	H				X		
<b>Management &amp; Communication 4</b>									
Content Marketing/ Petersen, P.	CMRK4	1	H				X		
Communication & Leadership 4 / Hunsaker	C&L4	1	H				X		
Business Management 4 / Heezen	BE4	2	H				X		
English 4 / Trappe / Johnson / Duckworth	ENG4	2	H				X		
Business ethics 4 / Leeuw, de	ETH4	1	H				X		
Group dynamics 4 / Remmerswaal	GRD4	2	H				X		
<b>Business &amp; Entrepreneurship in Practice 4</b>									
Research and Training for Practical									
Research Project 4	OND4	pass							fail = study delay
BPV lessons 4	KIVBPV4	pass							fail = study delay
Senior Project 4 (Enterprise Development Project)	KIVSR4	pass							fail = study delay
Final Internship 4	KIVSF4	Pass							fail = study delay

X = examination

H = resit

pass = satisfactory

pass (3) = satisfactory, weighting

<b>Business &amp; Entrepreneurship in Practice 5/6</b>						
Final Internship Performance 5/6	KIVSF6	pass	fail = study delay			
Final Internship Report 5/6	KIVSV6	pass	fail = study delay			
Practical Research Project 6	KIVSCR6	pass	fail = study delay			
Practice-oriented research sessions, support 6		pass	attendance			
<b>Cluster further reading 6</b>						
Further reading list 6	VDL6	pass	fail = study delay			
<b>Business &amp; Entrepreneurship 6</b>						
	<b>CODE</b>					
Business Strategy 6 / Douma	ONS6	pass	workshop			
Innovation 6 / Voort	INO6	pass	workshop			
Workshop starting up your business 6	WSO6	pass	workshop			
Resit period 1/3 = February 2015/ February 2016 Resit period 2/4 = October 2015/ October 2016 Resit rules, see: Study guide Examination Regulations Article 2.2 For calculation of grades, rounding off, clusters and requirements for obtaining the diploma, please refer to: study guide Examination Regulations Article 15						