Education and Examination Regulations (EER) 2018-2019

Bachelor Programme European Studies

Drawn up by the dean of the
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Reader's guide

The EER starts with a list of definitions, defining the most important matters relating to the educational and examination programmes.

The rest of the EER comprises two parts:

**Part 1** comprises rules arising from the Higher Education and Scientific Research Act (WHW), the policy of Zuyd University of Applied Sciences and the policy of the programme department and the faculty. These are rules relating to how current students should progress through the study programmes and examinations and what they can expect from the institutions in that regard. These rules have been categorised in the following chapters:

**Chapter 1 General provisions.** Describes the programme concerned, to whom the EER applies, when it needs to be published, and who is responsible for this.

**Chapter 2 The Board of Examiners.** Describes the tasks of and authorities held by the Board of Examiners as well as how students can contact the committee and for what reasons.

**Chapter 3 Admission to the study programme.** Indicates which regulations apply to admission and where they can be found.

**Chapter 4 Structure of the study programme.** Describes the regulations set and decisions made regarding the structure of the study programme. This concerns matters in which the programme department has an obligation towards students and matters in which students have an obligation towards the programme department. No description is included of the details of the study programme. That is included in part 2.

**Chapter 5 Academic guidance counselling and monitoring of academic progress.** Provides the guarantee that a student can access academic guidance counselling (AGC). Details of how this takes place are not given here but in part 2 of the EER. This chapter also describes how often and in what form reports are produced and communicated to the student regarding the academic progress, who has end responsibility for these reports, and how the student can lodge an objection if he/she does not agree with the content of the report.

**Chapter 6 System of unit examinations and concluding examinations.** Describes the regulations set and decisions made regarding unit examinations and concluding examinations within the study programme. This concerns matters in which the programme department has an obligation towards students students and matters in which students have an obligation towards the programme department. No description is included of the details of the unit examination programme. That is included in part 2.

**Chapter 7 Degree certificates and statement.** This chapter describes the documentary evidence issued once a student has passed a unit examination or concluding examination, who this is issued by, and who signs it. It also describes the degree title and the criteria subject to which the citation 'cum laude' (distinction) is awarded.

**Chapter 8 Improper conduct and fraud.** This chapter defines improper conduct and fraud, and establishes the procedure applicable in such cases and the consequences.

**Chapter 9 Appeals and right of complaint.** This chapter relates to appeals regarding decisions made by the director/dean or the Board of Examiners on the basis of the EER. It describes the procedure and sets out with whom an appeal can be lodged. The chapter also describes the kind of complaints that can be submitted, to whom, and where the complaints regulations can be found. The complaints regulations themselves are not featured here.
Chapter 10 Special facilities and circumstances beyond the control of the student with regard to unit examinations. This chapter describes the types of cases in which students can make use of special or additional facilities when sitting unit examinations and concluding examinations. It also describes the procedure for how students can sit unit examinations at a later date, having missed them due to specified special circumstances or circumstances beyond their control.

Chapter 11 Serious nuisance and iudicium abeundi (expulsion order). This chapter describes the consequences of a student causing serious nuisance and what happens if the behaviour of a student (not the academic performance) demonstrates that he/she is not suited to the profession to which the study programme logically leads.

Chapter 12 Concluding provisions – adoption & amendment – evaluation. This chapter describes circumstances under which actions may deviate from the provisions of the EER, who decides on this, and what should happen in cases not provided for in the EER. It also sets out the procedure according to which the EER has been formulated and how changes to the EER should be dealt with. (The Higher Education and Research Act [WHW] also states that changes are not permitted during the period of validity of the EER.). The transitional measures for students who have fallen behind with their studies during a study programme that is no longer up-to-date (for instance as a result of changes to the curriculum) are also set out here. Lastly, this chapter explains who is responsible for the evaluation and any necessary adjustments.

Part 2 sets out the educational and examination programme. Chapter 1 of part 2 provides all information relating to the structure of the teaching and unit examinations, broken down by variant, final specialisation, and block. Part 2 also provides information about the academic year timetable, the block structure, the unit examination regulations, and the academic guidance counselling.
Definitions

Definitions applied in these regulations:

Academic guidance counsellor/mentor
A staff member who monitors the academic progress of the student and who mentors the student in this regard.

Academic year
The period commencing on 1 September of any year and ending on 31 August of the following year [ART. 1.1 WHW]

Accelerated variant
A track of 180 ECs within the Bachelor's-level programme and oriented towards students with a VWO (pre-university) diploma [ART. 7.9a, WHW].

Assessment
A method or set of methods for grading the competences or standardised procedures that enable assessment of competences.

Associate Degree programme
An Associate Degree programme is a separate two-year programme within the Dutch higher education system. It is defined in Article 7.8a, WHW.

Bachelor's-level programme
Initial HBO (higher vocational education) study programme [ART. 7.3 and 7.3-a WHW]. A student who has passed the final examination will be awarded a Bachelor's degree. For each study programme, the Board of Governors will add such information to the degree title as it decides.

Board of Examiners
The Board of Examiners is the body responsible for determining in an objective and expert manner whether a student meets the conditions laid down by the education and examination regulations regarding the knowledge, understanding, and skills required for the award of a degree. [ART. 7.12. WHW]

Board of Governors
The Board of Governors [ART. 10.2, WHW] of the Zuyd University of Applied Sciences Foundation with the tasks and authorities as set out in the most recently adopted version of the Zuyd University of Applied Sciences Administrative and Management Regulations.

Certificate of Experience
The certificate stating the competences the individual has demonstrated as assessed against a specific, nationally-recognised standard, the level of those competences, and how the competences have been demonstrated.

CMR
The Central Participation Council [ART. 10.17 WHW]

Competence
Competence is the capacity to apply and further develop available knowledge, understanding, skills, and attitude in order to adequately perform concrete tasks in professional life.

Concluding examinations
The propaedeutic (first-year phase) or final examinations of a study programme [ART. 7.8 and 7.10 WHW].

Contact Hour
A scheduled hour during which one or several students are physically in contact with a lecturer, supplemented by the hours that arise on the basis of arrangements between student(s) and lecturer(s), as set out in the EERs.
In this case, an 'hour' is understood to be sixty minutes.

CROHO
Central Register of Higher Education Study Programmes containing all study programmes leading to an HBO (higher vocational education) degree certificate with the degree title attached thereto, subject to passing the final examination leading thereto [ART. 6.13 WHW]
Dean
The head of the faculty as referred to in ART. 10.3 b, § 2, WHW. In accordance with Article 23, § 5 of the Executive Regulations, the dean's duties include drafting the teaching programmes and the programme-specific section of the EER.

Degree certificate
Documentary evidence issued by the Board of Examiners that the student has passed the propaedeutic examinations or the final examinations of a study programme included in the CROHO [ART. 7.11 WHW].

Diploma supplement
A standardised addition to the degree certificate/diploma containing relevant details of the study programme, based on the model developed by the European Commission, the Council of Europe, and CEPES, the educational arm of UNESCO.

Dispute Advice Committee
The committee that issues advice on payment of student fees, enrolments, and termination of enrolments, the award of degrees, etc. [ART. 7.63 A WHW]

Dual study programme
Study programme whereby one or more periods of study may be exchanged for periods of work experience related to the programme. Such a study programme will therefore contain study and work elements. The work element is a part of the study programme and can therefore qualify for course credits [ART. 7.7 WHW]

EC
European Credit, a unit that represents 28 hours of academic work. The EC is equal to a course credit [Article 7.4, § 1, WHW]. When a unit examination is taken and passed, the student is awarded the number of ECs corresponding to that study unit as listed in part 2 of this EER.

ECTS
European Credit Transfer System enables the transfer of students between countries by expressing study load in a way that allows comparison (in European Credits).

Elective options
A group of study units from a study programme, including projects, as chosen by a student to enable him/her to emphasise his/her own competences within his/her study programme.

Enrolment year
The period of continuous enrolment of a student commencing on the date of enrolment for a study programme and ending twelve months thereafter.

Examinations Appeals Board
The Examinations Appeals Board (Appeals Board) [ART. 7.60-63 WHW].

Examiner
A person designated by the Board of Examiners (and who may or may not be an employee of the university of applied sciences) who administers the unit examinations and documents the results thereof [ART. 7.12c WHW].

Exemption
Full or partial exemption from the requirement to sit a unit examination in order to satisfy the enrolment or admissions conditions and/or to obtain course credits in respect of sitting propaedeutic or final examinations.

External assignment
A request from a legal entity other than the Zuyd University of Applied Sciences to one or more study programmes of the institution oriented towards having a student or group of students perform an assignment. The dean has the power to make a binding recommendation for the performance of this assignment, in observance of the authorities of the Board of Examiners.

External student
Someone registered as an external student at the institution [ART. 7.32 WHW] and as such is only attending for the purposes of sitting examinations [ART. 7.36 WHW]

Extra opportunity
The opportunity to take an extra unit examination that can be awarded to a student outside the standard scheduled unit examinations/resits.
Facility
Steps taken by an authorised staff member or body within the institution to provide the student with assistance with the aim of supporting and guiding his/her study progress.

Faculty participation board
The participation board of a faculty [ART. 10.25 WHW].

Final specialisation
A course programme decided by the dean consisting of a cohesive package of post-propaedeutic phase study units. The final specialisation is specified on the degree certificate.

Fraud
'Fraud' means any severe attributable act or failure to act by a student with the object of rendering the examiner partially or fully incapable of giving an accurate assessment of the acquisition of competences by that student or any other student.

Improper conduct
Any act or failure to act by a student that disrupts the effective provision of education or that prevents or restricts the ability of the examiner to form an accurate opinion as to the student’s acquisition of competences.

Institution
Zuyd University of Applied Sciences as run by the Zuyd University of Applied Sciences Foundation, registered in Heerlen.

Intermediate Vocational Education programme (MBO)
A middle-management training programme, either a specialist study programme or a professional study programme designated by the minister [ART. 7.2.2 WEB].

Key project
A key project is a study unit evaluated by one or more examiners and on the basis of which the relevant competence acquisition of a programme can be demonstrated. This may be a dissertation (e.g. Bachelor’s thesis), internship/work placement report, artwork(s), performance, etc.

Learning abroad agreement
Agreement between the student and the Board of Examiners in which the relevant educational institutions set out the agreements regarding his/her educational experiences abroad, in accordance with the ECTS system.

Learning path
The study units in which the student wishes to be examined, either at the same time or in sequence, in order to acquire the competences relevant to a study programme. A student wishing to follow a learning path not defined in this EER requires the permission of the Board of Examiners.

Major
The core study units of a study programme, in which all students must sit unit examinations to acquire the competences necessary to be awarded a degree certificate.

Master’s study programme
Initial HBO (higher vocational education) study programme [ART. 7.3 WHW], upon completion of which the student is awarded a Master’s degree.

Minor
Elective component of 15 ECs. See also 'Zuyd minor'.

Nominal study load
The study load excluding the time involved in resitting unit examinations and the preparation for those examinations.

Notice to terminate or continue studies
A binding recommendation issued to the student during the propaedeutic phase on whether or not to continue with the study programme. This notice may include a notice to exclude. [see: Notice to terminate or continue studies regulations of Zuyd University of Applied Sciences]
Optional course profile
Scope for a student to choose to study a maximum of 120 ECs selected from one or more Zuyd minors, other minors, or elective courses (including projects) from the student’s own study programme. A study programme consists of a major plus an optional course profile.

Partial examination
An test, the grade for which contributes to the grade for the unit examination of which it is a part. The EER will specify the weighting factor of every partial examination. Partial examinations are referred to as ‘tests’ in Osiris.

Part-time study programme
A study programme designed so that in addition to studying, the student can also carry out other work. This work may qualify for course credits in the form of exemption ECs or, subject to conditions imposed by the Board of Examiners, be treated as study units.

Plagiarism
Copying the works, thoughts, and reasoning of others and presenting them as one’s own work.

Post-propaedeutic phase (Post-first-year phase)
The phase of the study programme following the propaedeutic (first-year) phase and which is concluded by final examinations.

Practical exercises
Practical exercises involve one or more cohesive study units whereby the examiner is able to grade the performance of the student through observation.

Propaedeutic phase (first-year phase)
The phase concluded by the propaedeutic (first-year phase) examinations [ART. 7.8 WHW].

Student
The person registered as a student of the institution [ART. 7.32-7.34 WHW].

Student counsellor
A staff member who advises the student on matters involving study and student life. The student counsellor also assists and mediates in personal problems of any kind, material or otherwise.

Study block
A study block comprises one of the four terms making up an academic year. These blocks have comparable study loads. Before the start of an academic year, the Board of Governors shall decide upon the dates on which each new study block commences.

Study load
The standardised load in terms of time allocated to each study programme and study unit expressed as whole ECs [ART. 7.4 WHW] and as set out in the EER.

Study plan
A progression of study units agreed between the student and his/her mentor/academic guidance counsellor in order to be eligible for the final examinations. This progression may differ from the sequence of the standard programme.

Study programme
A cohesive package of study units aimed at achieving well-defined objectives as to knowledge, understanding, skills, and attitude that the student following such programme must acquire [ART. 7.3 WHW]. Study programmes may be full-time, part-time, or a dual study programme, and taught up to Bachelor’s degree level.

Study Programme Committee
A Study Programme Committee is set up for each programme or group of programmes, consisting of students and lecturers. Study Programme Committees provide advice on the amelioration and safe-guarding of the quality of the programme, including the EER. The WHW gives rights to these committees, such as the right to information and the right of facilitation.

Study unit
A cohesive package of competences to be acquired, expressed as whole course credits.

Unit examination
A unit examination must be sat for each study unit which tests the knowledge, understanding, attitude, and skills of the candidate, and that evaluates the results of the examination. A unit
examination may consist of multiple partial examinations. The results of unit examinations can be viewed in Osiris under the reference ‘course result’. Partial examinations are referred to as ‘tests’ in Osiris.

**WBP**

The *Personal Data Protection Act* [**BULLETIN OF ACTS AND DECREES 2000**: 302], plus any subsequent amendments and additions.

**Weekday**

A day, not being a Saturday or Sunday, or any generally observed holiday or national holiday designated by the government not falling during any free time scheduled by the Board of Governors.

**WHW**


**Work experience agreement**

Agreement between the student, the dean for the study programme for which he/she is registered, and the organisation where the student undertakes the work experience element of the study programme. The work experience agreement sets out concrete terms regarding external learning activities within the student’s learning path for a pre-determined length of time.

**WSF 2000**

The *Student Grants Act* [Bulletin of Acts and Decrees 2000 no. 571], plus any subsequent amendments and additions.

**Zuyd Minor**

Minor of 15 ECs identified as such and accessible to the students of at least two study programmes.
Part 1. Rules on teaching and unit examinations
Chapter 1 General Provisions

Article 1.1. Scope

§ 1 These Education and Examination Regulations apply to European Studies with croho study programme code 34419 for full-time study education. These regulations apply to all students registered for this study programme and to external students unless indicated to the contrary in the text.

§ 2 The student cannot derive any rights from Education and Examination Regulations (EER) that applied in previous academic years, unless these rights form part of a transitional scheme as referred to in article 12.4.

Article 1.2. Disclosure and publication

The dean will arrange for publication of the applicable EER prior to 1 September of the academic year to which the EER pertains, so the student can formulate a good opinion of the content and structure of the teaching and the examinations.
Chapter 2 The Board of Examiners

Article 2.1. Board of Examiners, tasks and authorities

§ 1
Every study programme has its own Board of Examiners or shares one with a group of other study programmes within a faculty.

§ 2
The Board of Examiners is the body responsible for determining in an objective and expert manner whether a student meets the conditions laid down by the education and examination regulations regarding the knowledge, understanding, and skills required for the award of a degree.

§ 3
Students can approach the Board of Examiners for:
 a) a request for exemption from one or more unit examinations
 b) a request for exemption from the obligation to participate in practical exercises for the purposes of permission to sit the unit examinations in question, which may or may not involve alternative requirements
 c) a request for waiver of the entrance requirements for sitting a unit examination
 d) a request for admission to variants/learning paths subject to the approval of the Board of Examiners
 e) a request for the extension of the period of validity of a successfully completed unit examination or partial examination
 f) a request for enrolment in a minor not on the list of minors available to students in the requester’s study programme
 g) a request for an extra resit
 h) a request for facilities and modifications due to a disability or chronic condition
 i) a request for academic facilities in consideration of the requester’s practise of competitive sports at an elite level
 j) a request to depart from the EER if its application would lead to a decidedly unreasonable situation
 k) an objection against an assessment by an examiner

§ 4
The Board of Examiners can be reached via examboard.ES@zuyd.nl.
Chapter 3 Admission to the study programme

Article 3.1. Admission

Admission to the study programme takes place in observance of the provisions of the Regulations on Enrolment of Zuyd University of Applied Sciences. These regulations are available on www.zuyd.nl.

Article 3.2 Further requirements regarding previous qualifications

§ 1
The study programme is not subject to any further requirements regarding previous qualifications.
Klik hier als u tekst wilt invoeren.

§ 2
If the applicant does not meet the further requirements regarding previous qualifications, he/she may still be admitted if he/she meets the following requirements.
Not applicable

Article 3.3 Supplementary requirements

N/A

Article 3.4 Requirements with respect to employment during part-time study programmes

N/A

Article 3.5 21+ investigation

The investigation described in Article 2.3 of the Regulations on Enrolment of Zuyd University of Applied Sciences for applicants aged 21 years or above who do not meet the requirements regarding previous qualifications has the following contents 1. A written language test in English; 2. A written language test of the first language (German/French/Spanish); 3. An oral exam in that same first language; 4. An interview with the board of admissions. The results of 1, 2 and 3 must be sufficient. The board of admissions will give an advice on admission. The investigation takes place in April of each study year.

Article 3.6 Admission for students holding an Associate Degree

Not applicable
Chapter 4 Structure of the study programme

Article 4.1. Variants and final specialisations

§ 1
The study programme European Studies has the variant full-time study.

§ 2
The study programme offers the following final specialisation(s):
- n.a.

§ 3
The study programme has no accelerated variant of 180 EC for pre-university diploma holders, and has no shorter variants. shorter variant(s). The accelerated variant is not offered to first-year students anymore, and is described for fast-track students in year 2 and 3 in part 2

Article 4.2. Start of the study programme

The study programme starts on 1 September 2018.

Article 4.3. Language of instruction

§ 1
The language of instruction of the programme is English, because the programme prepares students for an international career.

§ 2
If a study unit is offered in a language other than the language of instruction specified in § 1, this will be stated in the description of the study unit in question provided in chapter 1 of part 2.

Article 4.4. Format of the programme

§ 1
The study programme has a propaedeutic phase and a post-propaedeutic phase, each made up of study units. There is a propaedeutic examination for the propaedeutic phase of each study programme, and final examinations at the conclusion of each study programme.

§ 2
A study unit is a cohesive body of competences to be acquired. There is a unit examination for each study unit.

§ 3
Each study programme comprises a major of at least 120 ECs. The number of ECs of the major is given in chapter 1 of part 2, specified by final specialisation if applicable.
§ 4
Every study programme has an optional course profile of at least 15 and at most 120 ECs. The number of ECs of the optional course profile is given in chapter 1 of part 2, specified by final specialisation if applicable.

§ 5
The optional course profile is structured to allow the students to pursue minor and elective modules.

Article 4.5. Study load and distribution

§ 1
The study programme’s total study load is 240 EC in all.

§ 2
A student who enrols for a study programme will be offered a nominal study load of at least 60 ECs per academic year. This curriculum is scheduled over a minimum of 40 course weeks.

§ 3
Every academic year is divided into four study blocks. These study blocks have comparable study loads. Prior to the start of the academic year, the Board of Governors will decide on and publish the date on which each study block starts. The division of the academic year into blocks and the moment of assessment for each is set out in chapter 3 of part 2.

§ 4
No more than five study units and the unit examinations for such units may be offered per study block, including practical exercises.

§ 5
The dean is responsible for offering an adequate number of timetabled contact hours in order to achieve a good quality of teaching within the teaching concept and to give the student the opportunity to feel involved with the study programme personally and in terms of his/her studies. Each year the dean, the Study Programme Committee, and the Board of Examiners will evaluate, at a minimum, the number of actual contact hours.

§ 6
The propaedeutic phase will have a minimum of 504 contact hours timetabled.

§ 7
Students following a study programme to enter a profession for which statutory requirements have been laid down regarding the acquiring of competences for practising such a profession will be given the opportunity within the study programme to satisfy such requirements.

Article 4.6. Practical exercises

§ 1
The dean may assign one study unit or a cohesive group of study units the status of practical exercise. All practical exercises will be listed as such in part 2, chapter 1.
§ 2
By means of a practical exercise, the examiner shall make an assessment of the student through observation.

§ 3
If participation in a practical exercise is conditional on passing a specific unit examination or partial examination with an adequate grade, this will be described in chapter 2. If sitting a unit examination is conditional on the successful completion of a practical exercise, this will be described in chapter 2.

Article 4.7. Specific clauses governing the part-time variant

The study programme has no part-time variant.

Article 4.8. Specific clauses governing dual variant

Not applicable, as the study programme has no dual variant.

Article 4.9. Programme structure

§ 1
The structure of the study programme is set out in part 2, chapter 1. This § lists for all variants, including any accelerated variants of the study programme, the following information for each academic year, by study unit (including practical exercises):

1. name of the study unit
2. the competences acquired through the study unit
3. the period(s) in which the study unit is offered
4. any applicable admission requirements for the study unit
5. the work form(s) in which the study unit is offered
6. the number of ECs expressed in whole numbers that the study unit comprises
7. the number of contact hours timetabled for the study unit
8. the minimum number of contact hours of academic counselling to which each student is entitled
9. attendance requirement, if any, for study units or components of study units
10. the unit examination format; if partial examinations are set, the number, format, and weighting factor of the partial examinations will be stated
11. the week in which the unit examination is offered
12. the opportunities for resitting unit examinations and (insofar as applicable) partial examinations

§ 2
Suggestion is to skip this paragraph

IF THE STUDY PROGRAMME INCLUDES PRACTICAL EXERCISES

Additionally, for practical exercises, chapter 1 of part 2 states:

- the method of distributing and allocating places
- the method of support
- what preparation is expected of the student
- the assessment standards to be applied
- how and when the assessment is to be made
- the opportunity for resitting examinations, and for interrupting or cutting short examinations
- whether any costs are payable by the student

§ 3
Not applicable.

Article 4.10. Propaedeutic phase (first-year phase)

§ 1
The study load of the propaedeutic phase of a study programme is 60 ECs.

§ 2
The propaedeutic phase concludes with a propaedeutic examination.

§ 3
The propaedeutic phase is part of the major of a study programme.

Article 4.11. Notice to terminate or continue studies

§ 1
The propaedeutic phase of the study programme is designed to allow the student to gain insight into the content and goals of the study programme.

§ 2
The issue of the notice to terminate or continue studies in the propaedeutic phase is explained in detail in the Notice to terminate or continue studies regulations of Zuyd University of Applied Sciences, which are available on Zuydnet.

§ 3
For students who have not yet passed the propaedeutic examination, under the Notice to terminate or continue studies regulations the dean will issue a binding academic recommendation for expulsion if the academic results for the units of the propaedeutic phase are insufficient. Academic results are deemed insufficient if at the end of the first year of enrolment the student has earned fewer than 50 ECs. The recommendation will not be given earlier than the end of the first year of enrolment.

§ 4
Without prejudice to paragraph 2, the student must also meet the following requirements: the student must have at least 3 EC for each language.

Article 4.12. Restriction of admission to final specialisations

Not applicable.
Article 4.13. Structure of the post-propaedeutic phase: Individualisation and minors

§ 1
The post-propaedeutic phase consists of a major component and an optional course profile. In the optional course profile, students may pursue Zuyd minors, other minors, or elective modules.

§ 2
Minors and elective modules comprise a study load of 15 ECs. They are published in the Minor Directory. The Minor Directory can be consulted on https://www.zuydnet.nl/en/study/study-career/minors-options-in-your-studies.

§ 3
For each minor and elective module, the Minor Directory sets out:
- the target group(s) of the minor/elective module
- the prerequisites
- the attainment levels
- the forms of teaching
- the method of assessment/examination and resitting
- the number of available spaces
- the method of selection in the event of over-subscription (selection on the basis of admission requirements, drawing lots, or composition by target groups, with lots drawn per target group)
- details of evaluation
- the location at which the minor is taught

§ 4
Students do not require prior permission to pursue Zuyd minors designated in the Minor Directory as open to them.

§ 5
If a student wishes to pursue a minor within or outside the institution that is not specifically designated as open to students in his/her study programme, the student must first request permission from the Board of Examiners to pursue the minor.

§ 6
A student registers the choice of minor or elective module in OSIRIS. The student will receive a confirmation of enrolment by e-mail.

§ 7
In the event that a student cannot be assigned to a particular minor or elective module because the maximum number of places has been exceeded or the minimum number of places has not been achieved, the student will have the opportunity to enrol for another minor or elective module.
Article 4.14. External assignment in the major

§ 1
The dean may decide to invite one or more students to carry out an external assignment as an alternative to one or more study units of the major.

§ 2
The Board of Examiners of the study programme in which the student is enrolled will make the decision on whether the external assignment can replace one or more programme components. This decision will be made in consideration of, at a minimum, the content, level, scope, and organisation of the external assignment as an adequate replacement for the proposed programme component.

Article 4.15. Study plan

§ 1
In consultation with his/her mentor or academic guidance counsellor, a student can draft a study plan for the optional course profile describing his/her choices for the learning path.

§ 2
A student may, with the prior approval of the Board of Examiners, sit one or more unit examinations at another education institution. If a unit examination is sat at an education institute in another country, the relevant education institutes should have signed a learning abroad agreement.

Article 4.16. Registration for post-propaedeutic phase – continuation of studies

§ 1
A student may only register for the post-propaedeutic phase if he/she has been awarded a certificate for the propaedeutic exams for the study programme. [Article 7.30 WHW]

§ 2
The Board of Examiners may permit a student who has not yet passed the propaedeutic exam to sit one or more unit examinations of the post-propaedeutic phase, provided that this does not impede the student’s study progress.

§ 3
If a student obtains an exemption under this EER for sitting the propaedeutic exam for the study programme, then for the purposes of registration for the post-propaedeutic phase of this study programme, proof of this exemption will be treated as equivalent to the certificate referred to in the first § of this article. For these cases, a propaedeutic certificate will not be issued.

Article 4.17. Evaluation of the study programme

Section 1.3 of part 2 describes the way in which the study programme is evaluated.
Chapter 5 Academic guidance counselling and monitoring of academic progress

Article 5.1. Academic guidance counselling

§ 1
A student will be assigned a staff member or team of staff members by the study programme department who will be responsible for the academic guidance counselling or related activities.

§ 2
Chapter 3 of part 2 describes the structure of the academic guidance counselling per academic year.

Article 5.2. Monitoring of academic progress

§ 1
A student is entitled to review documentation of his/her academic progress, including a list of unit examination results, at least twice per year of enrolment, at appropriate intervals throughout the year. Progress reports are available in Osiris throughout the academic year.

§ 2
The academic progress report in the first year of enrolment (in accordance with the Notice to terminate or continue studies regulations of Zuyd University of Applied Sciences) is arranged as follows.
Before the 1 of April of the academic year first-year students will be issued an academic progress report in the form of a letter or e-mail, stating the number of credits they have gained so far and containing an advice on continuation of their studies.
Before the summer break students are issued an academic progress report, stating that the dean intends to
  • award the student the propaedeutic diploma: the student has gained all 60 EC of the propaedeutic exam (via email or letter);
  • allow the first-year student to start in the second year (via email or letter);
  • issue the student a binding academic recommendation by email and registered post in case the student does not meet the criteria stated in article 4.11. Students who get a binding academic recommendation may ask for a hearing following the instructions in the aforementioned letter. These hearings will take place at the end of August.

§ 3
The dean will ensure that the academic progress report correctly reflects the results achieved by the student.

§ 4
If the student is of the opinion that the academic progress report is incorrect or incomplete, he/she must register an objection in writing to the Board of Examiners within 20 working days.
Chapter 6 System of unit examinations and concluding examinations

Article 6.1. Unit examinations and partial examinations

§ 1
Every study unit concludes with a unit examination.

§ 2
A unit examination may consist of multiple partial examinations. Chapter 1 of part 2 describes the individual partial examinations in the context of the larger unit examination. This includes, at a minimum, the weighting factor.

§ 3
By means of a practical exercise, the examiner shall make an assessment of the student through observation. The structure and organisation of practical exercises and their assessment are the responsibility of the Board of Examiners of a study programme.

§ 4
A unit examination – including several cohesive partial examinations – may be an assessment; the conditions set on assessment and the sitting of such an assessment are set out in part 2, chapter 1.

Article 6.2. Resits

§ 1
Per year of enrolment, the student may sit at least one re-sit per unit examination or partial examination.

§ 2
The Board of Examiners may make an exception to the rule of § 1 for internship/work placement projects and long-term external assignments if it is not possible to redo the internship/work placement or assignment in the same year of enrolment.

§ 3
Resits will only be offered for unit examinations or partial examinations of a study unit that the student has not passed.

Article 6.3. Sitting extra unit examinations outside the scope of the regular programme

§ 1
A student is entitled to participate in study units and sit the corresponding unit examinations at Zuyd University of Applied Sciences provided that he or she meets the admission requirements for these study units and examinations. The admission requirements are set out in the Education and Examination Rules (EER) of which these constitute a part.
§ 2
An exception to § 1 can only be made by the dean who is responsible for a study unit, if this study unit and the associated unit examination form part of:

- a study programme for which students may be selected or higher student fees may be charged
- a study programme or final specialization for which the student has received a negative binding study recommendation
- a Master's study programme and the student has not been awarded a Bachelor's degree
- a study programme subject to an enrolment restriction for which the student has not been accepted. This applies to both a labour market-related quota and to a restriction due to capacity problems.

§ 3
Unit examinations that have been passed for study units that fall outside the scope of the study programme of 240 ECs may be included in the student's academic transcript and diploma supplement if the Board of Examiners is of the opinion that this contributes to enhancing the practice of the student's profession. To this end, the student should submit a request, stating reasons, to the Board of Examiners. The Board of Examiners will make a decision and inform the student of this decision, providing argumentation, within ten working days after receipt.

§ 4
Unit examinations passed outside the scope of the student's study programme do not count towards the results that are considered when a student is given a binding study recommendation.

Article 6.4. Attendance requirement

§ 1
Attendance of the teaching elements is required in the following circumstances:
- the examiner can only assess the student by observing his/her procedures and actions
- the students' procedures/actions depend on the actual presence of their fellow students
The attendance requirements will be stipulated in part 2, chapter 1.

§ 2
Not applicable.

Article 6.5. Concluding examinations

§ 1
The propaedeutic examination is deemed to have been completed when all unit examinations for all study units belonging to the propaedeutic phase have been successfully completed. The Board of Examiners establishes that this is the case, and makes the decision to award the certificate.
§ 2
The final examination is deemed to have been completed when all unit examinations for all study units belonging to the study programme have been successfully completed. The Board of Examiners establishes that this is the case, and makes the decision to award the certificate.

§ 3
The Board of Examiners may elect to depart from §§ 1 and 2 and assess a student’s knowledge, understanding, and skills independently prior to determining the result of a concluding examination.

Article 6.6. Assessments

§ 1
Unit examination grades will only be given by the examiners on the basis of the Dutch ten-point scale or on the basis of the related quality grading scale. The following conversion table is used by the examiners to compare grades:

<table>
<thead>
<tr>
<th>Dutch grade</th>
<th>Description/ beschrijving</th>
<th>ECTS grade</th>
<th>ECTS-definition</th>
<th>U.S.-equivalent</th>
<th>OSIRIS-grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 (&gt;=9,5)</td>
<td>excellent/ uitstekend</td>
<td>A+</td>
<td>excellent - outstanding performance with only minor errors</td>
<td>A+</td>
<td>EX (excellent)</td>
</tr>
<tr>
<td>9 (8,5&lt;x&lt;9,5)</td>
<td>very good/ zeer goed</td>
<td>A</td>
<td>very good - above the average standard but with some errors</td>
<td>A+</td>
<td>ZG (zeer goed)</td>
</tr>
<tr>
<td>8 (7,5&lt;x&lt;8,5)</td>
<td>good/ goed</td>
<td>B</td>
<td>good - generally sound work with a number of notable errors</td>
<td>A</td>
<td>GO (goed)</td>
</tr>
<tr>
<td>7 (6,5&lt;x&lt;7,5)</td>
<td>Satisfactory/ ruim voldoende</td>
<td>C</td>
<td>satisfactory - fair but with significant shortcomings</td>
<td>B</td>
<td>RV (ruim voldoende)</td>
</tr>
<tr>
<td>6 (5,5&lt;x&lt;6,5)</td>
<td>sufficient/ voldoende</td>
<td>D</td>
<td>satisfactory - performance meets the minimum criteria</td>
<td>C</td>
<td>VO/VLD (voldoende/ voldaan)</td>
</tr>
<tr>
<td>6 (x=5,5)</td>
<td>pass/ voldoende</td>
<td>E</td>
<td>sufficient - performance meets the minimum criteria</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>5 (4,5&lt;x&lt;5,5)</td>
<td>almost sufficient/ bijna voldoende</td>
<td>FX</td>
<td>fail - some more work required before credit can be awarded</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>4 (3,5&lt;x&lt;4,5)</td>
<td>fail/ onvoldoende</td>
<td>F</td>
<td>fail - considerable further work is required</td>
<td>F</td>
<td>OV/NVD (onvoldoende/ niet voldaan)</td>
</tr>
<tr>
<td>3 (2,5&lt;x&lt;3,5)</td>
<td>poor/ zeer onvoldoende</td>
<td>F</td>
<td></td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>2 (1,5&lt;x&lt;2,5)</td>
<td>very poor/ slecht</td>
<td>F</td>
<td></td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>1 (0,5&lt;x&lt;1,5)</td>
<td>very poor/ zeer slecht</td>
<td>F</td>
<td></td>
<td>F</td>
<td></td>
</tr>
</tbody>
</table>
§ 2
A unit examination is passed with a grade of 5.5 or higher; equivalent, in qualitative terms, to at least sufficient/pass or voldoende. The qualitative term voldaan indicates a sufficient result.

§ 3
After the sitting of one or more resits for a study unit, the examiner shall register the highest of the results obtained as the result for this study unit.

§ 4
The Board of Examiners shall immediately allocate to the student the ECs earned by passing a unit examination or resit following registering of the assessment by the examiner(s).

§ 5
All unit examinations for study units must be passed with a satisfactory result. It is not possible to compensate a poor score with a good score at the level of unit examinations; however, a compensation scheme may be applied in the case of partial examinations (see part 2, chapter 2).

§ 6
Every student has the right to see the assessment of his/her unit examinations and to have an explanation of the way in which the result was determined. This right to see the assessment expires after 20 working days following the publication of the result earned.

§ 7
The validity of unit examination results or the granting of exemptions is, as a rule, unlimited.

§ 8
The Board of Examiners can decide to declare invalid any course credits that were awarded at least four years ago based on the results of a unit examination from a previous examination programme. They can only decide to do so if the knowledge, insight, or skills assessed in the unit examination prove to be outdated and no longer fulfil the requirements for graduation. The unit examinations that are no longer valid are recorded each year in part 2 of this EER.

§ 9
Each examiner is responsible for reporting to the dean in due time when the content of a unit examination for which he or she is responsible, from a previous examination programme, has become so outdated that the requirements for graduation can no longer be fulfilled. The examiner must also outline the reasons for this. Each year, the dean submits these old examinations per study programme, along with the reasons why they have become outdated, to the Board of Examiners for the decision as mentioned in § 8.

§ 10
The dean is responsible for finding alternatives to the examinations for which the period of validity has expired. These alternatives are set out in part 2 of this EER.
§ 11
In specific cases, the dean, in conjunction with the Board of Examiners, may lay down the period of validity for a unit examination in advance on the basis of substantive arguments. If the period of validity for one or more unit examinations is limited in advance, this will be stated in chapter 1 of part 2 in reference to the unit examination in question. The period of validity of the unit examination will also be stated there.

§ 12
The unit examinations from previous examination programmes for which the course credits awarded are no longer valid are specified in chapter 1 of part 2 of this EER. The reasons for their non-validity are also given, alongside the examination that needs to be passed in order to re-earn these course credits.

§ 13
Not applicable.

Article 6.7. Exemptions and provisions concerning validation of prior learning

§ 1
The Board of Examiners may grant exemptions for sitting one or more unit examinations if the student has already met the requirements of a unit examination or concluding examination.

§ 2
Exemption may be granted based on unit or concluding examinations previously passed, or on competences acquired outside higher education.

§ 3
The Board of Examiners will exercise restraint in allowing exemptions. It will use the following guidelines:
- Examiners who are experts in the field must always be included in the decision.
- The competences acquired are at least equal to the level and the content of the competences of the study unit for which a complete or partial exemption from the unit examination is being considered.
- The examiners' judgement is based on the existence of valid documents, including the certificate of experience. The validity is to be determined on the basis of the relevance of the content of the experience gained.
- No exemption can be granted for a final project/final research project. Final projects/final research projects are defined as internship activities.
The Board of Examiners is to draw up a report of the exemptions granted.

§ 4
The Board of Examiners shall provide the applicant with a written proof of exemption which shall specify as a minimum the date on which the exemption is granted, the relevant unit examination(s), and the length of validity of the exemption.
§ 5
A student wishing to be considered for an exemption from one or more unit examinations must submit a written request, stating reasons, to the Board of Examiners, accompanied by the documentation demonstrating that he/she meets the requirements for the study unit in question.

§ 6
Exemptions can be granted on the basis of a certificate of experience if:
- the competences acquired as described in the certificate of experience are at least equal in terms of level and content to the competences of the study units being considered for exemption
- the certificate of experience gives evidence of the level and content per competence
- the certificate of experience was issued by an organisation authorised to evaluate prior competences
- the certificate of experience was issued no more than five years ago

Article 6.8. Organisation of unit examinations and concluding examinations

§ 1
Examiners and other parties involved in unit examinations shall preserve the absolute confidentiality regarding the content of a written examination until the examination paper is handed out to the students.

§ 2
A written unit examination shall be sat under the supervision of at least one examiner or an invigilator appointed to supervise on behalf of the examiner. All other unit examinations shall be sat under the supervision of at least one examiner.

§ 3
To sit a unit examination, a student must be able to prove his/her identity by means of his/her original and valid
- student identification,
- card driver's license,
- ID card or
- passport.
If this is not possible, the student will be immediately excluded from taking the unit examination and the examiner or invigilator must notify the chairperson of the Board of Examiners accordingly.

§ 4
A student who sits a unit examination must follow all instructions of the Board of Examiners, the examiner, or other persons designated by the Board of Examiners. Any breach by the student constitutes improper conduct on which grounds he/she can be excluded from further participation in the examination.

§ 5
The unit examination regulations applicable within the study programme are set out in part 2 of chapter 2. Any breach by a student constitutes improper conduct on which grounds the student can be excluded from further participation in the examination.
§ 6
A student is entitled to prompt notification of the assessments of the unit examinations he/she has taken. 'Prompt' is defined as: no later than fifteen working days following the sitting of the unit examination, unless there are good reasons for extending this period and the student is notified of this delay as soon as possible.

§ 7
The period between sitting a unit examination and a resit in the same study unit must be at least five working days. Before the resit, the student must have been offered the opportunity to look at a marked unit examination or resit of a unit examination previously taken.

§ 8
The Board of Examiners can declare the results of a unit examination or partial examination invalid if it has ascertained that irregularities have occurred with regard to the examination concerned.

Article 6.9. Registration for unit examinations

§ 1
As a rule, a student can only sit or resit a unit examination if he or she has registered via OSIRIS in time. The student is responsible for registering himself or herself. If the student is not able to register via OSIRIS in time, the Board of Examiners can decide to admit a student to sit or resit a unit examination at the student’s request.

§ 2
The student must register to sit unit examinations and resits for study units in the major, in accordance with a registration procedure laid down by the Board of Examiners. This procedure is set out in part 2, chapter 2.

§ 3
The student must register to take a resit for a minor and will be invited to do so by the Board of Examiners of the study programme offering the minor. In the event that only a limited number of students can sit a unit examination, the minimum stipulation is that the order of registration shall dictate who may sit the examination.

§ 4
In no eventuality may a fee be charged to students for registration for or participation in unit examinations and resits.

Article 6.10. Retention of unit examination and concluding examination papers and projects

§ 1
a. Written unit examination work and/or other documentary evidence shall be retained for a period of at least 60 working days following its assessment by the Board of Examiners.
b. The programme department is responsible for retaining the key documents. The method of retention is dependent on the nature of the key document.
c. For the purposes of the accreditation process, key documents will be retained for a period of at least seven years.
d. At the end of the period of storage, the work will be destroyed or returned to the student on request. Proof that a unit examination has been passed will be kept for ten years.

§ 2
Proof of the award of a degree certificate will be kept by the dean for a period of at least 50 years and will specify as a minimum:
- the personal details of the student
- the study programme and date on which the propaedeutic examinations were passed
- the study programme and date on which the final examinations were passed

§ 3
The dean will retain documentation for the provision of a statement as referred to in Article 7.2 for a period of at least ten years. This documentation includes:
- the personal details of the student
- the study programme and period of enrolment of the student
- a list of the unit examinations passed

Article 6.11. Personal contributions

§ 1
Enrolment as a student is not dependent on any other financial contribution apart from the tuition fees.

§ 2
The purchase of certain study necessities is considered necessary for the study programme. The costs of these study necessities are estimated at
Year 1
Approximately € 800, depending on the chosen languages. This refers to the course materials: textbooks and/or reading material, mandatory field trips and other study aids.
Year 2
Approximately € 500, depending on the chosen languages. This refers to the course materials: textbooks and/or reading material, mandatory field trips and other study aids. Any external language certificates are not included in this estimate.
Year 3
Approximately €300, depending on the chosen languages and electives, not included any expenses for the study exchange. This refers to the course materials: textbooks and/or reading material, mandatory field trips and other study aids. Any external language certificates are not included in this estimate.
Year 4
Approximately €75, depending on the chosen languages, specialisation and electives, not included any expenses for the minor and/or internship. This refers to the course materials: textbooks and/or reading material and other study aids. Any external language certificates and non-mandatory field trips are not included in this estimate.

§ 3
Participation in educational activities such as excursions and work visits as part of the study programme may be subject to additional costs. A list of these activities and any associated costs can be found on Moodle.
§ 4
Students who cannot or do not wish to pay the costs referred to in § 3 will be offered an equivalent alternative.

§ 5
A student unable to bear the costs of study necessities or activities due to demonstrable personal and extraordinary circumstances may submit a request in writing to the dean for financial assistance or exemption from the payment obligation.

§ 6
Before making a decision on any request as referred to in § 5, the dean will obtain recommendations from the student dean.

§ 7
The dean will make a decision on the request within 20 working days, and notify the student thereof in writing.
Chapter 7 Degree certificates and statement

Article 7.1. Degree certificates

§ 1
As evidence that a unit examination has been passed, the examiner will issue a document stating as such, or the result and corresponding assessment will be entered into OSIRIS.

§ 2
As evidence that the student has passed the propaedeutic examination, the Board of Examiners will issue a document listing at least the following details: the name of the study programme [as given in CROHO], the concluding propaedeutic examination components, and the date of the most recent accreditation or new study programme review. This is to be signed by at least the dean and the chairperson of the Board of Examiners.

§ 3
As evidence that the student has passed the final examination, the Board of Examiners issues a degree certificate listing at least the following details: the name of the study programme [as given in CROHO], the concluding examination components, and where relevant any statutory authority related thereto, the degree level, and the date of the most recent accreditation or new study programme review. This shall be signed by at least the dean and the chairperson of the Board of Examiners.

§ 4
On behalf of the Board of Governors, the dean shall award the degree and title of ‘Bachelor of Arts’ to a student who has passed the final examinations of a study programme; information shall be added to the degree award specifying the subject or professional field to which the degree relates.

§ 5
The Board of Examiners shall not issue a degree certificate until the dean has confirmed that the certificate may be issued. The degree certificate is to be dated as the date on which the Board of Examiners establishes that the student has passed the final examinations. This date is deemed to be the date of graduation.

§ 6
The degree certificate will bear the citation ‘cum laude’ when the student has completed the post-propaedeutic phase with a mark of 8.0 of higher before rounding up. The mark for the internship as completed by the student must also be an 8.0 or higher. Results obtained during the student’s study exchange or as part of their differentiation shall not be taken into account. The student may not exceed the official nominal length of the study programme. Students who have been exempted from one or more interim examinations may also qualify for this designation.

§ 7
The degree certificate for the study programme is to be issued with a Diploma Supplement, a model text of which is set out below.
Article 7.2. Statement

A student who has passed more than one unit examination but to whom no degree certificate can be issued will receive, on request, a written statement listing the unit examinations that have been passed and indicating the ECs awarded.
Chapter 8 Improper conduct and fraud

Article 8.1. Improper conduct

§ 1
Improper conduct is defined as:
– during the examination, failure to follow the instructions of the Board of Examiners, the examiner, or other persons designated by the Board of Examiners (see Article 6.8, § 4 of this EER).
– violation of the rules set out in the examination regulations (Article 6.8, § 5 of this EER).

§ 2
The Board of Examiners may exclude a student from participation or further participation in a unit examination if the student engages in any improper conduct.

Article 8.2. Fraud

§ 1
Fraud is defined as: the deliberate acts or failure to act of a student – including plagiarism – that make it partially or wholly impossible for an accurate assessment to be made of the student’s knowledge, understanding, and skills.

§ 2
Fraud is also defined to include: serious and attributable acts or failure to act of a student that make it partially or completely impossible to obtain a correct evaluation of the knowledge, understanding, or skills of another student.

§ 3
If fraud is proved or suspected, the examiner or the appointed invigilator shall notify the Board of Examiners of this fact in writing, and supply the relevant proof. The Board of Examiners shall give the student the opportunity to present his/her case.

§ 4
A first instance of fraud will be punished by the Board of Examiners by declaring the sitting of the unit examination invalid and by giving the student a reprimand, to be recorded in OSIRIS. In the event of any repeat fraud, the student will be excluded from taking any unit examinations for any study programmes at Zuyd University of Applied Sciences for a period of six months and will be given a study recommendation advising withdrawal from the programme. These decisions extend to all Zuyd study programmes.
Chapter 9 Appeals and right of complaint

Article 9.1. Appeals

§ 1
A student can file an appeal against a decision made by the dean or Board of Examiners under this EER with the Examinations Appeals Board, in accordance with the Examinations Appeals Board Regulations of the Zuyd University of Applied Sciences. These regulations are available on Zuydnet. An appeal must be submitted to the Legal Protection Office (see § 4).

§ 2
A student who has submitted an appeal under the Examinations Appeals Board Regulations of the Zuyd University of Applied Sciences retains the right to sit unit examinations on condition that he/she is enrolled for the relevant study programme.

§ 3
A student or external student – including prospective or former students – may as an interested party submit an appeal to the Dispute Advice Committee concerning the payment of tuition fees, enrolment, termination of enrolment, award of degree, etc. An appeal must be submitted to the Legal Protection Office (see § 4).

§ 4
A student may submit an objection or appeal via the Legal Protection Office, which can be contacted by e-mail at: rechtsbescherming@zuyd.nl. No objection or appeal will be considered unless it has been submitted through this office.

Article 9.2. Right of complaint

§ 1
A student – either individually or as one of a group – may as an interested party submit a complaint to the Ombudsman concerning the conduct of a staff member, a student, or a body of the institution pursuant to the provisions of the Zuyd University of Applied Sciences Ombudsman Assistance Regulations. These regulations are available on Zuydnet.

§ 2
A student wishing to invoke and file a complaint under the Complaints against Undesirable Conduct Regulations or the Ombudsman Assistance Regulations must do so through the complaints office rechtsbescherming@zuyd.nl.

§ 3
A student submitting a complaint or objection pursuant to this article retains the right to sit unit examinations on condition that he/she is enrolled for the relevant study programme.
Chapter 10 Special facilities and circumstances beyond the control of the student with regard to unit examinations

Article 10.1. Special facilities

§ 1
Students who face extreme personal or extraordinary circumstances can make use of special or extra facilities for sitting unit examinations or concluding examinations.

§ 2
Personal and extraordinary circumstances are defined as:
- pregnancy or long-term illness
- disability or chronic illness;
- exceptional family circumstances such as the care for a blood relative or other close family member who is suffering from long-term illness; or the existence of a long-term mental and/or social problem whether or not combined with financial problems within the family as a result thereof
- membership of the CMR, faculty participation board, student committee, or study programme committee, or other activities as identified by the Board of Governors with which the student is involved within the context of the organisation and management of the institution
- membership of the board of a foundation aimed at continuing to provide student assistance or such tasks as the Board of Governors shall consider comparable, with the additional requirements that the student has final management responsibility and that the role occupies a significant part of his/her time
- membership of the board of a student organisation recognised by the Board of Governors or the dean having a direct benefit for the institution and faculties, with the additional requirement of a significant time commitment
- an insufficiently achievable study programme
- competitive sports at an elite level by participating in a recognised competitive sport component or a comparable activity at the highest national or international level, as set out in the Zuyd University of Applied Sciences Elite-level Sport scheme
- other circumstances regarded by the Board of Governors or the dean as exceptional circumstances

§ 3
a. A student wishing to invoke personal and exceptional circumstances must submit a written request to the Board of Examiners. The request must give reasons and be accompanied by as much documentary evidence in support as possible, together with a recommendation from the student counsellor. The Board of Examiners shall make a decision within 15 working days and notify the student of that decision in writing.

b. A student with a disability or chronic illness can invoke the Regulations regarding studying with a functional impairment. These regulations can be consulted on Zuydnet.
§ 4
In the event of personal and extraordinary circumstances of a permanent or chronic nature, the Board of Examiners may allocate the facilities for the entire period of enrolment of the student for the study programme in question, with no prejudice to the provisions in the Regulations regarding studying with a functional impairment.

Article 10.2. Circumstances beyond the student's control and other personal circumstances

§ 1
Any student prevented from sitting a unit examination due to circumstances beyond his/her control and/or other personal circumstances, and who still wishes to sit the examination in the current academic year must submit a request to do so to the Board of Examiners as soon as possible, stating the nature of the circumstances of prevention. The Board of Examiners will then make a decision on this request within 15 working days.
Chapter 11 Serious nuisance and iudicium abeundi (expulsion order)

Article 11.1. Serious nuisance

§ 1  The enrolment of a student for a study programme will be terminated either temporarily or permanently if the conduct or expressions/language of the student causes a serious nuisance to staff of the institution, students enrolled on a study programme, or persons from outside with a functional relationship with the institution. 'Serious nuisance' includes a threat to the well-being of such persons.

§ 2  If a staff member of the institution or the dean of a faculty is of the opinion that a student is responsible for nuisance within the meaning specified in § 1, he/she shall notify the Board of Governors of this belief in writing without delay.

§ 3  The Board of Governors will then make a decision on the termination of the enrolment as referred to in § 1 of this article, but before doing so will obtain the recommendations of the dean of the faculty of the study programme for which the student is enrolled.

Article 11.2. Iudicium abeundi (expulsion order)

§ 1  The dean will terminate or reject the enrolment of a student in the study programme if the student’s behaviour or expressions/language is evidence of his/her unsuitability to practice one or more of the professions for which his/her study programme serves as training, or for the practical training for professional practice. This refers to extreme moral and physical unsuitability for professional practice. [ARTICLE 7.42 WHW]

§ 2  Before the dean makes a decision as referred to in § 1, he/she will obtain the recommendations of the Board of Examiners and, if the student is already enrolled, from the student counsellor.

§ 3  Prior to a decision, the dean will grant the student or prospective student the opportunity to be heard.

§ 4  If a staff member of the institution or an examiner is of the opinion that the student is unsuitable as described in § 1, he/she shall notify the dean of this belief in writing without delay.
Chapter 12 Concluding provisions – adoption & amendment – evaluation

Article 12.1. Hardship clause

In the event that the application of this EER disproportionately harms the interests of an individual student during his/her enrolment, the student may submit a written objection to the Board of Examiners against the regulations being applied to him/her. The Board of Examiners shall reach a decision within fifteen working days in which it will weigh the individual interests of the student against the interests of the programme department, and shall notify the student of its decision in writing.

Article 12.2. Unforeseen circumstances

Cases that these regulations do not provide for and which require an immediate decision will be decided on by the body competent to do so. If the competent body is the Board of Examiners, for instance in the case of unit examinations and concluding examinations, this decision may be made by the chairperson.

Article 12.3. Adoption and amendment

§ 1 This EER is to be adopted by the dean before 1 July 2018 and requires the consent of the faculty participation board and Study Programme Committee. The dean ratifies the EER.

§ 2 During its period of validity, the EER cannot be amended.

§ 3 These education and examination regulations enter into force on 1 September 2018 and may be cited as: EER European Studies 2018-2019.

Article 12.4. Transitional measures

Students who participated in (partial) tests prior to 1 September 2018 for Presentation Skills, Word, Introduction to Politics or Introduction to Academic Writing in year 1, must apply to the head of department before 1 October 2018 for taking part in an exam as offered in 2017-2018, otherwise they need to take the exam as offered in 2018-2019.

Students who participated in (partial) tests prior to 1 September 2018 for Promotional Design and Branding, Communication: Theory and Practice, Marketing 2, Pitsstop Project or Concern Communication in year 2, must apply to the head of department before 1 October 2018 for taking part in an exam as offered in 2017-2018, otherwise they need to take the exam as offered in 2018-2019.

Students who participated in (partial) tests for block 1 of year 4, prior to 1 September 2018, the following transition rules shall apply. If the student is missing 1 or 2 partial tests falling within the changed curriculum of year 4, he shall be offered one chance in the first block of the 2018-2019 academic year according to the old curriculum and a resit in the exam period of block 1.
the student is missing 3 or more (partial) tests from the changed curriculum, he shall be required to participate in the new curriculum for block 1 of year 4.

Students who participated in (partial) tests for the minor Contemporary British culture or the minor International Security and Conflict prior to 1 September 2018, the following transition rules shall apply. If the student is missing 1 or 2 partial tests of the minor, he shall be offered one chance in the first block of the 2018-2019 academic year according to the old curriculum and a resit in the exam period of block 1 or he may choose another minor.

**Article 12.5. Evaluation**

The dean is responsible for the regular evaluation of the *EER* and – for the purposes of monitoring and, where necessary, adjusting the study load – shall take into consideration matters such as the *time requirement* for the student under the study load.
Part 2. The programme and the examination process
Chapter 1 Content of the programme and the examination process

1.1. Objective of the study programme

*European Studies envisages its graduates as highly sought-after European professionals in strategic communication in the public and/or the private sectors.* Therefore, knowledge of communication and both the public and the private domain and knowledge of other languages and cultures are of great importance. The focus of European Studies is on Europe, but never closes the eyes for the relationship of Europe and the rest of the world.

Between brackets every competency is related to the HBO standard (K=knowledge; R= research skills; PS= professional skills; PC= professional conduct). Competences in bold print are ‘core’ competences

Generic competences of special relevance to European studies:

1. **Ability to communicate in one’s own and foreign languages using the appropriate terminology in this subject area (PS)**
2. Ability to identify and utilise appropriately sources of information (bibliography, documents, websites, etc.) in all relevant areas (R)
4. Ability to work in a multicultural team (PS)
5. **Ability to work on an interdisciplinary area (PS)**
7. Ability to reflect on one’s own values and to question concepts, ideas and theories (PC)

Specific competences on general European issues:

10. Ability to interpret European events, developments and policies in national, regional and local frameworks (PS)
11. Awareness of the complexity of the process of wider European co-operation (K)
17. **Knowledge of ideas of Europe (K)**
18. **Knowledge of Europe’s changing role in the world (K)**

Specific competences on European Union issues:

19. Ability to define suitable research topics contributing to debates on European integration (R)
23. **Knowledge of the history of European integration (K)**
24. **Knowledge of European Union institutions and decision-making processes (K)**
25. **Knowledge of European Union policies (K).**

In addition,

30. Ability to provide thorough advice, by conducting an extensive analysis, on a European oriented organisation in the field of business, marketing and communication (K)
1.2. Description of the educational and examination programme

Use of other languages

<table>
<thead>
<tr>
<th>Study unit</th>
<th>Language of instruction</th>
<th>Working language</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>French</td>
<td>English</td>
<td>French as a foreign language</td>
</tr>
<tr>
<td>German</td>
<td>German</td>
<td>English</td>
<td>German as a foreign language</td>
</tr>
<tr>
<td>Spanish</td>
<td>Spanish</td>
<td>English</td>
<td>Spanish as a foreign language</td>
</tr>
<tr>
<td>Dutch for Foreigners</td>
<td>Dutch</td>
<td>English</td>
<td>Dutch as a foreign language</td>
</tr>
<tr>
<td>Russian</td>
<td>Russian</td>
<td>English</td>
<td>Russian as a foreign language</td>
</tr>
<tr>
<td>Zukunft Deutschland</td>
<td>German</td>
<td>German</td>
<td>Project aimed at deepening knowledge on German speaking countries</td>
</tr>
</tbody>
</table>

Attendance requirements
For all courses using continuous assessment (c.a.) to determine (partial) grades a minimum attendance by students is required.
If a course sets attendance requirements, there always is a replacement assignment, which may differ per course and is described in the course manual.
1.3. Description of the educational and examination programme

Teaching, learning and testing in year 1

In year 1 of the study programme of European Studies there are no entry requirements for separate courses, except for *Insight into the EU* and the media monitoring report of *EU current affairs*, see footnote added for these courses. English is mandatory for all students. Additionally, students choose French/German/Spanish as their first language and students choose French/German/Spanish/Dutch for foreigners as their second language. Non-Dutch students without knowledge of French or German must choose Dutch as their second language. For the readability Exam period has been shortened to EP, courses with an * are semester courses; courses with an ** are integrated (one test for two or more courses).

<table>
<thead>
<tr>
<th>Year 1 block 1</th>
<th>Competences</th>
<th>#EC</th>
<th>Forms of teaching and learning</th>
<th>Attendance requirement</th>
<th>Form (partial) examination</th>
<th>Weighing factor (%)</th>
<th>(partial) exam in</th>
<th>Resit (partial) exam in exam period</th>
</tr>
</thead>
<tbody>
<tr>
<td>EU Origins and institutions</td>
<td>10,11,24</td>
<td>3</td>
<td>Lectures + workshops</td>
<td>Written exam</td>
<td>100</td>
<td>EP Block 1</td>
<td>EP Block 2</td>
<td></td>
</tr>
<tr>
<td>Introduction to Law</td>
<td>24, 25</td>
<td>4</td>
<td>Lectures + workshops</td>
<td>Written exam</td>
<td>100</td>
<td>EP Block 1</td>
<td>EP Block 2</td>
<td></td>
</tr>
<tr>
<td>Introduction to Marketing</td>
<td>2, 5, 30</td>
<td>3</td>
<td>Lectures + workshops</td>
<td>Written exam</td>
<td>100</td>
<td>EP Block 1</td>
<td>EP Block 2</td>
<td></td>
</tr>
<tr>
<td>Presentation Skills</td>
<td>1,4,5,7</td>
<td>Workshops + group presentations</td>
<td>During own workshop in <em>Insight in the EU</em></td>
<td>During block 2**</td>
<td>EP block 3**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English 1 semester 1*</td>
<td>1</td>
<td>Workshops+ c.a.</td>
<td>80% Reading/use of English</td>
<td>25</td>
<td>EP Block 1</td>
<td>EP Block 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Writing</td>
<td>25</td>
<td>EP Block 1</td>
<td>EP Block 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>French 1 semester 1*</td>
<td>1</td>
<td>Lectures + workshops + c.a.</td>
<td>80% Writing 1</td>
<td>25</td>
<td>EP Block 1</td>
<td>EP Block 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Oral exam</td>
<td>25</td>
<td>EP Block 1</td>
<td>During Block 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>German 1 semester 1*</td>
<td>1</td>
<td>Workshops + Presentations + Dialogues + c.a.</td>
<td>80% Writing 1</td>
<td>50</td>
<td>EP Block 1</td>
<td>EP Block 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish 1 semester 1*</td>
<td>1</td>
<td>Workshops + c.a.</td>
<td>80% Oral exam</td>
<td>50</td>
<td>EP Block 1</td>
<td>EP Block 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dutch for Foreigners 1 semester 1*</td>
<td>1</td>
<td>Workshops + c.a.</td>
<td>80% Oral exam 1.1</td>
<td>50</td>
<td>EP Block 1</td>
<td>EP Block 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 1 block 2</td>
<td>Competences</td>
<td>#EC</td>
<td>Forms of teaching and learning</td>
<td>Attendance requirement</td>
<td>Form (partial) examination</td>
<td>Weighing factor (%)</td>
<td>(partial) exam in</td>
<td>Resit (partial) exam in</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------</td>
<td>-----</td>
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<td>----------------------</td>
</tr>
<tr>
<td>Insight into the EU**</td>
<td>1, 4, 5, 7, 10, 11</td>
<td>3*</td>
<td>Workshops (presentation) + portfolio of presentation by groups of students</td>
<td>Workshop' and portfolio**</td>
<td>25</td>
<td>During block 2**</td>
<td>EP block 3**</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Written exam</td>
<td>75</td>
<td>EP Block 2</td>
<td>EP block 3</td>
<td></td>
</tr>
<tr>
<td>Foundations of Europe</td>
<td>17, 18</td>
<td>3</td>
<td>Lectures + workshops</td>
<td>Written exam</td>
<td>100</td>
<td>EP Block 2</td>
<td>EP block 3</td>
<td></td>
</tr>
<tr>
<td>Introduction to Economics</td>
<td>10, 11, 18</td>
<td>3</td>
<td>Lectures + Workshops</td>
<td>Written exam</td>
<td>100</td>
<td>EP Block 2</td>
<td>EP block 3</td>
<td></td>
</tr>
<tr>
<td>Match Project</td>
<td>1, 2, 4</td>
<td>1</td>
<td>Simulation game</td>
<td>100%</td>
<td>Group assignment</td>
<td>0</td>
<td>EP Block 2</td>
<td>2019-2020</td>
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<tr>
<td>Word</td>
<td>5</td>
<td>Lectures + assignments</td>
<td>no</td>
<td>EU Current affairs Media monitoring report</td>
<td>Block 4 week 6</td>
<td>EP block 4</td>
<td></td>
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<tr>
<td>English 1 semester 1*</td>
<td>1</td>
<td>3</td>
<td>Workshops+ c.a.</td>
<td>80%</td>
<td>Vocabulary</td>
<td>25</td>
<td>EP Block 2</td>
<td>EP block 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Oral exam</td>
<td>25</td>
<td>During block 2</td>
<td>During block 3</td>
<td></td>
</tr>
<tr>
<td>French 1 semester 1*</td>
<td>1</td>
<td>3</td>
<td>Lectures + workshops + c.a.</td>
<td>80%</td>
<td>Writing 2</td>
<td>25</td>
<td>EP Block 2</td>
<td>EP block 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Listening</td>
<td>25</td>
<td>EP Block 2</td>
<td>EP block 3</td>
<td></td>
</tr>
<tr>
<td>German 1 semester 1*</td>
<td>1</td>
<td>3</td>
<td>Workshops + Presentations + Dialogues + c.a.</td>
<td>80%</td>
<td>Oral</td>
<td>20</td>
<td>EP Block 2</td>
<td>EP block 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Writing 2</td>
<td>30</td>
<td>EP Block 2</td>
<td>EP block 3</td>
<td></td>
</tr>
<tr>
<td>Spanish 1 semester 1*</td>
<td>1</td>
<td>3</td>
<td>Workshops + c.a.</td>
<td>80%</td>
<td>Writing</td>
<td>50</td>
<td>EP Block 2</td>
<td>EP block 3</td>
</tr>
<tr>
<td>Dutch for Foreigners semester 1*</td>
<td>1</td>
<td>3</td>
<td>Workshops + c.a.</td>
<td>80%</td>
<td>Writing 1.2</td>
<td>50</td>
<td>EP Block 2</td>
<td>EP block 3</td>
</tr>
</tbody>
</table>

* Entry requirement for the workshop of Insight into the EU is having passed all assignments for Presentation Skills.
<table>
<thead>
<tr>
<th>Competences</th>
<th>Forms of teaching and learning</th>
<th>Attendance requirement</th>
<th>Form (partial) examination</th>
<th>Weighing factor (%)</th>
<th>(partial) exam in</th>
<th>Resit (partial) exam in</th>
</tr>
</thead>
<tbody>
<tr>
<td>EU Current Affairs 1</td>
<td>10, 11, 19, 23</td>
<td>2</td>
<td>Internship + individual presentation</td>
<td>80%</td>
<td>Newsletter</td>
<td>50</td>
</tr>
<tr>
<td>Intercultural Communication</td>
<td>1, 4, 7</td>
<td>3</td>
<td>Lectures, group workshops, discussions</td>
<td>80%</td>
<td>Workshop presentation</td>
<td>40</td>
</tr>
<tr>
<td>FOCUS project</td>
<td>1, 4, 5, 7, 30</td>
<td>3</td>
<td>Simulation game</td>
<td>100%</td>
<td>Presentation, portfolio</td>
<td>100</td>
</tr>
<tr>
<td>Presentation Skills</td>
<td>1, 4, 5, 7</td>
<td>2</td>
<td>Workshops + individual presentations</td>
<td>80%</td>
<td>Pitch of English block 4</td>
<td>100</td>
</tr>
<tr>
<td>Introduction to academic writing*</td>
<td>2</td>
<td></td>
<td>Workshops</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English 1 semester 2*</td>
<td>1</td>
<td></td>
<td>Workshops + Presentations + c.a.</td>
<td>80%</td>
<td>Reading/ use of English</td>
<td>15</td>
</tr>
<tr>
<td>French 1 semester 2*</td>
<td>1</td>
<td></td>
<td>Lectures + workshops + c.a.</td>
<td>80%</td>
<td>Writing</td>
<td>30</td>
</tr>
<tr>
<td>German 1 semester 2*</td>
<td>1</td>
<td></td>
<td>Workshops + Dialogues + moderation + c.a.</td>
<td>80%</td>
<td>Writing</td>
<td>50</td>
</tr>
<tr>
<td>Spanish 1 semester 2*</td>
<td>1</td>
<td></td>
<td>Workshops + c.a.</td>
<td>80%</td>
<td>Oral</td>
<td>50</td>
</tr>
<tr>
<td>Dutch for Foreigners 1 semester 2*</td>
<td>1</td>
<td></td>
<td>Workshops + c.a.</td>
<td>80%</td>
<td>Oral 1.3</td>
<td>50</td>
</tr>
<tr>
<td>Year 1 block 4</td>
<td>Competences</td>
<td>#EC</td>
<td>Forms of teaching and learning</td>
<td>Attendance requirement</td>
<td>Form (partial) examination</td>
<td>Weighing factor (%)</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------</td>
<td>-----</td>
<td>--------------------------------</td>
<td>------------------------</td>
<td>---------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>EU Current Affairs 2</td>
<td>5, 10, 11</td>
<td>5</td>
<td>Internship + individual presentation</td>
<td>80%</td>
<td>State of affairs report&lt;sup&gt;2&lt;/sup&gt;</td>
<td>34</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>Final internship assessment</td>
<td>33</td>
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<td></td>
<td></td>
<td>Presentation</td>
<td>33</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Media monitoring report&lt;sup&gt;1&lt;/sup&gt;</td>
<td>0</td>
</tr>
<tr>
<td>Introduction to Politics</td>
<td>20</td>
<td>4</td>
<td>Lectures + group workshops</td>
<td>80%</td>
<td>Written exam</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Active participation</td>
<td>40</td>
</tr>
<tr>
<td>Introduction to academic writing</td>
<td>2</td>
<td></td>
<td>Workshops</td>
<td></td>
<td>In State of affairs report</td>
<td>Block 4 week 7</td>
</tr>
<tr>
<td>English 1 semester 2*</td>
<td>1</td>
<td>5</td>
<td>Workshops + Presentations + c.a.</td>
<td>80%</td>
<td>Pitch</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Vocabulary</td>
<td>15</td>
</tr>
<tr>
<td>French 1 semester 2*</td>
<td>1</td>
<td>4</td>
<td>Lectures + workshops + c.a.</td>
<td>80%</td>
<td>Writing 2</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Active participation</td>
<td>20</td>
</tr>
<tr>
<td>German 1 semester 2*</td>
<td>1</td>
<td>4</td>
<td>Workshops + Dialogues +moderation + c.a.</td>
<td>80%</td>
<td>Oral</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Writing 2</td>
<td>30</td>
</tr>
<tr>
<td>Spanish 1 semester 2*</td>
<td>1</td>
<td>4</td>
<td>Workshops + c.a.</td>
<td>80%</td>
<td>Writing</td>
<td>50</td>
</tr>
<tr>
<td>Dutch for Foreigners 1 semester 2*</td>
<td>1</td>
<td>4</td>
<td>Workshops + c.a.</td>
<td>80%</td>
<td>Writing 1.4</td>
<td>50</td>
</tr>
<tr>
<td>AGC year 1</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic guidance counselling</td>
<td>7</td>
<td>1</td>
<td>individual and group meetings with coach + info hours</td>
<td>80% info hours</td>
<td>Portfolio, meetings, info hours</td>
<td>100</td>
</tr>
</tbody>
</table>

In year 1 a minimum of 504 contact hours, depending on the choice of languages

<sup>1</sup> You will only be granted your grade for the State of affairs report if you have passed all assignments for Introduction to Academic writing

<sup>2</sup> Entry requirements for the Media monitoring report is having passed all assignments for Word.
Teaching, learning and testing in year 2

<table>
<thead>
<tr>
<th>Year 2 block 1</th>
<th>Competence</th>
<th>#EC</th>
<th>Forms of teaching and learning</th>
<th>Entrance requirement</th>
<th>Attendance requirement</th>
<th>Form (partial) examination</th>
<th>Weighing factor (%)</th>
<th>(partial)exam in</th>
<th>Resit (partial) exam in</th>
</tr>
</thead>
<tbody>
<tr>
<td>European Law and Politics*</td>
<td>10,11, 23,24,25</td>
<td>Lectures + workshops</td>
<td>n.a.</td>
<td></td>
<td></td>
<td>Written exam</td>
<td>60</td>
<td>EP block 1</td>
<td>EP Block 2</td>
</tr>
<tr>
<td>Communication &amp; Marketing</td>
<td>2,4,5</td>
<td>6 Lectures + workshops + project</td>
<td>n.a.</td>
<td>100% during own workshop and project</td>
<td></td>
<td>Written exam</td>
<td>60</td>
<td>EP block 1</td>
<td>EP Block 2</td>
</tr>
<tr>
<td>Academic writing*</td>
<td>1, 2</td>
<td>Workshops + c.a.</td>
<td>English 1</td>
<td>80%</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>French 2</td>
<td>1</td>
<td>Workshops + c.a.</td>
<td>French 1</td>
<td>80%</td>
<td>Writing 1</td>
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* The same essay will be graded both on Academic writing as on European Law and Politics
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<th>Resit (partial) exam in</th>
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<td>Weighing factor (%)</td>
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<td>Resit (partial) exam in</td>
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<td>Individual meetings with coach, info hours, taking part in activities</td>
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Teaching, learning and testing in year 3

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<th>Entrance requirement</th>
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</table>
| Exchange          | 1, 4, 5, 7  | 28   | • 2 EC progress and reflection report  
                  |                         |                  | • Passed Propaedeutic exam  
                  |                         |                  | • Obtained at least 48 EC from year 2  
                  |                         |                  | • Missing no more than 8 EC from blocks 1 and 2 of year 2  
                  |                         |                  | • A positive advice for Spanish to take courses in a Spanish speaking country |

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<td>Consultancy project*</td>
<td>2, 4, 5, 10, 11, 18, 24, 25, 30</td>
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<td>Seminar</td>
<td>50</td>
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<td>2019 week 35</td>
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<tr>
<td>Russian*</td>
<td>1</td>
<td>3+4</td>
<td>3</td>
<td>Workshops + c.a. dialogues + role plays</td>
<td>80%</td>
<td>Written exam 1</td>
<td>50</td>
<td>EP Block 3</td>
<td>EP Block 4</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Written exam 2</td>
<td>50</td>
<td>EP Block 4</td>
<td>2019 week 35</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>CEE part 1</td>
<td>5, 11, 18</td>
<td>4</td>
<td>3</td>
<td>(guest)lectures + workshops + field trip</td>
<td>Written exam</td>
<td>100</td>
<td>EP Block 4</td>
<td>2019 week 35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zukunft Deutschland*</td>
<td>1, 4</td>
<td>3+4</td>
<td>5</td>
<td>Project</td>
<td>German year 3</td>
<td>80%</td>
<td>Active participation</td>
<td>0</td>
<td>During sem. 2</td>
<td>EP Block 4</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Portfolio</td>
<td>0</td>
<td>EP block 3 + EP block 4</td>
<td>EP Block 4</td>
<td></td>
<td></td>
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<td></td>
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<td>0</td>
<td>During sem. 2</td>
<td>EP Block 4</td>
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</tr>
</tbody>
</table>

French/German/Spanish, see Modules year 3, semester 2
## Year 4 block 1

<table>
<thead>
<tr>
<th>Competences</th>
<th>#EC</th>
<th>Forms of teaching and learning</th>
<th>Attendance requirement</th>
<th>Form (partial) examination</th>
<th>Weighing factor (%)</th>
<th>(partial) exam in</th>
<th>Resit (partial) exam in</th>
</tr>
</thead>
<tbody>
<tr>
<td>EU global competitiveness</td>
<td>18, 24, 25</td>
<td>3 Workshops Guest lectures</td>
<td>Written exam</td>
<td>100</td>
<td>EP block 1</td>
<td>EP block 2</td>
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<tr>
<td>EU Foreign Affairs and Security Policy</td>
<td>18, 25</td>
<td>3 (Guest) lectures + workshops Guest lectures</td>
<td>Written exam</td>
<td>100</td>
<td>EP block 1</td>
<td>During block 2</td>
<td></td>
</tr>
</tbody>
</table>

### Advanced attempts

Students are allowed to take a maximum of 4 exams for missing courses of 2.3, 2.4, 3.3 and 3.4 in the exam period of block 1. Resits will take place in the regular exam period or resit period of the exam(s) involved in 2018-2019.

### Students either chose EU global competitiveness or EU Foreign Affairs and Security Policy

<table>
<thead>
<tr>
<th>EU global competitiveness</th>
<th>Workshops + assignment</th>
<th>Guest lectures</th>
<th>Assignment</th>
<th>100</th>
<th>During block 1</th>
<th>During block 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>EU Foreign Affairs and Security Policy</td>
<td>Workshops + assignment</td>
<td>Guest lectures</td>
<td>Assignment</td>
<td>100</td>
<td>During block 1</td>
<td>During block 2</td>
</tr>
</tbody>
</table>

### Students either chose EU developing aid, acquisition or EU developing aid, sales

<table>
<thead>
<tr>
<th>EU developing aid, sales</th>
<th>Workshops + assignment</th>
<th>Guest lectures</th>
<th>Assignment</th>
<th>100</th>
<th>During block 1</th>
<th>During block 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>EU developing aid, acquisition</td>
<td>Workshops + assignment</td>
<td>Guest lectures</td>
<td>Assignment</td>
<td>100</td>
<td>During block 1</td>
<td>During block 2</td>
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</tbody>
</table>

### Career counselling part 2

<table>
<thead>
<tr>
<th>Workshops</th>
<th>80%</th>
<th>Active participation</th>
<th>0</th>
<th>During block 1</th>
<th>During block 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>0</td>
<td>During block 1</td>
<td>During block 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career event</td>
<td>0</td>
<td>9 November 2018</td>
<td>During blocks 2, 3, 4</td>
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</tr>
</tbody>
</table>

### Students must choose at least one out of Common Wealth Studies or IELTS

<table>
<thead>
<tr>
<th>Commonwealth studies</th>
<th>Tutorials and Presentations</th>
<th>80%</th>
<th>Group presentations</th>
<th>50</th>
<th>During block 1</th>
<th>During block 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS</td>
<td>Workshops + c.a.</td>
<td>80%</td>
<td>External exam</td>
<td>100</td>
<td>During block 1 or 2, depending on dates of IELTS</td>
<td>Depending on dates of IELTS</td>
</tr>
</tbody>
</table>

| French 4 | 80% | Portfolio | 0 | During block 1 | During block 2 |
### Year 4 block 1

<table>
<thead>
<tr>
<th>Competences</th>
<th>#EC</th>
<th>Forms of teaching and learning</th>
<th>Attendance requirement</th>
<th>Form (partial) examination</th>
<th>Weighing factor (%)</th>
<th>(partial)exam in</th>
<th>Resit (partial) exam in</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Lectures + C.a. + Workshops</td>
<td>Job interview</td>
<td></td>
<td>100</td>
<td>EP block 1</td>
<td>During block 2</td>
</tr>
<tr>
<td>German 4</td>
<td>1</td>
<td>Workshops + c.a.</td>
<td>80%</td>
<td>Portfolio</td>
<td>0</td>
<td>EP block 1</td>
<td>During block 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Job interview + file</td>
<td>100</td>
<td>EP block 1</td>
<td>During block 2</td>
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<tr>
<td>Spanish 4</td>
<td>1</td>
<td>Workshops + c.a.</td>
<td>80%</td>
<td>Oral</td>
<td>25</td>
<td>During Block 1</td>
<td>During block 2</td>
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<tr>
<td></td>
<td></td>
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<td>Writing 4.1</td>
<td>75</td>
<td>EP block 1</td>
<td>During block 2</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Active participation</td>
<td>0</td>
<td>During block 1</td>
<td>During block 2</td>
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</table>

### Extra-curricular elective courses year 4 block 1

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<th>Forms of teaching and learning</th>
<th>Entrance requirement</th>
<th>Attendance requirement</th>
<th>Form (partial) examination</th>
<th>Weighing factor (%)</th>
<th>(partial)exam in</th>
<th>Resit (partial) exam in</th>
</tr>
</thead>
<tbody>
<tr>
<td>French/German/Spanish, see Modules year 4, block 1</td>
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<tr>
<td>CEE part 2</td>
<td>3</td>
<td>(guest)lectures + c.a. + workshops</td>
<td>80%</td>
<td>Written exam</td>
<td>100</td>
<td>EP Block 1</td>
<td>During block 2</td>
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<tr>
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<td>Field trip and assignments</td>
<td>100 %</td>
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<td>Upon return</td>
<td>No resit possible</td>
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<tr>
<td>Zukunft Deutschland</td>
<td>3</td>
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<td>During block 1</td>
<td>During block 2</td>
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<td>Attendance requirement</td>
<td>Contact hours</td>
<td>Form (partial) examination</td>
<td>Weighing factor (%)</td>
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<td>Deutsch für den Beruf</td>
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<td>15</td>
<td>Lectures, workshops, individual assignments</td>
<td>Passed the propaedeutic exam and 5</td>
<td>80%</td>
<td>8 weeks of 3 * 4 hours per week</td>
<td>Business letter</td>
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<td>Chairperson in a discussion</td>
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<td>Presentation on a German federal state</td>
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<td>Group project</td>
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<td>Human rights</td>
<td>2, 5, 10, 11, 25</td>
<td>15</td>
<td>Lectures, workshops Portfolio Writing a mini thesis (in English) and defending it in public Individual and group assignments</td>
<td>Passed the propaedeutic exam + English at C1 level</td>
<td>Track 1 80% Track 2 at least 3 meeting s with supervisor on the mini-thesis</td>
<td>8 weeks of 7.5 hours</td>
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</table>

5 Not admissible: HHMS, students who were admitted via a German diploma and students who have German in their major
6 Estimated costs around € 150
<table>
<thead>
<tr>
<th>Minors year 4 block 2</th>
<th>#EC</th>
<th>Forms of teaching and learning</th>
<th>Entrance requirement</th>
<th>Contact hours</th>
<th>Form (partial) examination</th>
<th>Weighing factor (%)</th>
<th>(partial) exam in</th>
<th>Resit (partial) exam in</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Preparing and attending the field trip(s)</td>
<td>Track 3 100%</td>
<td>8 weeks of 8 hours</td>
<td>Track 1</td>
<td>34</td>
<td>EP block 2</td>
<td>with supervisor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Passed the propaedeutic exam English at least at B2.2 CEFR</td>
<td>Track 1 80% Track 2 80% Track 3 100%</td>
<td>3 * 3 hours per week + consultation hours</td>
<td>Oral exam 1</td>
<td>20</td>
<td>During block 2</td>
<td>make appointment with supervisor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Oral exam 2</td>
<td>20</td>
<td>During block 2</td>
<td>make appointment with supervisor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Written exam 1</td>
<td>27</td>
<td>During block 2</td>
<td>make appointment with supervisor</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Written exam 2</td>
<td>27</td>
<td>During block 2</td>
<td>make appointment with supervisor</td>
</tr>
<tr>
<td>Lobbying and Public Affairs in the EU</td>
<td>15</td>
<td>Track 1 Lobby Campaign + Pitch+ workshops</td>
<td>Passed the propaedeutic exam English at least at B2.2 CEFR</td>
<td>8 weeks of 8 hours</td>
<td>Track 1</td>
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<td>During block 3</td>
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<td>Track 2 lectures</td>
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<td>Lobby campaign</td>
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<tr>
<td></td>
<td></td>
<td>Track 3 workshops + individual portfolio + field trip to Brussels</td>
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<td>Lobby pitch</td>
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<td>Before 1 July 2018</td>
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<td>Written exam</td>
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<td>EP block 2</td>
<td>Before 1 July 2018</td>
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<td>Individual reflection reports</td>
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<td>During block 2</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Portfolio</td>
<td>0</td>
<td>During block 2</td>
<td>During block 3</td>
</tr>
<tr>
<td>Spanish</td>
<td>15</td>
<td>Workshops during the day Every working day consultation between 21.00 and 22.00 via closed</td>
<td>Passed the propaedeutic exam English at least at B2.2 CEFR</td>
<td>Not miss more than 3 sessions</td>
<td>Oral exam 1</td>
<td>20</td>
<td>During block 2</td>
<td>make appointment with supervisor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Oral exam 2</td>
<td>20</td>
<td>During block 2</td>
<td>make appointment with supervisor</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Written exam 1</td>
<td>27</td>
<td>During block 2</td>
<td>make appointment with supervisor</td>
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<td></td>
<td></td>
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<td></td>
<td>Written exam 2</td>
<td>27</td>
<td>During block 2</td>
<td>make appointment with supervisor</td>
</tr>
</tbody>
</table>

---

7 Estimated costs € 150
8 Is also offered in block 4
9 Not admissible: HHMS, students who were admitted via a Spanish diploma, students of Spanish origin and students who have Spanish in their major
## Minors year 4 block 2

<table>
<thead>
<tr>
<th>Competences</th>
<th>#EC</th>
<th>Forms of teaching and learning</th>
<th>Entrance requirement</th>
<th>Attendance requirement</th>
<th>Contact hours</th>
<th>Form (partial) examination</th>
<th>Weighing factor (%)</th>
<th>(partial) exam in</th>
<th>Resit (partial) exam in</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whatsapp group</td>
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<td></td>
<td></td>
<td>make appointment with supervisor for extra assignment</td>
</tr>
<tr>
<td>Academic Paper</td>
<td>2</td>
<td>15</td>
<td>Individual research and meetings with supervisor</td>
<td>n.a.</td>
<td>Attendance + participation</td>
<td>6</td>
<td>During block 2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Academic Paper
- **Entrance requirement**: Attendance + participation
- **Form (partial) examination**: Bachelor thesis
- **Weighing factor (%)**: 100
- **(partial) exam in**: 8 February 2019
- **Resit (partial) exam in**: Before 1 June 2019

---

## Year 4 semester 2

<table>
<thead>
<tr>
<th>Year 4 semester 2</th>
<th>Competences</th>
<th>#EC</th>
<th>Entrance requirements</th>
<th>Attendance requirement</th>
<th>Form (partial) examination</th>
<th>Weighing factor (%)</th>
<th>(partial) exam in</th>
<th>Resit (partial) exam in</th>
</tr>
</thead>
</table>
| Internship | i, 2, 4, 5, 7, and other depending on internship | 28 | • Passed the propaedeutic exam  
• Obtained all EC from year 2  
• Obtained all credits for the exchange of year 3  
• Passed Research Methods  
• Passed Statistics & ICT  
• Passed Strategic communication report or implementation report  
• Not missing more than 6 EC over a maximum of 2 courses of 3.3, 3.4 and 4.1 | 100% | Internship activities | 40 | Final assessment at end of internship | 2019-2020 |
<p>| | | | | | | | | Internship report | 20 | 18 weeks after start internship | Within 10 working days after grading |
| | | | | | | | | Research report | 40 | 18 weeks after start internship | Within 10 working days after grading |</p>
<table>
<thead>
<tr>
<th>Competences</th>
<th>#EC</th>
<th>Forms of teaching and learning</th>
<th>Attendance requirement</th>
<th>Form (partial) examination</th>
<th>Weighing factor (%)</th>
<th>(partial)exam in</th>
<th>Resit (partial) exam in</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Guidance Counselling</td>
<td>7</td>
<td>1</td>
<td>Coach meetings, info hours and graduation portfolio</td>
<td>80%</td>
<td>Graduation Portfolio</td>
<td>0</td>
<td>End of each block</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Coach meetings</td>
<td>0</td>
<td>During year</td>
</tr>
</tbody>
</table>
## Fast track: Teaching, learning and testing in year 2

<table>
<thead>
<tr>
<th>Fast track year 2 block 1</th>
<th>Competences</th>
<th>#EC</th>
<th>Forms of teaching and learning</th>
<th>Entrance requirement</th>
<th>Attendance requirement</th>
<th>Form (partial) examination</th>
<th>Weighing factor (%)</th>
<th>(partial) exam in</th>
<th>Resit (partial) exam in</th>
</tr>
</thead>
<tbody>
<tr>
<td>European Law and Politics*</td>
<td>10,11, 19,23, 24,25</td>
<td>1</td>
<td>Lectures + workshops</td>
<td>n.a.</td>
<td></td>
<td>Written exam</td>
<td>60</td>
<td>EP block 1</td>
<td>EP Block 2</td>
</tr>
<tr>
<td>Communication &amp; Marketing</td>
<td>2,4,5</td>
<td>6</td>
<td>Lectures + workshops + project</td>
<td>n.a. 100% at own workshop + at project</td>
<td></td>
<td>Project</td>
<td>40</td>
<td>End of block 1</td>
<td>EP Block 2</td>
</tr>
<tr>
<td>European Project*</td>
<td>1, 2, 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Assignments</td>
<td>25</td>
<td>During sem. 1</td>
<td>EP Block 3</td>
</tr>
<tr>
<td>Presentation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Portfolio</td>
<td>50</td>
<td>During sem. 1</td>
<td>EP Block 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Portfolio</td>
<td>25</td>
<td>During sem. 1</td>
<td>EP Block 3</td>
</tr>
<tr>
<td>CEE part 2</td>
<td>5, 11, 18</td>
<td>3</td>
<td>(guest)lectures + c.a. + workshops</td>
<td></td>
<td>80%</td>
<td>Written exam</td>
<td>100</td>
<td>EP Block 1</td>
<td>During bl. 2</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish 2 semester 1*</td>
<td>1</td>
<td>4</td>
<td>Workshops + c.a.</td>
<td>Spanish 1 80%</td>
<td>Writing 2.1 35</td>
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</tr>
<tr>
<td>Dutch for Foreigners 2</td>
<td>1</td>
<td>4</td>
<td>Workshops + Presentations + c.a.</td>
<td>DFF II 1 80%</td>
<td>Oral 2.1 15</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

* Electives are extra-curricular courses and can only be followed if student started with either Spanish or Dutch for Foreigners at zero level in year 1.
<table>
<thead>
<tr>
<th>Competences</th>
<th>Forms of teaching and learning</th>
<th>Entrance requirement</th>
<th>Attendance requirement</th>
<th>Form (partial) examination</th>
<th>Weighing factor (%)</th>
<th>(partial) exam in</th>
<th>Resit (partial) exam in</th>
</tr>
</thead>
<tbody>
<tr>
<td>European Law and Politics*</td>
<td>10,11,19 23,24,25</td>
<td>Lectures + workshops</td>
<td>n.a.</td>
<td>Assignments(^i)</td>
<td>40</td>
<td>During sem. 1</td>
<td>EP Block 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Written exam</td>
<td>60</td>
<td>EP block 2</td>
<td>EP block 3</td>
</tr>
<tr>
<td>Introduction to PR</td>
<td>2, 4, 5</td>
<td>Lectures + Workshops</td>
<td>At lectures</td>
<td>Written exam</td>
<td>40</td>
<td>EP Block 2</td>
<td>EP Block 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Portfolio</td>
<td>60</td>
<td>During block 2</td>
<td>EP Block 3</td>
</tr>
<tr>
<td>Global Diplomacy</td>
<td>2, 5, 7, 11</td>
<td>Lecturers + Workshops</td>
<td>80%</td>
<td>Quizzes</td>
<td>50</td>
<td>During block 2</td>
<td>EP Block 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Portfolio</td>
<td>50</td>
<td>During block 2</td>
<td>EP Block 3</td>
</tr>
<tr>
<td>European Project*</td>
<td>1, 2, 4</td>
<td></td>
<td>80%</td>
<td>Assignments</td>
<td>25</td>
<td>During sem. 1</td>
<td>EP Block 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Portfolio</td>
<td>50</td>
<td>During sem. 1</td>
<td>EP Block 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Presentation</td>
<td>25</td>
<td>During sem. 1</td>
<td>EP Block 3</td>
</tr>
<tr>
<td>Electives(^{12})</td>
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<td></td>
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<td></td>
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<tr>
<td>Spanish 2 semester 1*</td>
<td>1</td>
<td>Workshops + c.a.</td>
<td>Spanish 1</td>
<td>Writing 2.2</td>
<td>35</td>
<td>EP Block 2</td>
<td>EP Block 3</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Oral 2.2</td>
<td>15</td>
<td>During block 2</td>
<td>EP Block 3</td>
</tr>
<tr>
<td>Dutch for Foreigners 2 semester 1*</td>
<td>1</td>
<td>Workshops + Presentations + c.a.</td>
<td>DFF II 1</td>
<td>Writing 2.2</td>
<td>50</td>
<td>EP Block 2</td>
<td>EP Block 3</td>
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<tr>
<td>Fast track AGC year 2</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Guidance Counselling year fast track year 2</td>
<td>1, 7</td>
<td>Coach meetings, info hours and graduation portfolio</td>
<td>studying in fast track year 2</td>
<td>Portfolio, meetings, info hours</td>
<td>100</td>
<td>End of each block</td>
<td>EP Block 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Active participation Career counselling part 1</td>
<td>0</td>
<td>During block 4</td>
<td>In CCO part 2</td>
</tr>
</tbody>
</table>

\(^{11}\) The same essay will be graded both on Academic writing as on European Law and Politics

\(^{12}\) Electives are extra-curricular courses and can only be followed if student started with either Spanish or Dutch for Foreigners at zero level in year 1.
Fast track year 2, semester 2, see Year 3 semester 2

Fast track year 3, see Teaching, learning and testing in year 4
Courses only offered to incoming exchange students

<table>
<thead>
<tr>
<th>Only for exchange students</th>
<th>Competences</th>
<th>#EC</th>
<th>Block</th>
<th>Forms of teaching and learning</th>
<th>Form (partial) examination</th>
<th>Weighing factor (%)</th>
<th>(partial)exam in</th>
<th>Resit (partial) exam in</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dutch Life and Institutions semester 1</td>
<td>1, 2, 4, 7, 17</td>
<td>3</td>
<td>1+2</td>
<td>Tutorials &amp; group presentations, Field Trip</td>
<td>Written assignments Presentation</td>
<td>80</td>
<td>During semester 1</td>
<td>EP Block 2</td>
</tr>
<tr>
<td>Dutch Life and Institutions semester 2</td>
<td>1, 2, 4, 7, 17</td>
<td>3</td>
<td>3+4</td>
<td>Tutorials &amp; group presentations, Field Trip</td>
<td>Written assignments Presentation</td>
<td>80</td>
<td>During semester 2</td>
<td>EP Block 4</td>
</tr>
<tr>
<td>Minorities and Dominant Cultures</td>
<td>2, 4, 7</td>
<td>3</td>
<td>3</td>
<td>Lectures + workshops + role plays</td>
<td>Field research study report Journals Active participation</td>
<td>60</td>
<td>EP Block 3</td>
<td>During block 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>(partial)exam in</th>
<th>Resit (partial) exam in</th>
</tr>
</thead>
</table>
1.4. Evaluation of the study programme

European Studies is part of the Faculty of International Business and Communication and one of the programmes offered at Zuyd University of Applied Sciences.

To meet the legal requirements European Studies must be accredited by the NVAO. The current accreditation is valid until 1-1-2022.

Due to new policy in the Netherlands, programmes which have the same Croho will be accredited in a so-called cluster visitation. For European Studies this means the cluster accreditation of this programme offered at HHS in the Hague, NHL Stenden in Leeuwarden, Zuyd University of Applied Sciences in Maastricht and NTI in Leiden must take place before of 1-5-2021.

In addition, the audit and control department keeps track of the quality of the programmes within Zuyd by having a full internal audit two years previous to the year of the visitation, which took place for ES in November 2017. The year after the accreditation by NVAO, Audit and Control carries out an internal audit on the implementation of the recommendations of the audit panel.

Quality Assurance of the Faculty of International Business and Communication carries out evaluations on a regular basis, which are discussed with the Curriculum Committee, leading to improvements of the content and the quality of courses. Results are available via Moodle.

The Exam Control Committee carries out evaluations on a regular basis, leading to improvements on the quality of assessment.

The Student Programme Committee structurally gives input for improving the programme. Each block the exam organisation is evaluated by the parties involved (exam board, management study programme, office of educational affairs, head of operational affairs of the faculty, study programme committee).

More details can be found in Handboek Kwaliteitszorg FIBC 2017-2020.

1.5. Invalid results of old unit examinations

The period of validity of the following unit examinations at ES has expired: n.a.
Chapter 2 Examination regulations

2.1 General exam rules Faculty International Business and Communication

2.1.1 General rules
Students must obey the rules stated below, the instructions of the invigilator, and all instructions listed on the front page of the exam.

1. Students must follow the invigilator's instructions at all times.
2. Students must ensure they arrive on time, preferably at least 5 minutes before the start of the exam.
3. Students must show their student identification card to the invigilator in order to enter the examination room. Students who are unable to show their student identification card, may identify themselves with a valid proof of identity (passport, identity card, or driver's licence). If students cannot provide official proof of their identity, they cannot sit the exam. Students must sign the attendance list to enter the examination room.
4. Students, who are late, are not permitted to enter the examination room after the start of the exam.
5. Coats must be on the back of your chair and closed bags, non-religious head covering, sunglasses, etc. must be placed out of reach.
6. Mobile telecommunication devices, such as pagers, smart watches, Google glasses, etc., are never permitted. Mobile telecommunication devices must be switched off inside the examination room and must be put beneath the chair, preferably in a closed bag.
7. The only items which students may have on their desk during an exam are a pen, the exam and exam paper, and only those aids which are permitted by the exam supervisor.
8. Only calculators approved by Zuyd (via a sticker) are allowed to be used during the exams.
9. Except for the items allowed on the desk, all other personal belongings of the students must be placed underneath their chair, in a closed bag. As soon as students reach underneath their chair, the exam is over for that student.

2.1.2 During the exam
10. Students are responsible for checking their exam as soon as they receive it to make sure that it is a correct and complete copy.
11. Students must fill in the front page and all sheets of the official examination paper with their name, study programme, group, student number, exam account, lecturer, etc.
12. Rough workings must be done either in the blank spaces in the exam papers or on official Zuyd exam paper. Exam paper that is used for rough workings must also be identified with the student's name, student number, and group and be handed in with the exam.
13. It is forbidden to exchange information and/or aids with other students. If a student gives the impression in any way of disobeying this rule, the invigilator is required to talk to the student about this fraud and to inform the Educational Affairs Office via the invigilator's comments form. The Educational Affairs Office will inform the lecturer and the Board of Examiners.
14. Students must complete their exam individually and must not copy from others or allow others to copy from them. Questions about exam content are not permitted during the exam.
15. Once the exam has started, students are not permitted to leave and then return.
16. It is forbidden to eat or drink anything or to go to the toilet during the exam (with a maximum duration of 90 minutes). The Board of Examiners may authorise students with medical reasons and informs the Educational Affairs Office. Students who are allowed to leave the examination room to go to the toilet for medical reasons can only leave the room whilst accompanied by an invigilator or an Educational Affairs Office staff member. All the student’s things and the exam papers must remain in the examination room. During exams longer than 90 minutes, students are allowed to go to the toilet, under the supervision of an invigilator. During exams longer than 90 minutes, students are allowed to drink non sparkling water (in bottles without labels). In case of high temperatures, to be decided by faculty management, students are allowed to drink non sparkling water (in bottles without labels).

2.1.3 Leaving the examination room after the exam
1. Students may not leave the examination room during the first 30 minutes of the exam.
2. In the case of a written examination, at least one opportunity will be given to leave before the end of the allowed time. The invigilator will indicate when students who wish to leave are permitted to do so. If a student leaves without the invigilator’s permission, his/her exam paper will be collected and the student will not be allowed to return to continue it.
3. All exam documents must be submitted to the invigilator clearly marked with the student’s name, study programme, etc. Paper with rough workings on must also be submitted clearly marked with the student’s name, etc. It is not permitted to take exam papers or rough workings out of the examination room. If the invigilator observes a student taking exam papers, rough workings, or other exam documents out of the examination room, this will be reported via the invigilator’s comments form. The Board of Examiners sees this as a possible fraud (see EER, part 1, article 8.2).

If there is an exceptional circumstance which these rules do not cover, the invigilator consults with the Educational Affairs Office.

2.2 Exams and resits
To be allowed to (re)sit exams, students must follow the procedure as described below.
1. Students must register in Osiris for all exams that are offered in a certain block during the first ten working days of that block, starting on the first Friday at 00.01 am of the block and ending on the third Thursday at 11.59 pm. An exception to this is the registration for exams in the first block for first-year students.
2. First-year students will be instructed on how to register for exams and resits during coach classes in the first block of the first year.
3. The Educational Affairs Office makes an attendance list for each exam and resit based on the students who have registered in Osiris properly.
4. Students are only permitted to enter the examination room if they are on the attendance list. This will be checked on entering the examination room. Students can therefore only sit the exam if they have registered in Osiris properly.
5. If a student is not on the attendance list but has received confirmation of registration, he must report to the Educational Affairs Office immediately.
2.2.1 Registering for courses and exams
6 After registering for an exam in Osiris, students receive an e-mail confirming their registration. Students who do not receive this confirmation e-mail must report to the Educational Affairs Office immediately within the registration period, within a maximum of three working days.
7 Halfway the registration period students receive an e-mail from the Educational Affairs Office asking them to check their SVO in Osiris, after they have registered for the exam(s), whether they are actually registered for the exam(s).
8 If it is the case that a student is in fact not registered for a particular exam but has received an e-mail confirming registration for the exam, the student must report to the Educational Affairs Office immediately within the registration period, within a maximum of three working days so that a correct attendance list can be made.

2.2.2 Registering for resits
9 Students who fail an exam must register for the exam’s resit by week 5 of the subsequent block.
10 Students who need to re-sit exam(s) from a lower year must register for the course in Osiris during week 5 of the subsequent block.
11 After registering for a resit in Osiris, students receive an e-mail confirming their registration. Students who do not receive this confirmation e-mail must report to the Educational Affairs Office immediately within the registration period, within a maximum of three working days.
12 Halfway the registration period students receive an e-mail from the Educational Affairs Office asking them to check their SVO in Osiris, after they have registered for resit(s), whether they are actually registered for the resit(s).
13 If it is the case that a student is in fact not registered for a particular exam but has received an e-mail confirming registration for the exam, the student must report to the Educational Affairs Office immediately within the registration period, within a maximum of three working days so that a correct attendance list can be made.
14 An exception to the above: students do not need to register for the resits for block 4. The Educational Affairs Office will take care.

2.2.3 Not registered for exams or resits
15 Students who find out they have not registered for exams or resits and are of the opinion they have good reasons to not have registered according to the rules stated above, must contact the Board of Examiners immediately via examboard.ES@zuyd.nl, providing evidence why they have not registered. The Board of Examiners decides if the student is allowed to take part in the exam and if so, informs the Educational Affairs Office immediately.
16 Students who decide not to take part in an exam or a resit already registered for, must deregister via Osiris before the exam/resit will take place. However, they have no right to an extra chance.
17 Students are not entitled to get extra resits, unless the Board of Examiners decides otherwise.

2.3 Publication of results
Students are entitled to prompt publication of the established marks for any examination they have sat in Osiris. For the purpose of this section, ‘prompt’ means within 15 working days after the examination date, unless there are reasons to extend this deadline and any extension is
communicated to students as soon as possible. In cases of (project) reports, the meaning of 'prompt' is within 30 working days of the submission deadline.

2.4 Inspection of examination papers
Students are entitled to inspect their completed examination papers.

2.4.1 Right to inspection
1. Students have the right to inspect all exams, including papers, projects and essays.
2. Inspection can take place in groups or on an individual basis. The examiner/professor of the subject concerned or the educational office will schedule a time for students to inspect an exam.
3. The period in which students are entitled to inspect their exams is up to 20 days after the mark is registered on Osiris.
4. The inspection will take place within the 20-day period at a time which should be logically convenient to all students. Students will be informed of the date, time and location of the inspection timely by their professor/examiner or the educational office.
5. If a student has a convincing reason not to be present at the scheduled inspection time, but still wishes to take part in the inspection, he or she is obliged to report this to the professor before the time of inspection. The right of inspection cannot be denied, unless the 20-day period has passed.
6. The right to inspection only covers the student’s own work. Access to any model answers / answer key is at the discretion of the examiner.

2.4.2 Rules of conduct during inspection time
7. Coats are to be hung on the back of the chair and items such as bags, non-religious headwear, and sun glasses should be placed out of reach.
8. During inspection time there should not be any items on the students’ desks other than the exam or partial exam that is up for inspection. I.e. no pens, paper, cameras, phones or other objects.
9. Students are not allowed to make copies or take pictures of the exam or partial exam and cannot copy down any exam questions or take them out of the classroom. When a student is suspected of breaking this rule, the professor or examiner will report this to the Board of Examiners, who will deal with this as a possible case of fraud (see part 1, article 8, paragraph 2). An exception may be made for report and essay assessment sheets.
10. The inspection time will be determined by the examiner/professor and should reflect the difficulty of the exam. Within the available time, the students will be able to inspect the exam or partial exam in a calm and sensible fashion and will get a chance to pose questions.
11. No one is allowed to leave the classroom before the inspection time has passed. Only after the available time has passed and the professor has collected all exams or partial exams and answer sheets will the students be allowed to leave the classroom.
Chapter 3 Academic guidance counselling

From the start of the first study year each student will be assigned a coach. The coach is a lecturer at European Studies who will provide (on-demand) guidance to the student and will keep up with their study progress, development and professional attitude. Their coach is the first one to turn to if a student has study or personal problems. Where appropriate, the coach may initiate a meeting with the student. Any formal agreements between coach and student require the approval of the head of the department of European Studies.

During the first study year students will have at least two meetings with their coach, preferably initiated by the student, during which their study progress, development and professional attitude can be discussed. These meetings are mandatory, even if the students’ results are (more than) sufficient. However, if students have questions or problems they should contact their coach, especially when things occur that may have a negative effect on their study progress. If necessary or appropriate, the coach will refer the student to the student counsellor. Before any decision is made on the continuation of the student’s studies, the opinions of the coach and student counsellor will be taken into consideration.

During the post-propaedeutic phase students are expected to plan at least one meeting (two in year 4) per academic year with their coach to discuss progress, development and attitude. During the mandatory coach meetings learning targets regarding knowledge, skills and attitude (competences) will be formulated for the next block. It will also be checked in what way students have reached the study targets that they formulated in the previous meeting and advice on how to continue will be provided.

In addition, coach classes will be held in which the coach discusses several topics with all the fellow classmates or gives training on e.g. time management or study skills.

The target of the programme Academic Guidance Counselling (AGC) is to give students more insight in and control over the development of their own competences and professional behaviour. This means that during their studies students will have to monitor their own knowledge, skills and attitude by carrying out assignments; they will learn to determine what they still have to do and how to carry this out. To facilitate this, students will keep a digital portfolio which they share with their coach.

By the end of each academic year, the coach determines whether students have earned the credits for Academic Guidance Counselling.
### Chapter 4 Structure of the Year

The source of the academic calendar shown here is the annual time table published on [https://www.zuyd.net.nl/werken/onderwijs/jaarrooster](https://www.zuyd.net.nl/werken/onderwijs/jaarrooster). EP = Exam period

<table>
<thead>
<tr>
<th>Week No.</th>
<th>Date</th>
<th>General Information</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>27-8-2018</td>
<td>Introduction</td>
<td></td>
<td></td>
<td></td>
<td>resits 3.4</td>
</tr>
<tr>
<td>36</td>
<td>3-9-2018</td>
<td>Start academic year 2018/2019</td>
<td>1/1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>10-9-2018</td>
<td>1/2 Register for courses/exams</td>
<td>Register for courses/exams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>17-9-2018</td>
<td>1/3 Exchange</td>
<td></td>
<td>Register for courses/exams</td>
<td>Register for courses/exams</td>
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</tr>
<tr>
<td>39</td>
<td>24-9-2018</td>
<td>1/4 Register for courses/exams</td>
<td>Register for courses/exams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>1-10-2018</td>
<td>1/5 Register for courses/exams</td>
<td></td>
<td></td>
<td>Register for courses/exams</td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>8-10-2018</td>
<td>1/6 Register for courses/exams</td>
<td>Propaedeutic certificates</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>42</td>
<td>15-10-2018</td>
<td>Autumn break - no classes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>22-10-2018</td>
<td>1/7 ZD Vienna</td>
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<td></td>
</tr>
<tr>
<td>44</td>
<td>29-10-2018</td>
<td>1/8</td>
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<td>5-11-2018</td>
<td>*9 November Career Event</td>
<td>1/9 EP block 1</td>
<td>EP block 1 / Pitsstop project*</td>
<td>EP block 1 / advanced chances*</td>
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<td>46</td>
<td>12-11-2018</td>
<td>8 - 15 November Pitsstop project</td>
<td>1/10 EP block 1</td>
<td>Pitsstop project*</td>
<td>EP block 1 / 2 Pitsstop chances</td>
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<td>49</td>
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<td>50</td>
<td>10-12-2018</td>
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<td>51</td>
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<td>52</td>
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<td>3/9 19-04 Good Friday - no classes</td>
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<td>18</td>
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<tr>
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<tr>
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<td>4/11 wrap up week</td>
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<td>wrap up week</td>
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<tr>
<td>30</td>
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<td>Summer break - no classes until Aug 25</td>
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