Teaching and Examination Regulations

Study year 2026-2027 -- General Provisions

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Introduction

This is the English translation of the *Onderwijs- en examenregeling* (Teaching and Examination Regulations: TER), the regulations referred to in article 7.13 of the WHW (Dutch Higher Education and Research Act) and applies to all bachelor and ad programmes at HAS University of Applied Sciences for the academic year 2025-2026. This TER contains information about the bachelor programmes and student rights and obligations with respect to the study programme. The TER is part of the Student Charter 2021-2022. In addition to the TER, the Student Charter also includes provisions governing the legal protection of students.

Structure

The TER consists of two parts:

- Part 1: General Provisions applying to all full-time, part-time and dual bachelor programmes, and ad-programmes, including the components of these programmes in the form of microcredentials.
- Part 2: Provisions for each specific bachelor and ad study programme with an appendix for the following study programmes: Animal Husbandry (AH), Applied Biology (AB), Applied Geo-Information Science (AGIS), Business Management in Agriculture (BMA), Environmental Studies (ES), Food Innovation (FI/FV/HV), Food Technology (FT), Horticulture & Business Management (HBM), International Food & Agribusiness (IFA), Spatial & Environmental Planning (SEP) and the ad Green Living Environment.

This document states the General Provisions.

Structure and numbering

Each article and provision is given a three-part number (e.g. 1.1.1). Each main topic has its own section. The sections in the General Provisions and the appendices in the study programme part are numbered consecutively. Within the sections, the provisions are divided into articles, also numbered consecutively, and are further divided into paragraphs.

Form of address

Where the term ‘he/him’ is used in these regulations, this is also intended to mean ‘she/her’ and ‘they/them’.

English version

This document is an English version of the Dutch original, *Onderwijs- en Examenregeling* 2025-2026. In the case of any discrepancies, the Dutch shall prevail.

Where can the regulations be found?

These regulations and the other related regulations and appendices can be found on the HAS University of Applied Sciences intranet.

Section 1 - General provisions

Article 1.1.1 Terminology

Assessment component
A separately assessed part of a course.

Associated Degree (ad)
The course that is registered as such in the Registration of Institutions and Courses (RIO).

Bachelor program
The course that is registered as such in the Registration of Institutions and Courses (RIO).

Board of Governors (the Board)
The body responsible for the management of HAS University of Applied Sciences as defined in the WHW and articles 8 and 9 of the Statutes of the HAS 's-Hertogenbosch Foundation.

Certificate
The certificate awarded when the student has successfully passed the foundation year or the final exam of the bachelor program, or the associated degree exam.

Cluster Directors
The directors, appointed by the Board of Governors, who manage a cluster of study programmes or support services.

Coach
A lecturer who personally supervises a student or a group of students during the study programme, keeping an eye on the students and giving feedback and feedforward on their personal development.

Contract student
Recipient of one or more microcredentials

Course
A course is a teaching unit according to Article 7.13 of the WHW. The scope of a course is expressed as a total number of credits (EC) and the course is concluded with an examination that may consist of one or more tests.

Course coordinator
A course examiner who supervises the course.

Course recommendation (Study advice)
Recommendation to the student on continuing the study programme within the Bachelor programme or outside it.

Course workload (EC)
The study load involved in each study programme and each teaching unit is expressed in credits (EC - European Credits). The total study load for an academic year is 60 EC, equal to 1680 study load hours.

Department Education, Research & Quality
The department that provides support and services to students and lecturers on a range of teaching and research matters.

European Credits (EC)
An agreement made on a European level to determine course workload and study points. One EC is equivalent to 28 hours of study.

EVC report
A Recognition of Prior Learning of the student.

Exam Committee
The committee of a study programme that, in accordance with article 7.12 of the WHW, has been entrusted with the duties and powers of the Exam Committee entrusted to them by the WHW or by HAS internal regulations.

Exam / Examination
Final assessment of a course. This final examination consists of a weighted average of the test results of the course in question.

Examinations Appeal Board (the Exam Board) (CBE)
The independent institution authorised to register and assess an appeal against the decisions of the Exam Committee and examiners, as defined in article 7.60 of the WHW. In Dutch this board is known as the CBE (College van Beroep voor de Examens).

Examiner
A person who has been appointed by the Exam Committee to administer and assess tests and examinations, as defined in article 7.12c of the WHW.

External student
A student who takes part in examinations, but does not attend the courses that are part of the study programme.

Final exam / examination
The final exam concluding the foundation year, the post-foundation phase of the bachelor study programme or the associated degree. The student passes this exam by completing all courses of the study programme with a pass mark.

Lowest acceptable mark
The minimum mark required in a test to pass the examination of which the test is a part.

Microcredential
Educational component of a study programme that is part of an funded course and therefore of an accreditation worthy level, offered on a contract basis.

Post-foundation phase
The phase in the bachelor program after the foundation year, referred to in the WHW in Dutch as the ‘postpropedeutische fase’.

Programme committee (PC)
The committee responsible for exercising powers and duties related to the Teaching and Examination Regulations, as defined in article 10.3c of the WHW, for a study programme or group of study programmes.

Prospective student
Person wishing to register as a student at HAS University of Applied Sciences.

Student
The person who has registered and been admitted to study and take part in examinations for one or more study programmes at HAS University of Applied Sciences.

Student Charter
The regulations adopted and published as such by the Board of Governors, that include the rights and obligations of students registered at HAS University of Applied Sciences.

Study advisor
The person within a course tasked with informing students of the advice regarding their course of study.

Study programme part
Appendices to the Teaching and Examination Regulations (TER) containing regulations for specific study programmes.

Degree supplement
An appendix to the bachelor's or associated degree certificate that aims to give graduates and third parties (potential employers) insight into the knowledge and skills acquired during the study programme, as well as provide information about the nature of the study programme and the university.

Syllabus
A summary of the courses that students with specific prior qualifications are required to follow to successfully complete the study programme, including the order in which the courses need to be taken and the course admission requirements.

Test Test taken as part of an examination.

University Council
A university-wide representative advisory council as defined in article 10.17 of the WHW.

WHW
The Dutch Higher Education and Research Act (WHW).

Article 1.1.2 Nature and scope of these regulations

1. This TER is applicable to the bachelor and associated degree programmes of HAS University of Applied Sciences. The regulations therefore apply to all students who have registered or have applied to register with the institution. External students are subject only to those provisions pertaining to the rights granted to them by the WHW and their resultant obligations. For further details, see the Student Charter.
2. The following articles of this TER shall apply mutatis mutandis to microcredentials and the relevant teaching contract with the contract student:
    - Section 1 – General provisions, articles 1.1.1, 1.1.2 and 1.1.3
    - Section 2 – Admission and transfer, articles 1.2.1 and 1.2.2
    - Section 4 – Tests and examination, articles 1.4.1, 1.4.2 (with the exception of paragraphs 2 and 3), 1.4.4 and 1.4.5
    - Section 5 – Assessment and determining results, articles 1.5.1, 1.5.2, 1.5.3, 1.5.4 paragraph 1, 1.5.5 paragraph 1 and 2
    - Section 7 – Student progress and study report, article 1.7.1
    - Section 9 – Irregularities and fraud, articles 1.9.1 and 1.9.2
    - Section 10 – Final provisions articles 1.10.1, 1.10.2 and 1.10.3

    In addition, a number of additional agreements, relating to the following sections shall also apply:

    - Section 2, article 1.2.1, paragraph 1: Micro credentials are subject to the same (further) admission requirements as the programme to which the micro credential belongs.
    - Section 3, article 1.3.1: The total study load of a micro credential is between 3 and 30 EC.
    - Section 6, article 1.6.1: The examination board issues an Edu badge (digital certificates) as proof of a successfully completed micro credential.
3. During the academic year 2026-2027, it will be inventoried and determined which articles from the OER will apply to contract education. Where appropriate, it will be determined which articles from the OER specifically apply to the corresponding education contract with the contract student. The provisions of this TER apply to the academic year 2026-2027. The regulations come into effect on 01-09-2026.
4. If, on 01-09-2026, the TER 2026-2027 has not yet been accepted and passed, the regulations of the previous TER will apply as a transitional measure until such time as the TER 2026-2027 comes into effect.
5. For determining test and examination results pertaining to instruction given in previous academic years, the TER of that academic year will apply.

Article 1.1.3 Acceptance and passing of the regulations

The TER is accepted and passed annually, prior to the start of the academic year, in accordance with the WHW and the

regulations of the University Council and of the Programme Committee (PC). The Programme Committee has the right of approval for study programme-specific provisions. The programme committee sends a copy of this approval to the University Council.

Section 2 - Admission and Transfer

Article 1.2.1 Admission requirements

1. Registration for bachelor and associated degree programmes at HAS University of Applied Sciences is subject to articles 7.24, 7.25 and 7.28 of the WHW. Any additional admission requirements, as referred to in article 7.25 and 7.28 of the WHW, are included in the study programme part of the TER.
2. The Board of Governors may decide to accept students who apply after 1 May for specific study programmes, subject to specific conditions in addition to those specified in article 7.31a and 7.31b of the WHW.
3. Applicants who do not meet the additional admission requirements, as referred to in paragraph 1 ('deficiency') may still be registered if, after review they are found to meet comparable substantive requirements. The requirements must be met before the beginning of the study programme. In accordance with the rules of the Public Records Act and privacy law, the study programme is obliged to keep a record of the review referred to in this paragraph, together with its findings.
4. The following course-choice activities may form part of the admissions process as referred to in article 7.31b of the WHW: submitting a letter of motivation, an admissions interview (intake), participation in an orientation day or trial lessons day.

Article 1.2.2 Admissions review and foreign qualifications

1. Students aged 21 or older who do not meet the additional admission requirements referred to in article 1.2.1 paragraph 1may still be admitted to a bachelor of associated degree programme in accordance with article 7.29 of the WHW if:
    a. an admissions review has given evidence of their suitability for the education within the study programme of their choice, and
    b. they have demonstrated sufficient proficiency in the language in which instruction is given to enable them to successfully follow that study programme.
2. Proof of a positive admissions review will be provided by, or on behalf of, the Board of Governors. Part 2 of the TER establishes which functionary or institution is authorised to issue the relevant certificate.
3. Students in possession of a foreign qualification that gives them access to a study programme at an institution of higher education in their own country can apply to the Board of Governors for admission to a study programme at HAS University of Applied Sciences, providing they meet the admission requirements for that study programme or if the Board of Governors considers that the level of their previous education is equivalent to that of the HAS admission requirements.
4. The requirements which have to be met in order to obtain the proof referred to in paragraph 2 are defined separately by each study programme and are laid out in the study programme part of the TER.
5. The proof referred to in paragraph 2 only gives access to the study programme or study programmes for which the decision has been issued.

Article 1.2.3 Admission to the post-foundation phase of the bachelor programme

1. The student is admitted to the post-propaedeutic phase of the bachelor programme, with due observance of Title 8 of this TER.
2. Students not in possession of a certificate such as that referred to in paragraph 1 may, in accordance with article 7.30 paragraph 2 of the WHW, ask to be exempted from the foundation year final examination. To do so, they must be in possession of a qualification from an institution in the Netherlands or abroad that is substantively at least equivalent to the certificate referred to in the first paragraph of this article, in the judgement of the cluster manager. Where such a qualification has been issued outside of the Netherlands, students must provide evidence to the cluster manager of proficiency in the language in which instruction is provided, enabling them to successfully follow the course.

Section 3 - Education

Article 1.3.1 Types of study programmes

1. The study programmes are offered on a full-time, part-time and dual basis.
2. The structure and organisation of the different types of study programme are defined in the study programme section of the TER.
3. In accordance with article 7.4 of the WHW, the total study load of a bachelor programme is 240 EC.
4. In accordance with article 7.5 of the WHW, the total study load of an associated degree programme is 120 EC.
5. The foundation year phase of a bachelor programme has a study load of 60 EC and has been organised in such a way that it provides insight into the content and final attainment levels of the study programme, partly with a view to serving as a reference and selection tool during that phase.
6. The post-foundation phase of a bachelor programme has a study load of 180 EC.
7. The study load of individual study programmes and individual courses, including any possible exemptions for certain categories of transfer students, is given in the study programme part of the TER.

Article 1.3.2 Years 3 and 4 of the bachelor programme

1. The Board of Governors wishes to increase and stimulate exchange opportunities for third and fourth year students. These years combined add up to 120 EC. The programme consists of a combination of the components internship, free study options, specialisation and professional assignment. The individual composition of years 3 and 4 of the study programme is designed in consultation with the student.
2. The ‘free study options’ component aims at increasing the breadth and/or depth of the educational programme. For instance, this component can be used to increase the length of an internship or the specialisation or for following a minor of the student’s own choosing.
3. The subject matter of the ‘specialisation’ component is dependent on the study programme and is described in the study programme part of the TER.
4. The ‘professional assignment/ZO’ component is determined for each separate study programme.
5. The ‘experience abroad’ component takes place outside the student’s country of origin and consists of an internship, specialisation at a business or a minor at an academic institution and can be combined with the components internship, specialisation and/or minor. Further rules can be set related to this component in the study programme part of the TER, among other things regarding whether this component is mandatory or not.

Article 1.3.3 Structure of the study programme

1. An academic year consists of four terms or two semesters. Terms 1 to 3 consist of 10 weeks of instruction while term 4 consists of 11 weeks of instruction. If the semester structure is maintained, semester 1 consists of 20 weeks of instruction and semester 2 of 21 weeks of instruction.
2. The study programme is offered in the form of a coherent system of courses. The study load of a course is expressed as EC.
3. The content of the study programme is outlined in the study programme part of the TER. A course description may refer students to an appendix for more detailed information about the course. The TER’s appendices constitute an integral part of the TER.

Section 4 - Tests and examinations

Article 1.4.1 Examinations

1. Every course is concluded by an examination. An examination may consist of one or more tests.
2. Information regarding all the tests that are part of the study programme is included in the study programme part of the TER or in the course descriptions. A course description is available for each course and includes information such as details about how the course is assessed, the assessment components within the course, the objective of the assessment and the assessment method used for each assessment components. It also explains how the results of each assessment component is weighted to produce an overall examination result.
3. Responsibility for each course rests with a cluster manager and is managed by a course coordinator appointed by the cluster manager. The course coordinator is one of the study programme’s examiners.
4. The Exam Committee is responsible for safeguarding the quality of tests and examinations.
5. After the start of the course, any deviation from the details noted under paragraph 2 above requires the approval of the Exam Committee.

Article 1.4.2 Test and exam schedule

1. Tests and exams are scheduled in such a way as to allow students to make use of the designated preparation time.
2. Students are informed of the week in which the test will take place at the beginning of the course.
3. During tests, students are supervised by invigilators who work in accordance with the ‘Regulations for the Exam Committees'.
4. The regulations related to written and online assessment are defined in the Regulations for the Exam Committees.
5. If the learning objectives and/or the final attainment level of a course are radically changed, or the educational components are no longer included in the syllabus, the student is entitled, up to a maximum of one year after the end of the course in its original form, to be assessed on the objectives of the course in its original form.

Article 1.4.3 Right to resit tests and exams

1. A student is entitled to resit a test or exam in the following term, unless otherwise specified in the study programme part of the TER or in the relevant course description.
2. During their final term if a student has passed the post-foundation phase of the bachelor programme or the associated degree programme and all elements except for one test, the student will be eligible for an additional opportunity to resit that assessment component. This only applies in cases where waiting for a regular resit would mean that the study programme could not be completed before the term concerned and only if the following conditions are satisfied:
    a. The assessment component is not the Professional Assignment/ZO of the bachelor programme or the master thesis of the associated degree.

   b. No more than **one** test is required to pass **one** examination, in whatever form (written or otherwise).
   c. The student has taken advantage of the last two regular opportunities for assessment;For the end dates of the terms, refer to the annual planning. Term 4 always ends on August 31 of the relevant academic year.
3. The exam results are known at the end of week 1/11. These show whether a student meets conditions b and c. In week 2/12, the student can indicate to the study advisor whether they wish to take the extra resit for 1 test during the relevant term. Further arrangements regarding the resit are made by the study programme with the student.
4. A student can resit an exam they have already passed **once** only. Per academic year, a student can resit only two exams they have already passed.
   a. In the event that an exam consists of several tests, this resit regulation does not apply to the entire examination, but to the individual tests.
   b. Following successful completion of all components of the foundation phase of the bachelor programme, it is not possible to resit examinations and tests that form part of the foundation phase.
5. The highest score is valid.

Article 1.4.4 Provisions for students with a disability or chronic illness

1. Students with a disability are offered the opportunity to take tests and exams in a way that is adapted as far as possible to their individual limitations, provided that the stated learning objectives are safeguarded. Students must submit a written, well-substantiated application to the Exam Committee in a timely manner, where possible including supporting documents (e.g. a medical report). If necessary, the Exam Committee shall seek expert advice before making a decision. If they wish to do so, the student can be given the opportunity to present their case. After the application has been received, the student will be informed of any provisions that can be made.
2. The Exam Committee can delegate the duties and powers referred to in paragraph 1 to the department Education, Research & Quality, Service, the Assessment Team Venlo and/or Studie+. Final responsibility remains with the Exam Committee.

Article 1.4.5 Exemption from tests and examinations

1. After a student has submitted an application in writing, the Exam Committee may grant exemption from taking one or more tests and/or examinations on the grounds of:
   a. A test or examination that has been previously passed successfully.
   b. Knowledge and/or skills acquired outside of higher education that demonstrate that the student has already met the requirements of the test and/or examination.
2. Evidence of knowledge and/or skills as referred to in paragraph 1 may be provided by submitting an IDW credential evaluation report and/or by submitting an authenticated certificate or diploma from a previous study programme.
3. A request for exemption from a test or examination must be submitted to the exam committee, no later than four weeks before the examination in question.
4. After receipt of the application for exemption, the Exam Committee will make a decision, taking into account the level and study load of the courses for which exemption is being requested, and in accordance with the provisions in Section 10. If necessary, the Exam Committee will allow the examiner conducting the test or examination the opportunity to advise on the application.
5. The exemption is valid for the same period as the test and/or exam for which the exemption is granted.

Section 5 - Assessment and determining results

Article 1.5.1 Assessment of tests and examinations

1. Each exam has an assessment chart showing how each of the associated tests will be assessed.
2. The result of a test is shown as a mark ranging from 1.0 to 10.0 rounded to one decimal place, or as a ‘pass’ or ‘fail’.
3. Tests which are part of an exam must be completed with a mark rounded to the lowest acceptable mark of 4.0. In the study programme section of the TER, the lowest acceptable mark may be set higher for specific tests.
4. An exam result is a whole number between 1 and 10 inclusive. An examination consists of multiple tests to determine the test result, a number with one or more decimal places is rounded to the nearest whole number.
5. Externally achieved results, such as by following an external minor, can be recognised and processed in the grade management system with a grade from 1 to 10 as well as with a ‘pass’.
6. A test for which exemption has been granted by the Exam Committee, as referred to in article 1.4.5, paragraph 1, will not be taken into account when determining the exam result.
7. The examination has been successfully passed if the mark attained is 6 or above, or the examination has been assessed with the word ‘pass’, and the individual test results within the course are equal to or above the lowest acceptable mark referred to in paragraph 3.
8. A test for which exemption has been granted by the Exam Committee, as referred to in article 1.4.5 paragraph 1, will be considered as having been successfully passed when determining the final exam result.
9. Determining the exam result takes place after all the tests which are part of that exam have been conducted. Credits are awarded for a course once an exam has been passed successfully, or compensation has been given.

Article 1.5.2 Determining and publishing test and exam results

The examiner determines the result of those tests referred to in article 1.4.2, paragraph 3 and enters the mark into the administration system within 20 working days, in and no later than one teaching week after the end of the term in which the test or exam was taken. If the test and/or exam was taken in week 10, the examiner will enter the mark no later than two teaching weeks after the end of the term in which the test and/or exam was taken. For tests/examinations taken in term 4, week 11 is the final deadline for entering results. For administrative reasons, the assessment date is used for the 'date of test' and 'date of assessment' in the grade management system Osiris.

Article 1.5.3 Right of inspection

1. Within three teaching weeks after the test or exam was taken, the examiners who assessed the work will make the questions and the students' answers available for them to inspect, at a time and place that has been clearly communicated to them by the lecturer.
2. During a period of 20 teaching weeks after taking the test or exam, students have the right to inspect the questions and their answers and to ask for a possible correction to their mark.
3. If, due to circumstances beyond their control, a student is unable to take advantage of their right of inspection as referred to in paragraph 1, they will be offered an alternative opportunity, preferably within the timeframe mentioned in paragraph 1.

Article 1.5.4 Retention period for tests and exams

1. Tests that have been completed and corrected, including their assessment, must be retained by the examiner for 20 teaching weeks after the test/exam result has been determined. However, a representative sample of these completed and corrected tests/exams must be retained for a period of two years.
2. Assessed work associated with the graduation programme, including their assessments, must be retained for seven years after the result has been determined.

Article 1.5.5 Validity period of results

1. The results of examinations and tests are valid for an unlimited period.
2. The cluster director may limit the period of validity of a test when the knowledge and skills tested are demonstrably outdated, as described in Article 7.10(4) of the WHW.
3. Contrary to paragraph 1, the Exam Committee may require a student to take an additional or replacement test or exam in a subject that they previously passed, before the student is allowed to take part in the final examination, in accordance with article 7.10, paragraph 4 of the WHW.
4. The validity period of a course exemption is also governed by the provisions in paragraphs 1 and 2 above.
5. Contrary to paragraph 2, the examiner may determine that a test has a longer validity period. This validity period should be recorded in the study programme part of the TER or in the study programme manual.

Section 6 - Final examinations

Article 1.6.1 Structure of the final examinations

1. In the bachelor programmes the following final examinations may be taken:
    a. The post-foundation year examination that concludes the foundation year phase and
    b. The bachelor examination.
2. A student has successfully passed the post-foundation year examination when they have obtained 60 EC in the foundation year phase, including any compensation authorised in the study programme part of the TER.
3. A student has successfully passed the bachelor examination when they have obtained a total of 240 EC, including any compensation authorised in the study programme part of the TER.
4. In the associated degree programmes, the associated degree examination is taken.
5. A student has successfully passed the associated degree examination when they have obtained a total of 120 EC, including any compensation authorised in the study programme part of the TER.
6. The date of graduation from the foundation year exam will be set as the last day of February, May, August or November.
7. The graduation date of the bachelor or associated degree programme is determined on the last day of the month in which the last test was completed with a satisfactory result.

Article 1.6.2 Degree certificates

1. The Exam Committee issues a degree certificate to a student who has fulfilled all the educational requirements of the bachelor or associated degree programme and for whom the institution's Board of Governors has declared that they have fulfilled the procedural requirements for awarding a certificate. The model and appendices of this certificate are determined by the Board of Governors, in accordance with article 7.11 of the WHW. Certificates will include at least the following elements:
    a. The name of the study programme and the institution, as listed in RIO

   b. The teaching components covered by the examination
   c. Where appropriate, which minor was attained
   d. Where appropriate, which related competency is certified
   e. The mark awarded by the Board of Governors
   f. The date on which the study programme was last accredited
2. There is a list of marks attached to the degree certificate, listing the teaching components that made up the exam, which minor was followed, the number of EC attained for the teaching components and the result achieved.
3. A degree supplement is attached to the degree certificate that provides insight into the nature and subject matter of the completed study programme, the aim of which is partly to increase international recognition of the study programmes. This degree supplement contains at least the following elements:
   a. The name of the study programme and the institution that provided the study programme
   b. A description of the subject matter of the study programme, of the university of applied sciences and of the educational system in the Netherlands
   c. The study load of the study programme
4. The degree supplement is written in the English language.

Article 1.6.3 Graduating with distinction

1. The degree of either Bachelor of Science or Bachelor of Business Management (depending on the name of the study programme) is awarded to students who have completed their bachelor examination successfully.
2. The degree of Associated degree is awarded to students who have completed their associated degree examination successfully.
3. The distinction ‘cum laude’ for the bachelor examination can be added to the degree if the following conditions have been fulfilled:
   a. The weighted average of all completed examination results in both the propaedeutic and the bachelor phase is 8.0 or higher. Exemptions and examination results assessed as Satisfactory are not taken into account when calculating this average.
   b. The BO or professional assignment/ZO has been awarded a minimum of 8.0.
   c. All examination results are assessed with a minimum score of an unrounded 7.
   d. The student has completed the programme with a maximum delay of one year compared to the nominal duration of the study programme.
   e. No more than 60 EC have been obtained from exemptions or exam results awarded as a ‘pass’ mark.
4. The conditions for the distinction ‘cum laude’ for the associated degree will be included in the study programme part of the TER in academic year 2025-2026.

Section 7 - Student progress and study support

Article 1.7.1 Student progress

1. The Department Education, Research & Quality is responsible for recording results in such a way that they can provide students with an overview of their academic results.
2. The Department Education, Research & Quality is responsible for the availability of details of student progress and for providing information about this to students.

Article 1.7.2 Study support

1. The cluster manager is responsible for the introduction and study support for the students registered on the study programme, part of which is helping them explore possible study options within the study programmes and elsewhere.
2. Study support takes place in the way defined in the study programme part of the TER.
3. If a student, in consultation with their coach, believes they have fallen considerably behind with their studies, the student adviser will help devise a modified syllabus, with the restriction that only the order of the courses may be modified. The student adviser will assist the student in implementing this syllabus.
4. In the study programme section of the TER, provisions may differ from the regulations referred to in paragraph 3.

Section 8 - Course recommendation

Article 1.8.1 Course recommendations after the foundation year

1. Every student will receive a course recommendation regarding the continuation of their studies within the study programme. This recommendation is issued by the cluster manager on behalf of the Board of Governors no later than the end of their first year of registration on the foundation year phase of the study programme.
2. The recommendation is based on the student's results, motivation, abilities and suitability for the programme. Any special personal circumstances, if relevant and already known to the programme, are included in the recommendation.

3. The course recommendation is not of a binding character.
4. The requirements as established in the programme section of the TER must be met in order to the transfer to the second year of the programme. A study programme may choose from the following options:
    a. 40 credits
    b. A set of tests/examinations determined by the study programme, as established in the relevant programme section of the TER.

Section 9 - Irregularities and fraud

Article 1.9.1 Irregularities

1. Irregularities during a test or exam are deemed to have occurred if offences and/or circumstances exist that, in the opinion of the Exam Committee, prevent the Exam Committee from assessing the test or exam in accordance with its legal duties and powers. The abovementioned offences and circumstances are more precisely regulated by each individual exam committee in the Regulations for the Exam Committee referred to in article 7.12b, paragraph 3 of the WHW.
2. When irregularities occur within the meaning of the previous paragraph, the relevant exam committee is authorised to declare the test or exam invalid.

Article 1.9.2 Fraud

1. The following is a non-exhaustive list of what constitutes fraud:
    a. Committing plagiarism by partial or total reproduction of texts or wording by other authors without clearly crediting the source. It is also considered to be plagiarism in the following instances, but also similar instances:
        I. Citing or paraphrasing texts from the work of another person without indicating that the idea or thought belongs to that person
        II. Partially paraphrasing texts from the work of another person
        III. Presenting another person's texts, ideas or thoughts as one's own work
    b. Committing forgery, including but not exclusive to, use of a false signature.
    c. Cheating or clearly providing obvious opportunities for cheating during a test or exam or exchanging question and/or answer sheets with others.
    d. Having others do part or all of a test, exam or study assignment or posing as another person during a test, exam or assignment.
    e. All verbal and non-verbal communication between students during a test or exam.
    f. Faking or manipulating research data or findings in surveys or interview answers and the like.
    g. Manipulating opinions, interpretations and conclusions.
    h. Using materials, other than those explicitly permitted in the Regulations for Exam Committees or permitted on the test paper.
    i. Removing test questions, notepaper and other materials provided from the examination room.
    j. Having within reach or making use of written materials, electronic devices or any other device with comparable properties or functionality during a test or exam, unless consulting and using these is explicitly permitted during the test or exam.
    k. Prior to the test or exam, gaining possession for oneself or for others of questions, assignments or answers to the relevant test or exam, or of any other information not intended for such exchange.
    l. Making any form of alteration after the work has been submitted.
    m. Creating opportunities or inciting fellow students to commit fraud.
    n. Registering or participating in a test or exam from which one has been excluded by the Exam Committee.
    o. Consciously or unconsciously hindering the completion of a report, assignment paper, presentation, literature review or other product that the student is preparing alone or jointly with another student or students as part of a course requirement.
2. If plagiarism is discovered whilst working in a group, the blame for actual or suspected plagiarism and/or fraud will be divided equally between all group members, unless the student can provide a plausible case that the suspicion of fraud and/or plagiarism does not relate to him/her.

Section 10 - Final provisions

Article 1.10.1 Submission of a request to the Exam Committee

1. A request to deviate from the provisions in this TER may be submitted to the Exam Committee.
2. Students or lecturers should submit their request in writing by letter or email to the secretary of the Exam Committee. If the Exam Committee deems it necessary, the secretary will inform the cluster manager by forwarding a copy of the request.
3. If necessary, students or lecturers who have submitted a request will be asked to present their case to the Exam Committee, either in person or in writing. Anyone else, who, in the opinion of the Exam Committee may be able to provide information relevant to the request will also be invited to present this information, either in person or in writing.
4. Based on the information obtained, the Exam Committee will reach a decision within 6 teaching weeks after the submission of the request. If necessary, the Exam Committee may extend this period by a maximum of 6 teaching weeks, in which case the student or lecturer will be informed in writing, stating the reasons for the extension.
5. Each decision of the Exam Committee must be preceded by thorough preparation, with carefully consideration of the interests of those involved.
6. The student or lecturer will be informed in writing of the Exam Committee's decision about their request, describing their reasons and the procedure for appeal.

Article 1.10.2 Appeals

1. In individual cases where strict application of these regulations would clearly be a miscarriage of justice, the Exam Committee is authorised to make exceptions to these regulations in the favour of the student.
2. Either the Exam Committee or the cluster manager is authorised to take decisions in instances not covered by these regulations. When, in a particular case, an immediate decision is required, the Chairman of the Exam Committee, their substitute or the cluster manager will decide. Once the Chairman of the Exam Committee has made a decision, they should inform the members of the Exam Committee as soon as possible.
3. An appeal under paragraph 1 has no suspensive effect on the implementation or applicability of this TER.

Article 1.10.3 Appeals to the Examinations Appeal Board (CBE) and objections procedure

1. Students may appeal to the CBE against:
    a. Decisions regarding the determination of the number of credits obtained as referred to in section 7.4b WHW, as well as decisions regarding the successful completion of the final examination as referred to in section 7.9d WHW;
    b. Decisions, not being decisions of a general nature, taken pursuant to the provisions of section 2 of Chapter 7 of the WHW with a view to admission to examinations;
    c. Decisions taken pursuant to addition investigation, as referred to in sections 7.25(6) and 7.28(4) WHW;
    d. Decisions taken by exam committees and examiners/assessors relating to graduation, grades awarded for an examination or test, extra resit, sanctions due to fraud, validity period of results, permission to follow a study component, minor or internship, provisions related to a disability, exemptions, refusal to make a decision;
    e. Decisions taken by committees as referred to in article 7.29, paragraph 1 WHW;
    f. Decisions taken pursuant to section 7.30 WHW with a view to admission to the study programmes referred to in that section.
2. No appeal can be lodged against a decision regarding the knowledge or skills of the student who has been examined or tested in any other way, or regarding establishing assignments, assessment standards or further regulations for examinations and tests.
3. The notice of appeal must be submitted in writing no later than six weeks of the day on which the decision related to the request was made known.
4. Refer to the Examination Appeals Board Regulations for further procedures.