

EUROPORT BUSINESS SCHOOL
Rotterdam

International Business and Management Studies
(IBMS)
Full Time

Education and Examination Regulations (OER)

Educational Degree- “*Bachelor of Business Administration*”

2014-2015

Chapter 1	General regulations and definitions	3
Section 1	Applicability of These Regulations.....	3
Section 2	Terms and Definitions	3
Chapter 2	Admission and enrollment	6
Section 3	Admission Requirements	6
Section 4	The Professional Competences	7
Section 5	Structure of the Tuition Provided	7
Section 6	Language (WHW article 7.2)	8
Chapter 3	Study Coaching and Study Recommendations	9
Section 7	Study Coaching	9
Section 8	Student Progress	9
Section 9	Delays in Student Progress	9
Section 10	Study Recommendations	10
Section 11	Binding Study Recommendations;	10
Section 12	Interim Enrolment	11
Section 13	Binding Study Recommendations after the First Year	11
Section 14	Request for the Reconsideration of a Binding Study Recommendation	11
Section 15	Personal Circumstances	11
Section 16	Confidentiality	12
Chapter 4	Composition of and assessment in the Propaedeutic stage and the Post-Propaedeutic stage	13
Section 17	Programme	13
Section 18	Obligation to stay abroad	14
Chapter 5	Examination Procedures and Conducting Examinations	15
Section 19	Examination Content and Conducting Examinations	15
Section 20	Preliminary examination (test) registration	15
Section 21	Withdrawal from Participation in a preliminary examination	15
Section 22	Examination Time, Date and Venue	16
Section 23	Order of Units of Study and Examinations	16
Section 24	Access to Internships, the Post-Propaedeutic stage and the minor	16
Section 25	Exams periods and frequency of Assessments.....	17
Section 26	Examination Format	17
Chapter 6	Examination Results	18
Section 27	Determination, Announcement and Registration of Examination Results	18
Section 28	Assessment	19
Section 29	Period of Validity	19
Section 30	Inspection, Subsequent Discussion and Retention of Examinations	19
Section 31	Proper Conduct During Examinations; Irregularities and Fraud	20
Chapter 7	Exemptions and the Replacement of Units of Study	22
Section 32	Exemption from the Completion of the Examinations Comprising the Propaedeutic stage and Examinations	22
Section 33	Exemption based on related courses	23
Section 34	Exemption Registration	23
Section 35	Replacement of Units of Study/Examinations	23
Chapter 8	Examinations, Degrees and Progression to a Masters Programme	24
Section 36	Examinations	24
Section 37	Awarding Degrees	24
Section 38	The 'with merit' and 'cum laude' Designations	24
Section 39	Progression to a Master's Programme	24
Chapter 9	Final Provisions	24
Section 40	Periodic Assessment	24
Section 41	Changes and Unforeseen Situations	25
Section 42	Publication and Effective Date	25

Chapter 1. General regulations and definitions

Section 1 Applicability of These Regulations

These Regulations shall apply to the tuition and examinations provided as part of the IBMS Bachelor programme, referred to hereinafter as: the programme.

The programme is provided by the EuroPort Business School site *Rotterdam*. In these Regulations, 'the School' shall be understood to mean the site at which a student is registered for the programme.

These Regulations shall apply for all students enrolled for the programme starting in academic year 2014-2018. Where changes are made to these Regulations during the course of a given academic year, these shall be announced in good time. If a student has a arrears of more than 60 credits on his cohort, EuroPort Business School is allowed to apply an other Education and Examination Regulation (OER) to him.

Section 2 Terms and Definitions

This Education and Examination Regulation (referred to as OER) with corresponding specifications and the documents is the Education and Examination Regulation referred to in section 7.13 of the law on Higher Education. When this text refers to persons in the male form, this is understood as including the female form.

student

He who is registered as a student at one of the courses of EuroPort Business School to participate in education and preliminary (modular) examinations and examinations that make up the course, and therefore has the rights and entitlements as laid down in section 7.34 of the law.

propaedeutic stage

the stage of the course, as indicated in Section 7.8 of the law, to be completed by the propaedeutic examination

post-propaedeutic (Bachelor) stage

the stage of the programme that follows the propaedeutic stage, to be completed by the final examination; this stage is also referred to as the main stage.

examination

aggregate of preliminary (modular) examinations of the propaedeutic or the post-propaedeutic stage, as indicated in section 7.10 sub 2 of the law. At EuroPort Business School this involves the aggregate of preliminary (modular) examinations as determined by the examination committee for the individual student for the propaedeutic or final examination, in accordance with the Education and Examination Regulation, on the basis of which the examination committee determines the results of the preliminary (modular) examinations and whether the student has passed the examination.

test preliminary examination

Summative test / summative investigation (as indicated in section 7.10 sub 1 of the law) concerning the knowledge, insight and skills of the student in order to establish whether the student has attained the relevant aims and/or competencies of the relevant unit of study, as well as the assessment of the results of such tests, where passing the preliminary examination will result in awarding the credits relating to that preliminary examination. The scales to be used in assessment have been laid down in this Education and Examination Regulation.

Besides summative tests, formative tests are possible as well. A formative test serves primarily to give the student feedback on the progress of his learning process. The provisions laid down in the Education and Examination Regulation do not apply to formative tests.

modular examination

Part of an examination (summative test) for which the assessment scales as referred to in the Education and Examination Regulation are used, but in which context no credits are awarded if the modular examination is passed.

examiner

person appointed by the examination committee, pursuant to section 7.12 sub 3 of the law, for administering preliminary (modular) examinations, and whose tasks and powers are described in this Education and Examination Regulation.

examination committee

the committee set up pursuant to Section 7.12 sub 1 of the law, of which membership and tasks have been circumscribed in this Education and Examination Regulation;

board of appeal

the board instituted by the Board of Executives, pursuant to section 7.60 and section 7.68 of the law, for the protection of the rights of students and extranei, and of which the tasks have been circumscribed in sections 7.61 and 7.66 of the law.

course

the coherent set of course units relevant to the acquisition of clearly defined competencies and/or qualifications to be attained by the person completing the course, as indicated in section 7.3 of the law. In accordance with section 7.7 sub 1 of the law, a course can be organised for full-time, part-time, or dual participation. This Education and Examination Regulation in all cases refers to undergraduate degree courses in higher professional education registered at the Central Register of Higher Education Study Programmes [CROHO].

term

a period of the program of 9-12 weeks, with specified units of study as described in the student handbook.

student contract

overview of course units and preliminary (modular) examinations in which the student, based on his admission and credits awarded respectively, can participate in the course year and that have been approved by the examination committee as part of an examination program; insofar as the institution itself provides these course units and preliminary (modular) examinations, it is obliged to implement these.

certificate (getuigschrift)

the document indicated in section 7.11 sub 1 of the law, that is issued to a student by the examination committee in proof of passing the examination.

unit of study

Circumscribed part (as referred to in section 7.10 sub 1 of the law) of a course leading to one or more preliminary (modular) examinations

oral preliminary (modular) examination

Preliminary (modular) examination where testing takes place face-to-face with one or more examiners

Assessment

examination format used to ascertain whether or not a student is able to respond proficiently in critical professional situations by integrating knowledge, insight, skills, (professional) attitude and reflection;

assessment criteria

a system of rules on which assessment of an examination is based. These rules indicate:

- the extent to which the answer or final product resulting from a question or assignment respectively contributes to the determination of the final assessment;
- the provision of the correct answer/ final product for the questions/assignments set;
- the boundary between a pass and a fail;
- the weighting used to determine the final result for the unit of study in question following the completion of a number of module examinations;
- the rounding off rules used when combining marks into an final assessment;

credit

The term used in these Regulations and in Section 7.4 of the Higher Education Act [*Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*] for the results awarded to students; the measure for expressing study load, as laid down in the law, where one credit equals 28 hours.

Chapter 2 Admission and enrollment

Section 3 Admission Requirements

Candidates are allowed to enrol for the full-time course programme International Business and Management Studies if one of the following requirements is fulfilled:

Admission to the full-time course programme

- Candidate has a havo (senior general secondary education) or vwo (pre-university education) diploma (stating your profile); and

- Candidate can show that your havo or vwo profile includes the following subjects:

Havo-diploma

profile N+T (Nature and Technology): Economics 1

profile N+G (Nature and Health): Economics 1

profile E+M (Economy and Society): no requirements, profile gives direct admission

profile C+M (Culture and Society): no requirements, profile gives direct admission

VWO-diploma

Profile N+T (Nature and Technology): Economics 1

profile N+G (Nature and Health): Economics 1

profile E+M (Economy and Society): no requirements, profile gives direct admission

profile C+M (Culture and Society): no requirements, profile gives direct admission

Deficiency program

If the candidate's profile does not include the subject stated, the student is required to take the deficiency program at the beginning of the course and obtain sufficient results for the test for economics *to replace the subject Economics 1*. The student is allowed to attend the first year program of the IBMS course pending the result of the test.

Admission other Dutch diplomas

- Candidate has a diploma issued in the Netherlands for preparatory training that has been established as being at least equivalent to the vwo, havo or mbo diploma referred to above, or you have a certificate issued in the Netherlands of the propaedeutic or final exam of a course programme in higher education (hbo or university)

Admission foreign diplomas

- Candidate has a diploma issued outside of the Netherlands for a course programme that has been established as being at least equivalent to the vwo, havo or mbo diploma; and
- Candidate is a non-EU student and can prove via an item of evidence that he has sufficient proficiency of the English language with a score on IELTS of 6.0 or TOEFL of 550.

If candidate is admissible based on another Dutch or foreign diploma that is at least equivalent to the havo or vwo diploma (stating your profile) it is important that he is aware that the profile requirements referred to above are also applicable and that consequently prior to commencing your course programme you will participate in the deficiency program and obtain sufficient results for the test for economics, *to replace the subject Economics 1*

Admission 21+examination

- If the candidate does not meet one of the above requirements, prior to the commencement of the course programme, he can participate in the 21+examination, if the candidate is 21 years or older at the start of the academic year (1 September). The candidate is allowed to enrol for the course programme if he passed the following parts of the 21+ examination with sufficient results:
 - test English with a score on IELTS of 6.0 or TOEFL 550
 - test sentences, picture series, arithmetical skills, analogies and numerical series of the DAT (= Differential Aptitude Test)
 - test Economics

Further entry requirements with regard to prior education and language level in the case of an exemption due to a

student's possession of another certificate. In order to facilitate a prospective student's admission to the programme, the School may, at the prospective student's request, grant him an exemption to the admission requirements relating to prior education referred to in Section 7.24(2) of the Higher Education Act where he is in possession of a certificate, whether or not issued in the Netherlands, which is, in the School's opinion, equivalent to the certificate referred to in Section 7.24(2) of the Higher Education Act.

Section 4 The Professional Competences

For students of **cohort 2014-2018**, the competences that the graduate of the study programme possesses are the following nine profession-related competences and seven generic competences:

Profession-related competences

I International business competences

1. International business awareness
2. Intercultural competence

II General management competences

3. International strategic vision development
4. Business processes & change management
5. Entrepreneurial management

III Functional key-areas competences

6. International marketing and sales management
7. International supply chain management
8. International finance & accounting
9. International human resource management (HRM)

Generic competences

IV Interpersonal competences

1. Leadership
2. Co-operation
3. Business Communication

V Task-oriented competences

4. Business research methods
5. Planning and organizing

VI Intra-personal competences

6. Learning and self-development
7. Ethical and corporate responsibility

The full details of the study profile and the competences can be found in on www.academy.epbs.nl.

Section 5 Structure of the Tuition Provided

The programme is offered in the form of **full time** education.

The total study load applicable for all forms of the programme is 240 credits, based on the European Credit Transfer and Accumulation System (ECTS). This study load is divided over four years of study, for each of which 60 credits can be attained. Sixty credits are equal to 1600 hours of study. This student workload is divided over 45 weeks. See the Student Handbook for a more detailed breakdown of the way in which student workload is distributed over each of the 45 weeks.

The programme consists of a propaedeutic stage (the first four terms) and a post-propaedeutic stage (the remaining part of the programme).

The educational model, the grading schemes, the conditional formative assignments and the corresponding instructional formats will be described in the Student Handbook(s).

Section 6 Language (WHW article 7.2)

At EPBS – International School the language used is English. The following code of conduct applies:

- All official correspondence and communication is in English. All official documents such as the Student Handbook and the EER are in English.
- All educational material such as course unit descriptors, course unit manuals, syllabi and handouts are in English.
- All classes are given and all examinations are administered in the English language.
- In deviation from this, a different language can be used:
 - a. when it concerns a course unit relating to this language (e.g. Chinese or Spanish);
 - b. when it concerns classes that, in the framework of a guest lecture, are given by a foreign/Dutch lecturer;
 - c. when the specific nature, organisation or quality of the curriculum or the origin of the students necessitates its use, in accordance with the policy of the management of EPBS (e.g. during the student's work placement, graduation internship or semester exchange, during visits to Dutch companies, during contacts with the EPBS staff that are not part of EPBS – International School).

Chapter 3 Study Coaching and Study Recommendations

Section 7 Study Coaching

EPBS shall ensure that all of its students receive study coaching. Study coaching forms an integral part of the programme and is compulsory.

Study coaching focuses on the individual student's responsibility for his own development, the provision of coaching to help him in his decisions and learning to learn. The digital portfolio, the personal development plan and the personal action plan are all compulsory components of study coaching, as are individual and group meetings with the study coach. The provision of additional courses (a statistics refresher course, for example) does not fall within the scope of study coaching.

Students receive credits for the activities undertaken by them during study coaching. These activities and their place in the curriculum are described in more detail in Chapter 4.1 of this Student Handbook.

Study coaching also includes student progress, study recommendations and binding study recommendations. Each of these aspects is described in Sections 10 to 17 inclusive below.

Section 8 Student Progress

1. EPBS shall ensure that all study results are registered. Three weeks after the end of each term at the latest, students shall receive an overview of the results achieved by them in relation to the programme's tuition and examination programme.
2. After the fourth term of the first year and before the beginning of the second year, all students shall be issued with a written overview informing them of the study results achieved by them of the propaedeutic stage.
3. If the progress of a student is delayed on the date referred to in Subsection (2) above, the notification informing him of the study results achieved by him will include a warning and an invitation to make an agreement on the modification of his personal action plan (see Sections 7 and 9).

In the subsequent term of the first year of a student's enrolment for the propaedeutic stage, he may again be issued with a warning and an invitation to make agreements on the modification of his personal action plan.

4. Each student registered for a given academic year and to whom the so-called achievement-based scholarship [*tempobeurs*] applies under the Student Finance Act of 2000 [*Wet op de Studiefinanciering 2000*] will receive an additional notification of his progress before 1 November of the calendar year in which the academic year in question ended.

Section 9 Delays in Student Progress

1. Where a student sustains a delay in his studies and may, as a consequence, be issued with a study recommendation debarring him from further studies (see Section 11), the School will issue him with one or more written warnings in his name. This will usually coincide with the customary student progress notification (see Section 10).

The delay sustained by a student shall be determined on the basis of the study results achieved. A study recommendation debarring a student from further studies shall always be preceded by a warning.

2. The warning issued to a student shall stipulate a reasonable period of time within which he is to improve his study results. The period specified will depend on the tuition programme and the corresponding examinations. For example:
 - o Where a warning is issued during the course of the first year of enrolment, the period stipulated shall

extend up to and including the fourth tuition period in the academic year in question (mid July);

3. When issued with a warning, a student shall be required to initiate a meeting with the Career coach for his programme on the modification of his personal action plan (see Section 7), with the aim of achieving the required improvement in his study results within the period stipulated in the warning. Where necessary, additional agreements will also be made in relation to study counselling.

The modification of a student's personal action plan will not be necessary where already modified recently, further to the notification of personal circumstances referred to in Section 15.

Section 10 Study Recommendations

At the end of the first year of tuition in the programme, before the students go on internship each student with insufficient results for the programme will receive a study recommendation from the Dean of School, or his authorised representative, on the continuation of his study within or outside the programme.

Section 11 Binding Study Recommendations;

1. Where a student has failed to meet the norm applicable for him, he shall be issued with a study recommendation as referred to in the section above and be debarred from further studies.

The norm is as follows:

Students shall be expected to attain at least 40 of the 52.5 credits of the first three blocks; these 40 credits will have to be attained by the end of their first year of enrolment.

2. In addition to the quantitative norm, students are also subject to qualitative requirements. The units of study corresponding to these qualitative requirements are: Professional Development and Career Counseling.

A student's compliance with both the quantitative and qualitative requirements shall also imply his compliance with the requirements applicable for activities in the process of study coaching.

3. When establishing whether or not a student has achieved the quantitative norm, exemptions will not be taken into consideration. Thus, only those units of study still to be completed by the student will be taken into consideration.
4. When deciding whether or not to debar a student from further studies, the factors taken into consideration shall include any personal circumstances of which the student has notified the program coordinator, as referred to in Section 15..

When arriving at a decision, the period stipulated for the student's improvement of his study results, as indicated in the warning, shall also be taken into consideration.

5. Before a decision is taken, the student shall be given the opportunity to present his case. When presenting his case, the correctness of the study results overview is discussed (a copy from the student progress records), as well as whether or not personal circumstances apply. Where a student fails to respond to the invitation to present his case, a note shall be made to this effect.

Where it becomes clear, during the student's presentation of his case, that he has failed to report his particular personal circumstances, has failed to do this on time, or has failed to discuss the consequences arising from the personal circumstances in question with his career coach, the School may decide not to take the personal circumstances into consideration, or to do so to a lesser extent.

6. Students debarred under this provision shall have their enrolment for the programme in question terminated. These students shall not be permitted to (re-)enrol for the same programme at EPBS, notwithstanding the provisions of Section 14. Students shall be entitled to lodge an appeal with the Examinations Appeal Board

against the decision to issue them with a study recommendation debarring them from further studies.

Section 12 Interim Enrolment

1. A norm of 66.5% shall apply for students that enrol for a programme after 1 October of a given academic year and do not fall under the February intake.

This norm is calculated on the basis of the number of credits agreed upon as attainable by students as of the date of their enrolment for the programme. Exemptions shall not be included when calculating the norm applicable.

2. Here too, Sections 9 to 11 inclusive shall apply.

Section 13 Binding Study Recommendations after the First Year

1. In addition to the recommendation issued at the end of the first year of enrolment for the Propaedeutic stage, as referred to in Section 10, to the effect that a student may continue his study, the Dean of School, or his authorised representative, may still issue the student with a binding study recommendation after his first year of study where he has failed to successfully complete the tests comprising the propaedeutic examination.
2. Students to whom Subsection (1) applies shall receive a warning with the recommendation issued at the end of their first year of enrolment for the Propaedeutic stage. The latest date on which it shall be possible to issue this recommendation is 31 July (latest postage date).

The warning shall also specify that the student in question is to have successfully completed the tests comprising the propaedeutic stage within a reasonable period. This period shall depend on the study programme offered and the corresponding preliminary examinations, and shall expire at the end of the third term of the second year of study at the latest.

3. Where, during the second year of study or in any subsequent year of study, a student is debarred from further studies (as a result of personal circumstances from the previous year of study) and, as regards the February intake, the second or third year of study, or any subsequent year of study, all procedural rules and periods applicable for the first propaedeutic year shall be taken into equal consideration. So: a warning shall be issued and a student's personal circumstances shall be taken into consideration as shall his right to present his case (Section 11(3)).
4. The provisions of the Subsections above shall not apply to students that the School could have debarred from the programme in question during a previous academic year, but who were not debarred.
5. Where requested to do so by a student, the School shall also be able to issue the student with a binding study recommendation prematurely where the student in question anticipates that he will be unable to meet the norm applicable to the binding study recommendation and the School subscribes to the student's view. In these circumstances, the student's enrolment shall be terminated prematurely, at the student's request.

Section 14 Request for the Reconsideration of a Binding Study Recommendation

Any student that has been debarred from a particular programme may request that his debarment be reconsidered during a subsequent academic year, but may not do so before 1 September of the following calendar year. When requesting the reconsideration of a binding study recommendation, students shall be expected to prove their ability to successfully pursue and complete the programme.

Students shall be entitled to lodge an appeal against the decision with the Examinations Appeals Board.

Section 15 Personal Circumstances

1. Students shall notify the program coordinator of any circumstances as referred to in Subsection (2) as soon as possible. The date on which the above notification occurs, the period in which the circumstances in question occur or occurred, a description of the circumstances in question and the extent to which a student is or has been unable to attend tuition and/or examinations, are set out in writing by the Student Counselling Service at the end of a personal meeting. The student shall receive two copies of the document produced.

Given the confidential nature of said document, the student may request that the (full nature of the) personal circumstances referred to in (a) to (d) inclusive of Subsection (2) not be mentioned in the form. These shall then be stated in full in the records kept by the student counsellor in question.

Where a student fails to notify a student counsellor of personal circumstances, he shall no longer be able to rely upon these circumstances in an appeal against a binding study recommendation debarring him from further studies.

2. Circumstances deemed to be 'personal circumstances' in the context of this document shall be restricted to those referred to below:
 - a. illness on the part of the student in question;
 - b. a physical, sensory or other functional disorder on the part of the student in question;
 - c. pregnancy of the student in question;
 - d. special family circumstances;
 - f. circumstances to be specified by the Executive Board, where the student in question undertakes activities in the framework of the organisation and management of the institution's affairs;
3. Further to the notification referred to in Subsection (1), the student shall be expected to take the initiative to modify his personal action plan together with the study coach for his programme, possibly also in consultation with a student counsellor, (see Section 7) in order to limit or prevent any delay resulting from the personal circumstances reported. Modification of the personal action plan shall occur with due observance of Section 16(1), on the basis of the copy of the notification form received from the student, as referred to in Subsection (1).

Section 16 Confidentiality

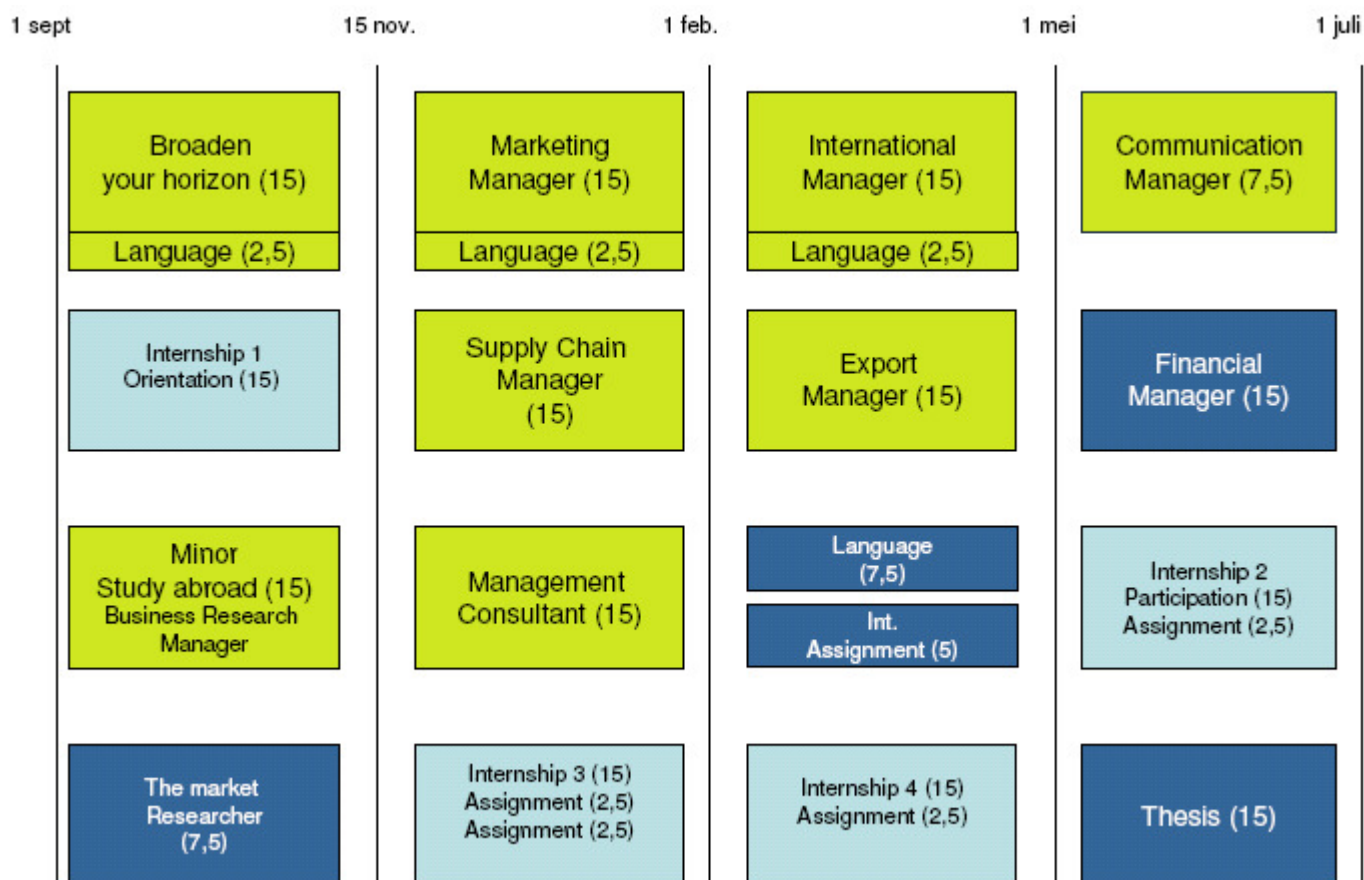
1. The Executive Board shall ensure that all notifications relating to a student's personal circumstances, as referred to in Section 15(2) (a-d) are treated as confidential.
2. The School's notification of the Student Counselling Service, as referred to in Section 11(3) and Section 13(3), shall occur with due observance of Subsection (1) above.

Chapter 4 Composition of and assessment in the Propaedeutic stage and the Post-Propaedeutic stage

The structure of the International Business and Management Studies programme is based on the image sketched below.

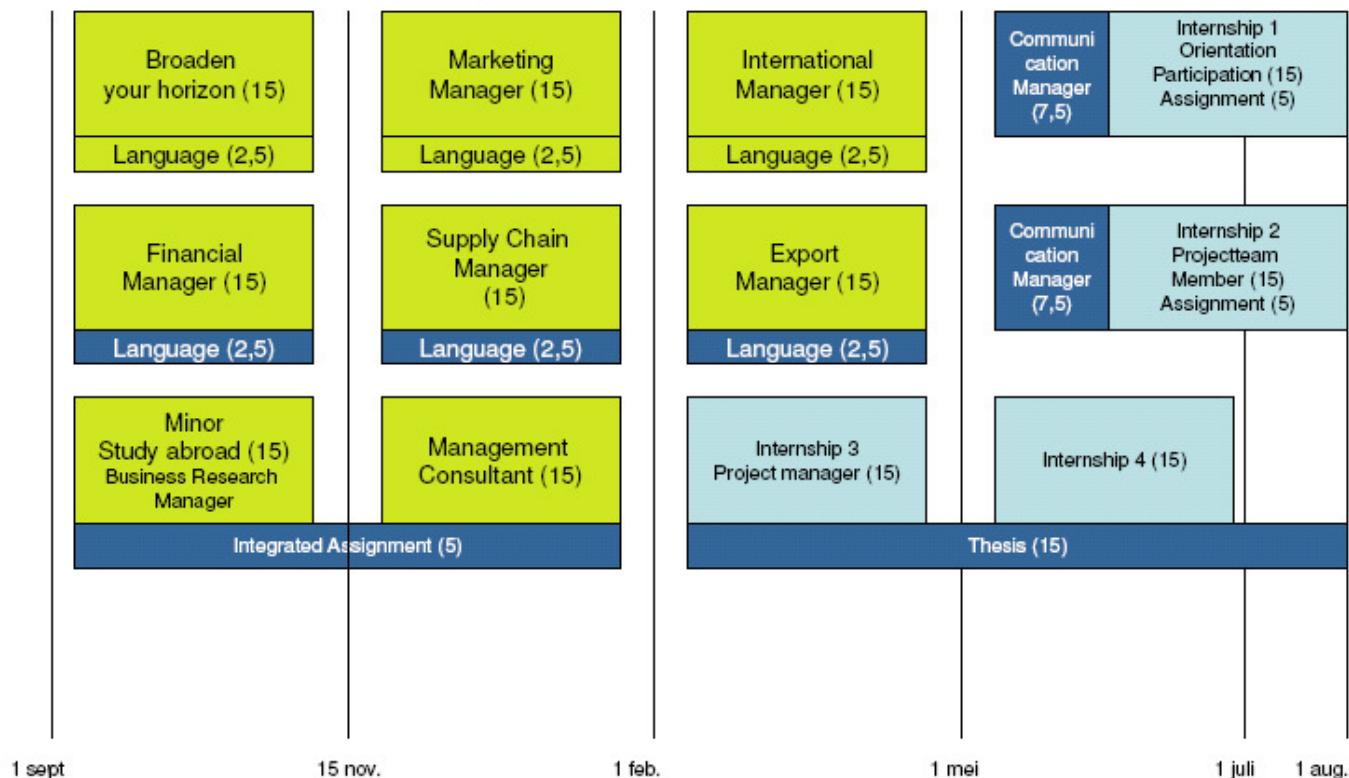
Section 17 Programme

The study programme has a study load of 240 ECTS. One ECTS equals a study load of 28 hours. The full-time study programme has a nominal length of 4 years.



Each year consists of 45 weeks, has a study load of 60 ECTS and is divided into 4 periods according to the academic calendar of EuroPort Business School. The study load is divided over the academic year as evenly as possible.

Students who have obtained all ECTS in trimester 1-3 can opt for an accelerated track. The accelerated track has a studyload of 80 ECTS per year (3 year program).



Section 18 Obligation to stay abroad

Every IBMS student is obliged to stay abroad (= outside the Netherlands) for at least 6 months. The following combinations are possible:

- Work placement + one trimester study 'minor'
- Graduation internship + work placement
- Graduation internship + one trimester study 'minor'.

Also students who take an accelerated track are obliged to spend 6 months abroad.

Non-Dutch students

The rule to spend 6 months abroad does not apply to non-Dutch students, since for these students studying in the Netherlands means that they are already abroad. They are entitled to spend at least six months abroad, but they are not obliged to do so. However, there is a restriction on their right to go abroad. Foreign students are not allowed to spend more than one semester in their home country for study / work placement / graduation internship.

Chapter 5 Examination Procedures and Conducting Examinations

Section 19 Examination Content and Conducting Examinations

1. With due observance of the instructions and guidelines provided by the Examinations Board, the examiners appointed by the Examinations Board shall put together the examinations and assessment criteria on which assessment is to be based. (see also section 18)
2. Examinations shall be representative of the competencies announced beforehand and the level at which these are to be attained.
3. The level of detail required shall be clear from the assignment or question set.
4. Where an examination is to be conducted by more than one examiner, whether or not simultaneously, or the result of an examination is to be assessed by more than one examiner, the Examinations Board shall ensure that one of the examiners in question is made primarily responsible for conducting or assessing the examination as applicable.
5. The Examinations Board shall ensure that the length of the examination is such that, according to reasonable standards, students are allowed sufficient time to take the examination, and that students whose examination time has been extended do actually receive the extra time required.

Section 20 Preliminary examination (test) registration

1. If registration for a preliminary examination is compulsory, all registrations shall be received by the School within the period stipulated, and in the manner instructed and announced by the School.
2. Where a student has failed to register on time, he shall not be permitted to sit the preliminary examination in question. This shall also apply where any other conditions applicable for participation in the examination have not been met by the student.

Where unauthorised participation is the case, the examination shall not be assessed or the result of said examination shall be declared invalid and shall not be published.

3. Those students who have registered for a preliminary examination and have met the conditions applicable for participation shall be informed as soon as possible, no later than five working days before the date on which the examination period commences, whether or not their registration has been accepted.

Section 21 Withdrawal from Participation in a preliminary examination

1. Where a student does not wish to utilise an examination opportunity, this shall result in his forfeiture of one of the opportunities to which he is entitled under Section 25, regardless of the circumstances on which said decision is based.
2. Where a student withdraws for a practical training or traineeship he is obliged to inform the representative of EPBS as soon as possible. Depending on the reasons for the withdrawal, this will not have to result in his forfeiture of one of the opportunities to which he is entitled under Section 25.
3. Where very special circumstances have rendered it impossible for a student to take part in the second examination opportunity within the periods timetabled for tuition and examinations in a given academic year, which circumstances are to be assessed as such by the Examinations Board, the student in question may be offered the opportunity to sit the examination in question again during the academic year in question, possibly in a different format. To this end, students shall submit a written request to the Examinations Board, stating their reasons for the said request and submitting all relevant documents. The documents submitted may also include a

notification of a student's personal circumstances and a recommendation from a student counsellor.

The Examinations Board shall decide on all cases of this nature and inform students thereof within a maximum of five working days.

Section 22 Examination Time, Date and Venue

1. Students shall be informed in writing of the date, time and duration of an (oral) preliminary examination at least 20 weekdays before the start of the exam in question.
2. When determining the date and time of a particular examination for students from one cohort, steps shall be taken to ensure that examinations do not clash.
3. Students shall be duly notified of any changes to the date, time and duration of a particular examination, to the aids permitted during an examination, or the conditions under which an examination is to be conducted, no later than ten working days before the original examination date.
4. Students shall be duly notified of the venue corresponding to a particular examination no later than five working days before said examination.
5. Before commencement of an examination, students shall be expected to have familiarised themselves with any unforeseen changes to the examination venue.
6. In special cases, which shall be assessed as such by the Examinations Board, a student may be offered the opportunity to sit an examination at a date or time different to the date or time originally determined. To this end, the student must submit a written request to the Examinations Board no later than fifteen working days before the examination date, stating the reasons for his request.

After consultation the Exam Board shall make a decision and inform the student of this within five working days at the latest.

7. Where examinations or retakes with the same content are to be offered as part of the full-time, part-time and cooperative education forms of the programme, the Examinations Board may decide to offer one joint examination or retake.

Section 23 Order of Units of Study and Examinations

Except where the Examinations Board decides otherwise, students shall not be permitted to take part in the units of study and the corresponding examinations indicated explicitly the course set up, before having passed the examinations concluding one or more other units of study.

Section 24 Access to Internships, the Post-Propaedeutic stage and the minor (see also section 23)

Access to the internship in term 5 is granted to students who have at least acquired 40 credits of the first three terms. Access to internship 2 is granted with at least 60 credits. Access to internship 3 is granted to students who have at least acquired 120 credits and for the the thesis this minimum is 180 credits. If students have personal circumstances the examinations board may decide otherwise. Access to the post-propaedeutic stage is granted on the same basis, not excluding the regulations in section 13. Students cannot enrol into the internship stage and the post-propaedeutic stage and the minor stage without permission of the Exam Board. For the admittance to the minor at least all credits of the first and second year must have been rewarded. Admittance to the internship is allowed only after concluding all other units of the programme, except for the minor.

Section 25 Exams periods and frequency of Assessments

1. During the academic year, there is a maximum of one resit exam per educational unit a student is allowed to take after the first exam. Only in the first academic year the student is allowed to take two resits. In total, a student may take advantage of two exam opportunities per educational unit per academic year. Per educational unit there is a maximum of four resits.
2. The exams and first resit take place in the course of or at the end of the study period in which the educational unit or the component is offered.
3. The periods during which the exams, assessments (partial tests) and resit exams take place, or the dates by which the tasks and assignments must have been handed in to the examiner, must be published in writing not later than at the start of the study period to which they belong.
4. A student can always take a resit exam even if the first exam or assessment has been qualified as sufficient, amply sufficient, good, very good, completed or pass, or if the student has been given a mark 5.5 (unrounded) or higher. The latest mark attained counts.
5. The subject matter for the resit exam or assessment must be the same as the subject matter for the exam or assessment. The subject matter is guaranteed for a period of one academic year.

Section 26 Examination Format

1. The examination format applicable is specified in Sections 17 and 18. In special cases, the Examinations Board shall be able to decide that an examination will be offered in a format different to that previously indicated.

The Examinations Board shall inform students of this in good time, at the start of the tuition period in question.

2. At a student's written request, the Examinations Board may permit an examination to be sat in a manner other than that stated. Where students are physically handicapped or suffer from a sensory handicap, the object shall always be to enable them to take an examination in a manner modified in line with their specific handicap. For dyslectic students, the examination time allowed shall be extended by a maximum of 50%.

Students shall ensure that requests of this nature are submitted as soon as possible, by the start of the tuition period at the latest. All such requests shall include the reasons applicable and be accompanied by a written recommendation from a student counsellor and, in the case of dyslexia, the student counsellor's confirmation that a certificate has been issued by an external expert.

Where necessary, the Examinations Board shall obtain expert advice before proceeding to issue its decision.

3. The Examinations Board shall decide upon the requests received by it as soon as possible. It shall inform the student in question of its decision in writing, as soon as possible, three weeks after receipt of the request at the latest. Where the Examinations Boards rejects a request, it shall explain its reasons for doing so.

The Board's decision may relate to one or more examinations. The decision shall also apply to retakes within a maximum period of one year.

After this period, a new request must be submitted, except where a different period is stipulated in the Board's decision.

The decision to extend examination time for dyslectic students shall apply throughout the study of the student

in question.

4. Oral examinations shall be conducted on an individual basis, except where the nature of the assignment dictates otherwise (a group presentation, for example) or where the Examinations Board has determined otherwise.

Chapter 6 Examination Results

Section 27 Determination, Announcement and Registration of Examination Results

1. Shortly after an oral examination, or the completion of a practical assignment with the status of an examination, the examiner shall determine the results and issue the student in question with documentary evidence to this effect within five working days. This might also be a copy of the announcement to be printed out by the student via the network. The assessment of a practical assignment is explained verbally.
2. The examiner shall determine the result of a written examination within ten working days of the examination session. Students shall receive documentary evidence of the examination results achieved no later than fifteen working days after the expiry of the examination period. This might also be a copy of the announcement to be printed out by the student via the network.
3. In exceptional cases, the Examinations Board may decide to extend the assessment period. Students shall be informed of this immediately, in writing or via the network.
4. As regards the examination of students in a manner different to that referred to in Subsections (1) and (2), the Examinations Board shall determine beforehand the way in which and the period within which students will receive documentary evidence of the results achieved by them.
5. The documentary evidence issued to students, or the announcement to be printed out via the network, shall inform students of their right of inspection, as referred to in Section 30 (1), as well as of their right to lodge an appeal with the Examinations Appeals Board.

A student's right to appeal shall only extend to the way in which results were arrived at. The Board shall not assume any rights in this respect. In other words, it shall not be permitted to assess the examination itself.

6. Where a student has passed an examination, his right to a retake shall lapse. However, where a student retakes an examination without the permission of the Examinations Board, the retake shall not be assessed. The result of the first examination shall continue to apply.

Where, in special circumstances to be assessed as such by the Examinations Board, an examination may be repeated, the last result achieved shall supersede the original result.

7. Where a student fails to pass an examination and is entitled to re-sit the examination in question, the last result achieved shall supersede the original result.
8. When the periods referred to in the Subsections above are exceeded, students may notify the Chairman of the Examinations Board of this fact in writing or verbally. The names of the students in question shall not be disclosed to third parties without their consent.
9. Examiners shall be responsible for ensuring that examination results are registered on time.
10. Where no result can be determined, due to the loss of the examination, the student(s) involved shall re-sit the examination, where necessary via an opportunity created specifically for this purpose.

Section 28 Assessment

- Examinations and unit examinations shall be assessed using an assessment scale from 10 – 100. Students shall have passed an examination or unit examination where they achieve a mark of 60.0 or higher.

Alternatively, module examinations may be marked as 'satisfactory'/'unsatisfactory' or 'pass'/'fail', provided at least one module is expressed in terms of a mark within the unit of study in question. A 'satisfactory' result or 'pass' is registered as 'V', while an 'unsatisfactory' result or 'fail' is registered as 'NV'.

- The final result achieved for an unit of study shall be the weighted average of the results achieved for the various unit examinations for the unit of study in question, with the exception of unit examinations that are not awarded a mark. The final results shall be determined once a student has passed all of the various unit examinations. The results of the unit examinations shall not be rounded off. See the Student Handbook for a comparative overview of the weighting factors applicable for unit examinations.
- As regards the list of marks issued with a certificate, the final result for the examination corresponding to a particular unit of study shall be expressed on an assessment scale of 10 to 100. The final result shall be rounded off to a whole mark.

In order to promote international comparison, the results achieved may be expressed on the list of marks, or by the letters A up to and including E in a separate list of marks produced in the English language. These letters shall then be used as follows, in accordance with the European Credit Transfer and Accumulation System (ECTS):

80 or higher	=	A
75 – 79	=	B
70 – 74	=	C
60 – 69	=	D
55 – 59	=	E

Section 29 Period of Validity

The period of validity applicable to preliminary examination results and exemptions shall be five years. In deviation from this, the Examinations Board may decide, before a student can be considered to have met all the requirements of a particular programme, that an additional or different examination must be sat with regard to an examination, unit examination or exemption gained more than four years ago.

Where the Examinations Board decides to limit the period of validity applicable for examinations, unit examinations and/or exemptions, the reasons for this shall be substantiated for each separate examination, etc.

Section 30 Inspection, Subsequent Discussion and Retention of Examinations

- Students shall be entitled to inspect their assessed work within a period of 5 weekdays after the results have been published at a time and place to be determined by the examiner and at least 5 days before a repeat examination.
- Where a student is able to demonstrate that he is or was prevented from inspecting his work by circumstances beyond his control, he shall be offered another opportunity to inspect his work.
- At the request of a student and/or the examiner, the work produced shall be discussed, whether in a group or individual context, within four weeks of the date on which the results of a written examination session were announced. The same shall also apply for oral examinations.
- Where a group discussion is organised by or on behalf of the Examinations Board, any individual meetings that

have not yet taken place will be postponed until after the group discussion. Following the group discussion, students shall be required to resubmit requests for individual meetings, providing a brief explanation of their reason for wishing to arrange an individual meeting.

5. Following the expiry of the inspection period, students that have taken part in an examination shall be entitled to request and retain projects and reports handed in. Where a dispute arises about the results attained, the student in question shall be issued with a copy of the project or report in question. As regards other types of work handed in, the student shall receive a copy, where possible, again on request, if and insofar as necessary in connection with the lodging of an appeal against the result achieved.
6. Any work not requested, with the exception of the graduation assignment, shall be retained for a period of at least three months after the date on which the result is announced, or however much longer required given an appeal lodged by the student in question, or in order to comply with the requirements of the quality assurance and accreditation system.
7. One copy of the graduation assignment shall be retained in the (digital) archive, for a period of at least 72 months after a student's graduation.

EPBS shall be permitted to use all such work within the context of its objectives, provided the work in question does not include any confidential information or rights belonging to third parties, excluding students or a member of staff.

In principle, all works, or summaries of said work, are available for inspection by students, members of staff and third parties. EPBS is responsible for assurance of the confidentiality of information.

Section 31 Proper Conduct During Examinations; Irregularities and Fraud

1. The Examinations Board shall determine the rules and guidelines applicable in terms of proper conduct during examinations and with regard to the measures to be taken in this connection.

In the event of irregularities and fraud, the provisions below shall apply. For other, more general issues, reference is made to the regulations produced by the Examinations Board.

2. Where irregularities or fraud are observed or suspected during or after an examination, the examiner or invigilator shall set this out in a written report as soon as possible after the examination. The examiner or invigilator may request students to produce documentary evidence. Any refusal to do so will be included in the report produced.

The written report and any documentary evidence shall be submitted to the Chairman of the Examinations Board as soon as possible after the examination, within two working days of the examination at the latest

3. Where the Examinations Board concludes that irregularities or fraud are the case, the Board shall decide upon the appropriate measures to be taken. For example, the Examinations Board might decide that no result will be determined for all or some of those that sat the examination, or that the result will be declared invalid, as a result of which those involved are denied their right to one of the examination opportunities available to them.

In the case of fraud, the Examinations Board shall also be permitted to deny a student his right to sit one or more specific examinations as part of the programme, for a term not exceeding one year.

The Examinations Board shall immediately inform the student in question of its decision, stating its reasons for its decision and informing the student of his right to lodge an appeal. The Examinations Board shall inform the student in question of the above in writing.

4. Before the Examinations Board proceeds to make a decision as referred to in the Subsection above, it shall give the student in question the opportunity to present his case or submit a written response.

5. Students sitting an examination shall not be permitted to:
- establish verbal or non-verbal contact with each other;
 - take cognisance of answers arrived at by, or notes unless specifically permitted to do so;
 - consult books, notebooks or other information carriers during the course of the examination, except where explicitly permitted to do so.

Chapter 7 Exemptions and the Replacement of Units of Study

Section 32 Exemption from the Completion of the Examinations Comprising the Propaedeutic stage and Examinations

1. Where requested to do so in writing, the Examinations Board may grant an exemption from the completion of the examinations comprising the propaedeutic stage or from a particular examination (not being unit examinations) corresponding to the units of study referred to in Sections 18 and 19, where the student in question has already successfully completed examinations comprising the propaedeutic stage or other examinations at higher education level, or, outside higher education, has gained knowledge and skills comparable in terms of content, level, study load and/or the competencies required.

The knowledge and skills referred to may also relate to management and/or social activities performed and/or activities of an organisational nature.

Exemptions may also be granted on the basis of an intake assessment conducted by the programme.

Where an exemption request shows that only some of the competencies pertaining to the unit of study in question have been attained by the student in question, the Examinations Board shall only grant an exemption once the (prospective) student has passed a supplementary examination.

The above supplementary examination shall cover the relevant, missing competencies corresponding to the unit of study and shall serve to prove that the (prospective) student has mastered the content of the unit of study in its entirety.

An exemption for the completion of the examinations comprising the propaedeutic stage shall not entitle a student to a certificate for the propedeutic stage.

2. Exemption requests shall be submitted to the Examinations Board in writing as soon as possible:
 - o Where the exemption relates to the tuition and examinations timetabled for the first period of a new academic year, the request shall be submitted no later than the first week of lectures for the period in question;
 - o Where an exemption relates to the tuition and examinations timetabled for a subsequent period in the academic year, the request shall be submitted no later than three weeks before the start of the period in question.

The Examinations Board shall inform the student in question of its decision and the reason for its decision in writing as soon as possible, in any event within fifteen working days of the Examinations Board's receipt of the documents or further information requested from the student.

3. Exemption requests shall be accompanied by documentary evidence. The Examinations Board is entitled to request that the applicant provide it with further information or additional documents, or to obtain all information needed by it to take a decision as referred to in Subsection (1) above.

Documentary evidence shall include the following:

- a. Copies of certificates, module certificates, certificates, authenticated by the issuing organisation or another competent organisation, together with submission of a full description of the study programmes or course programmes;
 - b. Copies of declarations on examinations sat, authenticated by the issuing organisation or another competent organisation, together with submission of a full description of the study programme or course programme;
 - c. Copies of final papers, articles, reports or projects produced by a student and assessed and authenticated by the organisation in question.
4. An exemption shall be granted by the Examinations Board within the framework of the programme indicated by the student.

5. Refusal of a student's request shall be explained in writing. At the student's request, the Board shall provide a further verbal explanation of its refusal of the student's request.

Section 33 Exemption based on related courses

The IBMS program does not have any related courses or programs as indicated by the article 7.31a of the WHW.

Section 34 Exemption Registration

Exemptions shall be indicated using the abbreviation 'Vr' or 'Ex' (*Vrijstelling* – exemption).

Exemptions shall not count towards the norm applicable to the binding study recommendation, an achievement-based scholarship or a performance-related education grant.

Section 35 Replacement of Units of Study/Examinations

With the approval of the Examinations Board, in some instances subject to a number of additional conditions stipulated by the Board, and provided the study load remains the same, students may be able to replace one or more units of study or modules *and* the corresponding examinations with:

- management and/or social activities and/or activities of an organisational nature, followed by an appropriate examination.

Students shall submit a request specifying their reasons for the said request. Amongst other things, students shall explain why their proposal will result in the attainment of the competencies required.

Chapter 8 Examinations, Degrees and Progression to a Masters Programme

Section 36 Examinations

The programme has two examinations:

- a. for the propaedeutic stage. The degree for the propaedeutic stage shall be awarded where the examinations for the units of study forming part of the propaedeutic stage have been completed successfully;
- b. for completing the course. The degree certificate shall be awarded after all the examinations for the units of study of the programme have been completed successfully.

Section 37 Awarding Degrees

The Examinations Board shall determine whether or not a student is to be awarded a degree as soon as a student applies for the degree and, where applicable, the results of the assessment carried out by the Examinations Board are positive.

Section 38 The 'with merit' and 'cum laude' Designations

The Examinations Board shall award students the 'with merit' designation in the event of a positive result (propaedeutic stage and the main part of the programme), comprising examination results (not including units examinations or exemptions) assessed as a 70.0 or higher and where an exemption has been granted for a maximum of three examinations.

When determining whether or not to grant a student the 'cum laude' designation (for the propaedeutic stage and the main part of the programme), the following factors shall be amongst those taken into consideration:

- upon graduation: the student has achieved a mark of at least 80.0 for his graduation assignment;
- the average mark achieved for all of the student's examinations (not including unit examinations and exemptions) is 80.0, and none of the examinations sat by the student have been assessed at lower than 70.0;
- the student's pace of study shall not have exceeded the programme duration scheduled by EPBS;
- the student has been granted exemptions for a maximum of three examinations of units of study.

Section 39 Progression to a Master's Programme

EPBS students graduating from a Bachelor programme are able to progress to a Master's programme offered by a university of professional education. Graduates shall be required to comply with the admission requirements stipulated and to be in possession of a certificate granting admission issued by the university of professional education offering the Master's programme in question (for details of the admission requirements applicable, see the tuition and examination regulations issued by the Master's programme in question).

In order to promote graduates' progression to a related Master's programme offered by a university, EPBS is exploring the creation of transfer programmes with one or more universities.

Chapter 9 Final Provisions

Section 40 Periodic Assessment

1. The EPBS shall ensure that these Regulations are assessed on a regular basis and, when doing so, shall ascertain the time requirement arising for students from them, in order to monitor and, where necessary, adjust the study load to which students are subject.
2. The Business Advisory Board appointed by EPBS shall issue its recommendations on these Regulations before their approval, and shall advise on their implementation on an annual basis. When assessing these Regulations, the results obtained further to the internal and external evaluation of the programme in the framework of quality

assurance and accreditation shall also be taken into consideration.

Section 41 Changes and Unforeseen Situations

1. Any changes to these Regulations shall be adopted by the Dean(s) of EuroPort Business School in a separate written resolution.
2. No changes shall be made that are applicable to the current academic year, except where this would not reasonably damage the interests of the students.
3. The Dean of EuroPort Business School shall decide on matters not provided for by these Regulations.

Section 42 Publication and Effective Date

1. These Regulations and any changes made to them shall form an integral part of that part of the Student Handbook relating to the programme, which shall be published at the intranet or the website of EPBS.
2. These Regulations shall be effective starting at 1 August 2014.