

Education and Examination Regulations 2017-2018
Joint Degree Bachelor of Tourism
Wageningen University and Breda University of Applied Sciences

Preamble

The Education and Examination Regulations (EER) are a legally required set of regulations according to Article 7.13 WHW that provides students with information about and establishes regulations concerning their programme at Breda University of Applied Sciences (NHTV) and Wageningen University (WU). The EER consist of two parts: a general part and the [Study Handbook](#). For each WU programme including the joint degree Bachelor of Tourism (BTO), the Study Handbook describes the learning objectives, the programme structure and planning and provides detailed information on all courses and the corresponding interim examinations offered by NHTV and WU. The Study Handbook may not conflict with the general part of the EER. For each course a course guide is supplied, containing information about the topics, the education, interim examinations and partial interim examinations. The rules and information in the course guide may not conflict with the general part of the EER. The EER is part of the Student Charter, which contains a number of other regulations applicable to students.

In addition to the EER, the Examining Board has adopted Rules and Regulations in which the procedures regarding interim examinations and the tasks and authorities of the Examining Board and examiners are specified. The most important topics relate to registration and withdrawal for interim examinations, assessment and standards for interim examinations, various approval procedures, exemption procedures, rules for graduating 'cum laude', maintaining order during interim examinations and measures in case of fraud.

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Chapter 1 Introductory provisions

Article 1 Scope of the regulations

- a. These regulations apply to the education and examinations of the Joint Degree Bachelorprogramme Tourism(BTO) as included in the [Central Registers of Higher Education](#) (CROHO) under Croho code 55001 These regulations apply to all students enrolled in the programme for the academic year 2017-2018. The programme is provided as a joint degree programme within the Faculty of Agricultural and Environmental Sciences of Wageningen University and within NHTV Breda, University of Applied Sciences.
- b. These regulations are only available in English.

Article 2 Definitions

The following definitions apply:

- a. *Admission Board*: the board established by the joint Executive Boards to decide on the admission of students to the programme in accordance with the admission regulations provided by law and by these Regulations.
- b. *Course*: a study unit of a programme as referred to in Article 7.3 section 2 of the WHW.
- c. *Course guide*: a document provided by the examiner of a course giving information on content, learning outcomes, the way a student can reach the learning outcomes and the way the learning outcomes will be assessed.
- d. *Credits*: the unit used to indicate the study load of a programme and study unit as provided by the European Credit Transfer and Accumulation System (ECTS). A credit consists of 28 hours of tuition, examinations and study hours and is equal to a study point as referred to in Article 7.4 sub 1 of the WHW (Higher Education and Scientific Research Act).
- e. *Examining Board*: the board established by the joint Executive Boards, as referred to in Article 7.12 of the WHW, who is responsible for issues regarding interim examinations and the final examination of the programme.
- f. *Education period*: the period in which tuition is given, which includes self-study and interim examinations. The academic year at Wageningen University is divided in six education periods.
- g. *Final examination*: the final bachelor's examination for the programme as referred to in Article 7.3 section 3 of the WHW.
- h. *Interim examination*: an assessment of knowledge, skills and attitude relating to a course.
- i. *Interim examination period*: part of the education period in which the opportunity is given to take interim examinations in the courses given during that period. If an education period does not have a general examination period, the interim examinations will be scheduled individually.
- j. *In writing/written*: the term "in writing" or "written" mentioned in these Regulations (for example with exams or written papers) also includes a digital interim examination taken via a university computer in a university room.
- k. *Practical assignments*, as referred to in Article 7.13 sub 2t WHW, in one of the following forms:
 - Participation in practicals (lab work, etc.),
 - Participation in fieldwork or excursions or,
 - Participation in another teaching activity which is directed at achieving certain skills.
- l. *Rules and Regulations*: the Rules and Regulations adopted by the Examining Board as referred to in Article 7.12b section 3 of the WHW, in which the procedures concerning interim examinations, final examinations and the tasks and authorities of the Examining Board and examiners are specified. The Rules and Regulations can be found in the Student Charter.
- m. *Re-sit*: an assessment of knowledge, understanding and skills relating to a course.
- n. *Re-sit period*: the period in the academic year, outside the educational period, in which students have the opportunity to re-sit examinations.
- o. *SSC*: Student Service Centre
- p. *Student*: the person entitled to education and/or examination facilities by virtue of the law.

- q. *Student with a disability or chronic illness*: a student with an illness which is currently considered to be chronic or permanent and which is a structural impediment to his or her participation in education or interim exams.
- r. *Study Handbook*: contains the part of the EER relating to the particular programme and is available on internet: [Dutch](#) or [English](#).
- s. *WHW, the law*: the Higher Education and Research Act.

Article 3 Evaluation of the education in the programme

Every educational period all courses will in principle be evaluated by means of a (standard) questionnaire. Furthermore once a year all enrolled bachelor and master students will be invited to complete the national (Dutch) student's survey ("NSE"). Immediately after their graduation, all bachelor and master graduates will receive a questionnaire about their programme. For BTO evaluation will be carried out by Wageningen University. In a national context every two years a national alumni survey is sent to all master graduates who graduated between one and two years before. Information about the outcomes of these evaluations can be found on [intranet](#).

Chapter 2 Admission

Article 4 Requirements relating to previous education

Prospective students who wish to enrol in the bachelor's programme BTO must fulfil the previous education requirements referred to in Articles 7.24 and 7.25 of the WHW and any other admission requirements of the joint educational institutes.

Article 5 Admission based on other qualifications

1. Prospective students who do not fulfil the requirements relating to previous education can still be admitted if they are exempted from those requirements because they have other qualifications (other types of diplomas) or fulfil the additional or other requirements set by the Bachelors Admission Board. The Dutch 'old style' pre-university education diploma (VWO) gives student the right of admission to the bachelor's programme if the requirement concerning previous are satisfied.
2. The substitution requirements for eliminating the deficiencies in the previous education can be obtained from the Student Service Centre. The Bachelor's Admission Board determines whether the substitute requirements have been satisfied.

Article 6 Entrance examination for prospective students who are 21 years old or older

Prospective students who are 21 years old or older and who do not fulfil the entrance requirements and are also not exempted from those requirements subject to Article 4 can be admitted on the basis of an entrance examination (colloquium doctum, Article 7.29 of the WHW).

Article 7 Details of education and entrance examination requirements

Details of the previous education and entrance examination requirements can be found in Appendix 1.

Article 8 Right of admission ensuing from the bachelor's examination

The successful completion of the final bachelor's examination gives the graduate unconditional admittance to the WU Master of Science programmes Leisure, Tourism and Environment (MLE) and International Development Studies (MID). This does not apply to a prospective master's student with a flexible BTO diploma.

Chapter 3 Content, structure and study load of the programme

Article 9 Type of programme

The programme is offered as a full-time programme only.

Article 10 Aims and learning outcomes of the programme

The Study Handbook formulates the aims of the course and the intended learning outcomes for the programme. The learning outcomes describe the knowledge, skills and attitude which the student should possess after successfully completing the programme.

Article 11 Curriculum of the programme

The curriculum of the programme can be found in the Study Handbook.

Article 12 General structure and study load of the programme

- a. The programme represents a total study load of 180 credits: 60 credits per academic year.
- b. The programme includes a prescribed component representing up to 150 credits (the major). The programme may offer a selection of various majors.
- c. The programme also consists of a free-choice component with a minimum of 30 credits. Students can use this component to take a minor and/or elective courses from the Wageningen University or another institute for higher education.
- d. In the free choice component, students can also compile an individual minor consisting of at least 24 credits. They present this individual minor and its proposed title to the Examining Board while requesting approval for the individual examination programme (Article 13). The proposed title of the minor should not be the same as or similar to a minor already offered by Wageningen University and/or NHTV.

Article 13 WU bachelor's honours programme

- a. The WU honours programme is supplementary to the regular bachelor's programme and is being offered in Wageningen. It represents an extra study load of 30 credits and is described in the Study Handbook.
- b. The programme and its components are only available to a specially selected group of students. The selection of the candidates and admission to the honours programme is assigned to the selection committee of the programme.
- c. A student can be removed from the honours programme at any time if he or she:
 - does not achieve sufficient study results in his/her regular programme, and/or;
 - does not participate sufficiently in the honours programme.

The honours programme director decides on this matter on behalf of the Executive Board.

Article 14 Composition of the individual examination programme

- a. Each student compiles an individual examination programme. The individual programme comprises the compulsory courses of the programme, the limited-choice courses and the free-choice component.
- b. The individual examination programme must be approved by the Examining Board. This procedure is outlined in the Rules and Regulations.
- c. The individual examination programme may consist of more credits than the legally required study load of the programme.
- d. Courses taken by the student within the framework of the honours programme are not part of the individual examination programme.
- e. The individual examination programme shall not contain courses especially intended to be part of a master's programme, e.g. the WU MSc-thesis, the WU MSc-internship and WU courses with a course code of which the first number is a 6.

Article 15 Courses from outside WU or NHTV and MOOCs in the individual examination programme

A student who wishes to follow courses at other institutes for higher education, either in the Netherlands or abroad, which are meant to replace courses contained in the compulsory component of the programme or the free choice component, requires prior consent from the Examining Board. This procedure is outlined in the Rules and Regulations.

A student who wishes to have a MOOC (as defined in Article 19) in the individual examination programme requires prior consent from the Examining Board. A MOOC can only be part of the free choice component. If MOOCs form part of the individual examination programme, the interim examinations can only be taken on-campus and the student must register.

Article 16 Extra courses

A student can register for extra courses and interim examinations beside the individual examination programme. These courses do not influence the result of the final examination. Extra courses will be stated on the diploma supplement, when the positive result is registered in the student information system before the examination date (see Article 44).

Article 17 Flexible bachelor's programme

- a. Each student has the right to compile a flexible bachelor's programme. The Examining Board must give its consent for the compilation of such a programme. The regulation regarding the flexible programme of WU will be applicable and can be found as an annex to the Rules and Regulations of WU and can be found at [Site Examining Boards](#).
- b. The diploma certificate states that a flexible bachelor's programme was followed and gives also the name of the programme.

Article 18 General requirements for graduating in two or more programmes.

To graduate in two or more programmes, the following general conditions must be fulfilled:

- a. The student enrolls in all programmes in which examinations are taken;
- b. These must be different programmes with their own CROHO code;
- c. These must be all bachelor's programmes;
- d. All compulsory courses and restricted optional courses for each programme have been fully completed;
- e. The free-choice component may coincide either fully or partially;
- f. The free-choice component of a programme may not include the compulsory or limited-choice courses from (one of) the other programmes.

When submitting the individual examination programmes for approval, the Examining Board will check whether the requirements set in this Article have been met.

Chapter 4 Courses (study units)

Article 19 Types of courses (study units)

NHTV and WU provide various types of courses or study units. For some of these courses specific rules apply. The specific types of courses/study units are:

- a. *Honours courses*: courses which may be taken only by students who are admitted to the bachelor's honours programme.
- b. *BSc thesis*: proof of competence in completion of the bachelor's programme.
- c. *Courses*: series of lectures and other educational activities which are part of one or more of the programmes described in the Study Handbook.
- d. *Capita selecta*: optional courses which cannot be part of the compulsory component of the programme but which can only be selected in the free-choice component, as is further elaborated in the Rules and Regulations.
- e. *MOOC*: a course offered as a MOOC (massive open online course) by Wageningen University via the edX platform.

Article 20 Description of courses in the Study Handbook

For all courses, the Study Handbook provides a description of at least the following:

- a. the language of instruction;
- b. the content of the course;
- c. the number of credits;

- d. the learning outcomes;
- e. the interim examination method;
- f. the examiner, the lecturers and the coordinator;
- g. the teaching methods;
- h. whether any prior knowledge is mandatory and whether any prior knowledge is assumed;
- i. whether there are any obligations or requirements with regard to study progress before a student may register for the course or take the interim examination;
- j. whether the course has a maximum number of registrations;
- k. Whether the course is offered as an online course (course description "DL" or "MOOC").

Article 21 Abbreviations for teaching methods

In elaboration of Article 20 sub b, the following applies. In the descriptions of the courses, the following abbreviations for various teaching methods are used:

EO	One-day excursion
EM	Multi-day excursion
F	Field Practical
G	Group work
IN	Internship
IP	Individual paper
IS	Independent study
Le	Lecture
P	Practical
T	Tutorial
Th	Thesis

In an online course the following teaching methods can be used:

DKC	Knowledge clip
DT	Tutoring
DG	Group work
DEL	E-learning

Article 22 Compulsory attendance for certain teaching methods

In elaboration of Article 20 sub g the following applies:

- a. It is compulsory for students to attend scheduled course meetings with the following teaching methods: Practical (P), Fieldwork (F), Excursions (EO, EM), Groupwork (G).
- b. For all other teaching methods, any compulsory attendance is specified in the Study Handbook or the course guide for that particular course.

Article 23 Mandatory and assumed prior knowledge

In elaboration of Article 20 sub h the following applies:

- a. Only for the bachelor's thesis mandatory prior knowledge can be required. The magnitude of the mandatory prior knowledge, being acquired by passing courses, is 18 credits and is described in the Study Handbook or course guide.
- b. For all other courses, prior knowledge can only be assumed. Assumed prior knowledge is knowledge which the lecturer supposes the student already has acquired before the start of the course and on the basis of which knowledge the lecturer will continue his lectures. The assumed prior knowledge will be described as courses which are supposed to be passed successfully or as already acquired learning outcomes. For courses in the prescribed component of the programme, prior knowledge can only be assumed if such courses or learning outcomes are part of the prescribed component of the programme and have been scheduled before this very course.

Article 24 Registering for courses

- a. For courses programmed in the first two years of the programme, which are being offered at NHTV, students don't have to register.
- b. For courses taken at WU, in any case courses scheduled in the third year of the programme, the student must register for each course through MyPortal before the deadline set by the WU has lapsed. For the thesis students don't have to register.
- c. At WU, courses with a maximum number of places have an earlier deadline (at least one and two weeks at most) in order to enable students who are not admitted to register for a different course.
- d. At WU, each student is allowed to register for at least two courses per education term; more courses can be taken, but the total study load must not exceed 15 credits. If a student still wants to register for an extra course, he must receive approval from the examiner of the extra course before the registration deadline has lapsed. The examiner will register the student personally.
- e. At WU, students who withdraw from a course within two weeks after the first day of the education period in which the course is given are deregistered and considered never to have taken that course.

Article 25 Feasible scheduling

The courses and corresponding interim examinations and re-sit examinations of the prescribed component of the programme are scheduled in such a way that reasonably no study delay will occur. However, the courses chosen by students for the free-choice component of the programme may not be feasibly scheduled.

Chapter 5 Interim- and re-sit examinations

Section 1 Interim examinations/registration

Article 26 Compulsory registration for interim examinations

While studying during the first two years at NHTV:

Registration for interim examinations at NHTV is not necessary.

While studying during the last (third) year at WU or while following a course offered at WU the following rules apply to registration for interim examinations:

- a. In order to take an interim or re-sit examination, students must register before the deadline set by WU has lapsed. This also applies for interim or re-sit examinations for a MOOC.
- b. If students are already registered for a course at WU, then it is not necessary to register separately for the corresponding examination in that education period.
- c. Students who have not registered on time cannot take the interim or re-sit examination.
- d. Until the deadline set by WU has lapsed, students can withdraw their registration for an interim examination.

Article 27 Enforcing preconditions for taking interim examinations

The examiner determines if all preconditions for taking examinations have been fulfilled.

Article 28 No possibility to re-sit a passed examination

If a student has passed an examination, he or she is not allowed to re-sit that examination.

Section 2 Interim examinations/examination material

Article 29 Examination material – general

The questions and assignments contained in a written or oral interim examination shall not extend beyond the examination material already made known in the course guide.

Article 30 Examination material for an altered or cancelled course

If the examination material or the type of examination for a particular course are significantly altered (regardless of whether or not the same course code is used) or if the course is cancelled, then the interim examination given in the re-sit periods of the first year for that the altered course or the first year after the course has been cancelled, shall also be in the previous form.

Section 3 *Interim examinations/type of examination and scheduling*

Article 31 Written interim examinations (also by digital means)

- a. Students can take an interim examination or a re-sit examination for a course in the education period in which the particular course is given according to the [year calendar of BTO](#).
- b. In addition to the foregoing students can also take interim examinations in the re-sit periods, as indicated in the year calendar of BTO.
- c. Students following courses at WU are not permitted to re-sit an exam in February for a course taken in the immediately preceding education period (period 3) for which they have already taken an interim examination.
- d. For a MOOC a student can only take an interim examination or a re-sit examination during the re-examination periods in February and August.
- e. Online interim examinations should always be secured in such a way that the identity of the student is secured and circumstances under which the examinations are taken are controlled.
- f. Interim examinations and re-sits can be scheduled in the evening (6:30-9:30 p.m.) In general, scheduling of interim examinations in the evening hours will be kept to a minimum
- g. In one day no more than two interim examinations from courses from the prescribed component of the programme (compulsory and restricted optional courses) shall be scheduled

Article 32 Oral interim examinations

- a. An interim examination will be taken orally if such is determined in the Study Handbook for the particular course or if so determined by the Examining Board.
- b. The oral interim examination will be taken by two academic staff members of which one is the examiner.
- c. Oral interim examinations are open to the public, unless, in special circumstances, the Examining Board determines otherwise.
- d. The examiner(s) and the student decide among themselves the date and time on which the oral interim examination shall be taken or re-sit.
- e. An online oral interim examination consists of an online conversation. It will not be taken in public, but must be recorded and filed by the examiner or the examining board in conformity with the retention period prescribed for written interim examinations.

Article 33 Assessment theses

In the Study Handbook and the course guide the way theses will be assessed is specified. The assessment will be executed by a thesis assessment committee that comprises at least a thesis supervisor and an examiner.

Article 34 Request for another type or time of interim examination

In exceptional circumstances and by request of the student, the Examining Board can decide to deviate from the interim examination type and/or the time of examination should the student be unable to take the prescribed type of interim examination or take the interim examination at the prescribed time.

Section 4 *Interim examinations/assessing, determining and announcing results*

Article 35 *Assessment of interim examinations*

- a. The assessed interim examinations are marked numerically on a scale from 1 to 10. In order to pass an interim examination students must achieve a mark of 6 or higher. Marks lower than 6 are rounded off to whole marks, marks of 6 and above are rounded off to half marks.
- b. In the case of a partial interim examination, the examiner may award a pass/fail assessment instead of a numeric mark. A pass/fail assessment for a course is permitted only after consent is given by the Examining Board. This is outlined per course in the Study Handbook. A pass/fail assessment is not permitted for theses.
- c. The Rules and Regulations provide further information on the assessment methods and standards for interim examinations.

Article 36 *Interim examination results and announcement of results*

- a. The examiner determines the result of a written interim examination within ten working¹ days after the day on which the examination is taken.
- b. The examiner determines the result of an oral interim examination immediately after the examination is taken and provides the student with the result in writing.
- c. Regarding educational units for which no written or oral interim examination is given (such as a thesis), the examiner determines the result within 10 working days after the submission deadline, as determined by the examiner, on condition that the student has submitted on time. If the student fails to submit on time, the examiner shall determine the result within a reasonable term.
- d. Within the time periods referred to in this Article, the examiner ensures the results are announced by entering the results in the student information system. Students can find this information on MyPortal.

Section 5 *Right of inspection and discussion*

Article 37 *Scheduling inspection and discussion*

- a. Within ten working days after the results are announced, the examiner provides the students with an opportunity to inspect their assessed work.
- b. The examiner can schedule the inspection at a place and time whereby he/she arranges a collective discussion or hands out model answers.
- c. During the discussion or inspection, students have access to their own work, to the questions and assignments of the particular interim examination and to information regarding the standards used for the assessment.
- d. If students are prevented from attending the inspection and discussions due to circumstances beyond their control, they can still request the right to inspection within 15 working days after the results have been announced. The examiner decides on the place, time and manner in which the students shall inspect and discuss their work.
- e. Contrary to the provisions stated in subsections b and d the inspection for online courses will be organized online.

Section 6 *Validity period for results of interim examinations and partial interim examinations*

Article 38 *Validity period for results of interim examinations and partial interim examinations*

- a. The validity period for interim examinations results is six years. At the student's request, the Examining Board can decide to extend the validity period in individual cases.
- b. In deciding on the request to extend the validity period, the Examining Board will consider the extent to which the learning outcomes tested by the interim examination in question have

¹ Working days: are the weekdays Monday to Friday, with the exception of the national holidays recognised by the CAO of the Dutch Universities and the days between Christmas Day and New Year's Day.

demonstrably not become outdated after six years. The Programme Committee can advise the Examining Board on this.

- c. If the validity period has expired because the student encountered study delays resulting from situations beyond his control as described in Article 7.51 paragraph 2c to h WHW respectively Article 3 sub e to i of the WU Profiling Fund Regulation and this has been reported as such to the student counsellor or student advisor, the Examining Board must take this delay into account when making its decision referred to in paragraph a.
- d. Results of partial interim examinations or other parts of an interim examination are valid until the end of the academic year following the academic year in which the result was attained, unless the Course guide or Study Handbook states that the validity is longer.
- e. Results of partial examinations or other parts of an interim examination are valid until the end of the academic year following the academic year in which the result was attained, unless the course guide or Study Handbook states that the validity is longer (but with a maximum of six years).

Chapter 6 Exemptions from interim examinations and practical assignments

Article 39 Exemption from interim examinations

- a. At the written request of the student, the Examining Board can grant an exemption from an interim examination. The Examining Board seeks advice from the relevant examiner.
- b. It is possible that descriptions of knowledge and skills giving grounds for awarding exemptions by the relevant Examining Board are set out in agreements between Wageningen University and NHTV, and other institutes of higher education. In such cases the Examining Board shall base its decisions on these grounds.

Article 40 Exemptions from compulsory practical assignments

The Examining Board can grant exemptions from the obligation to take part in certain practical assignments, whether or not subject to other requirements. Such exemptions can be awarded on the grounds of conscientious objections or in very exceptional circumstances.

Article 41 Specification in the Rules and Regulations

In the Rules and Regulations, the Examining Board can specify the grounds for exemptions and the procedure for requesting an exemption.

Chapter 7 Final examination, diploma

Article 42 The final examination of the programme

- a. A bachelor's final examination is part of each bachelor's programme
- b. Students pass the final examination if they have passed all courses in their individual examination programme.

Article 43 The degree attributed to the final exam of the programme

Based on Article 7.10a.1 of the WHW, the joint Executive Boards award a Degree Bachelor of Science in Tourism, to those who have successfully completed the bachelor's programme. The names of the partaking institutions (WU and NHTV), the degree and the programme are also stated on the degree certificate (diploma).

Article 44 The final examination results and the date of the final examination

- a. The Examining Board determines the final exam results after all interim examinations of the individual examination programme have been passed.
- b. Contrary to the provisions in Article 42 sub b, the Examining Board can decide that it is not necessary to pass all interim examinations in order to pass the final examination. The applicable regulations on this matter can be found in the Rules and Regulations.

- c. The final examination date is the date on which the positive result of the last interim examination of the individual examination programme is entered into the student information system, or, when this date is later: the date of approval of the (altered) individual examination programme.
- d. Up until the day before the last interim examination of the individual examination programme is taken or the thesis result is announced, students can apply to the Examining Board for a postponement of the final examination date, so that additional courses can be added to the individual examination programme. The relevant procedure is outlined in the Rules and Regulations.
- e. After the final examination date, students can remain enrolled and take courses. They shall receive a certificate for such courses that are passed.

Article 45 The diploma and the diploma supplement

- a. The Examining Board issues the student with a diploma and a diploma supplement, as proof of successful completion of the final examination.
- b. The diploma states at least the following: the joint institutions (WU and NHTV), the programme, the minor, the joint degree, the final examination date and, if applicable, the specialisation and the cum laude designation.
- c. The diploma supplement contains at least the name of the joint institutions and the name, the content and the study load of the programme. The supplement is drawn up in English and is in accordance with the standard European format.

Article 46 Cum laude

If the final examination shows that the student has demonstrated exceptional proficiency, the Examining Board can award the designation 'cum laude'. To this end, the Examining Board follows the corresponding procedure in the Rules and Regulations.

Chapter 8 Language used for education and interim examinations

Article 47 Language used for education and examinations

As mentioned in the [Code of conduct Foreign Languages of Wageningen University](#), the programme is taught and assessed in English.

Chapter 9 Studying with a disability or chronic illness

Article 48 Adaptations to education and interim examinations

- a. Students with a disability or chronic illness can apply for adaptations to the education, the interim examinations and practical assignments. As far as possible, such adaptations will be tailored to the needs of the individual student. The adaptations may not be made to the detriment of the learning outcomes and the assessment of the outcomes, of the course or of the programme. The procedures and facilities are outlined in the regulations 'Studying with a Disability' and can be found in the [Student Charter](#).
- b. After seeking advice from the Study Counselling Services, the Examining Board decides on behalf of the joint Executive Boards on adaptations to educational facilities and examinations.

Chapter 10 Study advice and counselling, binding recommendation (binding study advice)

Article 49 Advice/preliminary advice binding recommendation

- a. The joint degree programme uses a binding recommendation regarding the continuation of studies, as referred to in article 7.8b of the WHW. Each student receives during the first year of enrolment a recommendation concerning the further continuation of study. This recommendation is either negative or positive and will be delivered by the Examining Board. A negative binding recommendation can be given, if a student – taking into account all personal circumstances – is expected to be not successful in finishing the joint degree programme. Negative binding

recommendations are based upon the study results so far, which do not meet the minimum standards set beforehand.

- b. At the end of the first year of enrolment a negative binding recommendation will be given if a student obtains less than 42 ECTS credits within the first year of enrolment.
- c. At the end of semester 1 of study year 1 all students get a preliminary advice. If the student has obtained 24 ECTS or more he will be expected to be able to make enough study progress to meet the standard for getting a positive advice at the end of the year. However students who at the end of semester 1 of study year 1 have obtained less than 24 ECTS of the courses scheduled in the first semester will get a warning about their insufficient study progress and they will be invited for an appointment with the study adviser. The study adviser will advise the students on how to make choices with regard to (re)examinations and what to do with their individual study plans if there are study delays.
- d. At the end of the study year, if the student has obtained less than 42 ECTS of the courses scheduled in the first study year, but the Examining Board has taken the student's personal circumstances into account, the Examining Board will postpone the study advice with one year. The procedure is set out in Article 50.
- e. If the study advice has been postponed as described in subsection d, the student is still required to meet the standard of 42 ECTS earned (including the ECTS earned during the first year of enrolment) from completed first-year courses in the following study year; the ECTS for courses completed during the first year of enrolment are included in determining whether the standard has been met for the second year of enrolment.
- f. In reference to subsection e, If the student still fails to meet the standard during the second year of enrolment, he will receive a binding negative study advice towards the end of the second study year.
- g. If a student receives a negative binding recommendation, he or she shall not be permitted to enrol for the joint degree programme for a period of 3 years.
- h. A student can appeal to the Wageningen University Examination Appeals Board after receiving a binding negative recommendation regarding the continuation of studies.

Article 50 Personal circumstances

- a. The exclusive list of personal circumstances that may be taken into account in reaching a decision to give a study advice, as meant in Article 49 subsection d, are as follows:
 1. illness of the student;
 2. disability or chronic illness of the student;
 3. pregnancy of the student;
 4. exceptional family circumstances;
 5. participating in world class sports;
 6. membership of a Wageningen University or NHTV participation council, membership of the Board of the Educational Institute of Wageningen University, membership of a board of a foundation which, according to its articles of association, is involved in the exploitation of student facilities, or an organisation that is deemed by Wageningen University or NHTV to have a similar task;
 7. other circumstances described by the joint Executive Boards in the regulations based on articles 7.8b, paragraph 6, and Article 7.9, paragraph 5 of the WHW, in which the student is undertaking activities in relation to the organisation and the management of affairs of Wageningen University;
 8. the membership of the board of a sizable student organisation with full legal status, exclusively insofar as it is a student organisation recognised by the Financial Student Support Regulations of Wageningen

University or NHTV, and only if the student has held a position which entitles him to a six month's compensation from the Profiling Fund.

- b. The student is obligated to notify the student dean of any personal circumstances as soon as possible, within two months after their occurrence. The student dean will then make a note of it in the student's file and ensure that these circumstances, if possible, are substantiated with evidence. The student dean, in consultation with the student, will inform the study adviser and Examining Board of these personal circumstances in a timely fashion.
- c. In giving a binding negative study advice the Examining Board will take the personal circumstances of the student into account to the extent to which the Examining Board deems them to have resulted in the student in question being unable, in all fairness, to have met the standard. In reaching this decision, the Examining Board will also take into account the extent to which the student made these circumstances known to the student dean in a timely fashion so as to enable Wageningen and NHTV to adapt educational facilities to these circumstances where possible.
- d. The Examining Board will give the student the opportunity to provide a written explanation of these personal circumstances, along with a written recommendation by the student dean. The student will have the opportunity to be heard before the Examining Board decides to issue a binding negative study advice.
- e. The Examining Board is not bound by the recommendation of the student dean, but seriously takes this recommendation into consideration.

Article 51 Study advice and counselling during years 2 and 3

- a. Students who have obtained less than 72 ECTS at the end of semester 1 of study year 2 will be invited for an appointment with the study adviser.
- b. During the second and the third year, the study adviser will organise plenary meetings during which the students are advised on how to deal with minors and the bachelor thesis. Once a year the study adviser will organise a Study Abroad meeting.

Chapter 11 Complaint and appeal

Article 52 Right of complaint

Any student (current, prospective or past) or extraneous, ("concerned party"), can submit a complaint to the Faculty of Wageningen University, where the student has his first registration, regarding the manner in which a body, committee or department of NHTV or Wageningen University or a person employed by or working for NHTV or Wageningen University has treated him/her in a particular situation. Before submitting a complaint, the concerned party shall do his/her utmost to settle a dispute, if desired with the intervention of a student counsellor.

Article 53 Right of appeal

- a. A concerned party can appeal:
 - all decisions of the Examining Board or the examiner;
 - decisions taken by the Bachelor's Admission Committee;
 - a decision regarding disenrollment or refusal to permit re-enrolment based on a negative binding study advice;
 - decisions based on Article 6 with regard to the entrance examination;
 - in any case all decisions mentioned in article 7.61, section 1, WHW.
- b. The appeal must be lodged with the Examination Appeals Board (EAB) of WU within six weeks after receipt of the decision. To this end, the concerned party must submit a letter of appeal to the [Facility Wageningen University](#).

Article 54 Procedure

The procedures for submitting a complaint or lodging an appeal are outlined in regulations about legal protection at the website Wageningen University: [Student charter > Legal protection](#).

Chapter 12 Final provisions and implementation provisions

Article 55 General

Appendix 1 attached to the present EER forms an integrated part of the EER.

Although the present EER is stipulated in the English language, it is fully governed by Dutch (imperative) law. Consequently the provisions in the EER must be read and interpreted according to the Dutch law.

Save imperative law, in case provisions out of the present EER unexpectedly come in conflict with other rules or regulations as mentioned in or referred to in the EER, the provisions of the EER have preference.

Article 56 Implementation

- a. These Regulations enter into force on 1 September 2017.
- b. These Regulations have been adopted by the Executive Boards of NHTV and Wageningen University, with approval of the relevant participation councils and after seeking advice from the programme committee.

Article 57 Amendments to the EER

- a. These Regulations can be amended only by decision of the Executive Boards after approval from the relevant participation councils.
- b. Amendments do not apply in the current academic year, unless the interests of the students are not harmed or if necessary because of a statutory obligations.
- c. Amendments may not negatively impact decisions taken by the Examining Board on the grounds of these Regulations with regard to students.

Article 58 Publication

The Executive Boards shall ensure the suitable publication of these Regulations and any amendments.

Appendix 1 Admission to BTO

appendix 1: Admission to BTO

Dutch students can be admitted to the programme with:

- A Dutch VWO diploma. All VWO profiles are eligible: N&T, N&G, E&M, C&M. For the C&M profile: Mathematics A or B is required
- A diploma (propedeuse) from the first year of a four year hbo programme. Please note that sufficient knowledge of mathematics and English is required
- A diploma from the first year of a Dutch university. Please note that sufficient knowledge of mathematics and English is required

International students can be admitted to the programme with:

- An International Baccalaureate (IB) diploma, including Math Standard or Math Higher.
- A European Baccalaureate (EB) diploma, including Mathematics (3 hrs).
- Another secondary or high school diploma that equals the Dutch VWO diploma, including Mathematics and English.

The following qualifications are acceptable as evidence of proficiency in English for entry to the BSc Tourism programme:

- VWO 6.0 or HAVO 7.0 for English language
- TOEFL paper-based 550, computer-based 213, internet-based 79
- IELTS overall grade 6.0 (with a minimum sub score of 6.0 for speaking)
- Cambridge Certificate of Advanced English (CAE): pass at grade C or above
- Cambridge First Certificate (FCE): pass at grade B or above
- German students with Abitur: 06 Punkte for English on Grundkurs, Leistungskurs, Neigungsfach or Profilfach.

VWO Diploma (old version, gained prior to 1 January 2010)

For students who started their 4th year of the VWO programme before 1 August 2007, other entrance requirements apply. For those who hold VWO diploma's 'old style' with course clusters, the abovementioned VWO requirements must still be fulfilled in order to be admitted. Please contact the secretary of the Bachelor's Admissions Committee (BAC) or the Programme Director of the programme you wish to follow regarding this matter.

Colloquium Doctum

Persons wishing to enrol in the bachelor's programme BTO must hold a VWO (gymnasium, atheneum) diploma or equivalent. If they do not have such a diploma, admission can be arranged through a so called 'Colloquium Doctum'. Wageningen University does not offer a specific Colloquium Doctum, but requires certificates at VWO 6 level, which, with the exception of Mathematics, must be acquired elsewhere.