

Joint Degree Bachelor Tourism WU & NHTV 2014-2015 Education and Examination Regulations (EER-BTO), General Part

The Education and Examination Regulations are required by law (Article 7.13 WHW). They intend to provide students with sufficient and clear information about the degree programme they are following.

The EER stipulates the applicable procedures, rights and obligations concerning education, interim examinations and final evaluations. The EER is divided into two parts: the Study Handbook gives a description of the content of the programme and related examinations. This general part of the EER stipulates the procedures, rights and obligations for the Bachelor's degree programme, concerning interim examinations and examinations.

The EER is enacted by the Executive Boards after approval by the Wageningen University Student Council and the participation council of NHTV.

In addition, in accordance with Article 7.12b WHW, the Examining Board has drawn up a document with rules and guidelines regarding fraud and conduct during examinations, as well as duties and competencies of the Examining Board.

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Chapter 1

General stipulations

Article 1 Sphere of application of the regulations

These regulations apply to the education and the examinations of the Joint degree BSc Tourism (CROHO code 55001) and to all students following this programme during the 2014/2015 academic year. The study programmes are provided within the Faculty of Agricultural and Environmental Sciences of Wageningen University and within NHTV Breda, University of Applied Science. These regulations are published in English.

Article 2 Definitions

For the purposes of these Regulations, the following terms are defined as follows:

- a. The Act: the Higher Education and Research Act, the WHW.
- b. Student: the individual who, in accordance with the Act, has a right to educational and/or examination facilities. *Extranei* are included in this definition.
- c. Student with a handicap or chronic illness: a student with a chronic (possibly temporary) or long term disorder which structurally hampers the student in participating in education and/or taking interim examinations.
- d. Course: an educational component of the Bachelors study programme, as defined by the Act.
- e. Interim examination: a test to evaluate the knowledge, insight and/or skills of a student concerning a course.
- f. Final student evaluation: the final Bachelors evaluation in the Bachelors study programme, as defined in art.7.3.3 WHW.
- g. Educational period: a period during which education is provided.
- h. Interim examination period: the periods, during which the student is given the opportunity to take interim examinations in the course as mentioned in the year calendar.
Re-sits: re-sits for the courses will be offered in the re-sit weeks as mentioned in the year calendars of NHTV (year 1 and 2) and WU (year 3).
- i. Practical: practical training as stipulated in Section 7.13.2 under t. of the Act, in one of the following forms:
 - participation in fieldwork or a field trip,
 - completion of an internship or
 - participation in another form of education with the aim of acquiring specific skills.
- j. Credit: unit used to indicate a course's study load. 28 hours of participating in education, taking interim examinations and studying. According to the European Credit Transfer and Accumulation System (ECTS), an academic year comprises 60 credits.

Article 3 Aim of the degree programme

The degree programme has the aim of providing scientific knowledge, academic skills and attitude with respect to the domain of the Bachelor of Science programme so that the graduated Bachelor is capable of following a contiguous Master of Science programme, if desired at another university, or working independently in society. For the degree programme the intended learning outcomes are formulated and published in the Study Handbook (WU). These learning outcomes are explanations of what a student is expected to know, understand and/or be able to demonstrate after successful completion of the study programme.

Article 4 Variants of the degree programme

The Bachelor's degree programme Tourism (BTO) is only offered as a full time programme.

Article 5 Examining Board of the degree programme

The Executive Boards established an Examining Board in accordance with art.7.12a.1 WHW for the Joint Degree BSc Tourism. This Examining Board is responsible for the student (interim) examinations in the concerning study programme. In its decisions, the Examining Board takes the general principles of good administration into account.

Article 6 Examining Board Rules and Regulations

The Examining Board has drawn up a document with rules and guidelines concerning enrolment, disenrollment, evaluation and procedures concerning examinations, interim examinations and final

evaluations, including rules regarding fraud and misconduct. The student must familiarise him-/herself with these rules and guidelines <http://www.wageningenur.nl/en/Education-Programmes/Current-Students/Student-Charter.htm> > Education & Research.

Chapter 2 Admission

Article 7 Admission to the degree programme

Prospective students who wish to be admitted to the Bachelor's degree programme have to fulfil the education qualifications as referred to in article 7.24, 7.25 and/or 7.28 of the Act.

Article 8 Substitution requirements for eliminating deficiencies in the previous education

1. The substitution requirements for eliminating the deficiencies in the previous education can be obtained from the Student Service Centre. The Bachelors Admission Board determines whether the substitute requirements have been satisfied.
2. The 'old style' pre-university education diploma (VWO) gives students the right of admission to the Bachelor's study programme if the requirements concerning previous education are satisfied.

Article 9 Entrance examination

The following requirements apply to the admission procedure as referred to in Section 7.29 of the Act:

- a. The course Mathematics A, at level VWO6 for prospective students with a VWO profile C&M (or equivalent), depending on the curriculum vitae of the admission candidate.
- b. Competency in English. This competency is proven if the language appears as a course on the candidate's pre-university transcript or from the results of the IELTS test (or a comparable test).

Chapter 3 Education and examination regulations for the degree programme

Section 1 Bachelor's examination, general

Article 10 The final Bachelor's examination in the degree programme

The degree programme Tourism is completed through a final Bachelor's examination. Students pass the final examination if they have passed all courses in their individual Bachelor examination programme.

Article 11 The degree ensuing from the final Bachelor's examination

In accordance with art. 7.10a.1 WHW the institution administration awards to those who have successfully passed the Bachelor's examination the degree of Bachelor of Science in Tourism. The certificate includes the degree and the name of the study programme.

Article 12 Right of admission ensuing from the Bachelor's examination

The successful completion of the final Bachelor's examination gives the graduate the right to take the final Master's examination of the WU Master of Science programmes Leisure, Tourism and Environment (MLE), Management and Consumer Studies (MME) and International Development Studies (MID).

Section 2 *Final Bachelor's evaluation and result of final Bachelors examination*

Article 13 *Compilation and study load of the degree programme/flexible Bachelor's programme*

1. The final Bachelor's examination comprises the courses listed in the description of the degree programme, as approved by the Executive Boards and published in the Study Handbook. The programme in the Study Handbook is part of the EER. The total study load of the final Bachelor's evaluation is 180 credits.
2. Every student has the right to compile a personal study programme that significantly deviates from the degree programme; a flexible Bachelor's programme. The composition of a flexible Bachelor's programme requires the permission of the Examining Board. The diploma states that a flexible Bachelor's programme has been completed.

Article 14 *Approval of interim examinations to be taken at other institutions*

1. In order to take interim examinations in free choice courses at other institutions of higher or scientific education in the Netherlands or abroad, the student must first obtain permission from the Examining Board. The request to the Examining Board must be supported by a recommendation from the study adviser. When granting permission, the Examining Board evaluates the relevant interim examination regarding whether its magnitude and level are compatible with the Bachelors examination courses. The diploma supplement lists the completed courses (including optional courses) and the credits.
2. If interim examinations have been taken at institutions of higher or scientific education abroad in accordance with the procedure in clause 1, and the student wants these examinations to count for specific courses from the programme described above, then the student requests the relevant Examiner to take responsibility for the interim examinations that were taken abroad. The diploma supplement lists the name of the relevant interim examination and the institution abroad.

Article 15 *Approval of the Bachelor examination programme*

1. Within one year after completing the first year of the Bachelors programme (the BSc1 phase), there is a compulsory discussion with the study adviser concerning study planning and the tentative set of examination courses. The study adviser contacts the student and makes an appointment for this discussion.
2. No less than six months before graduation, the student submits the complete study programme, a set of examination courses, for approval to the Examining Board. The Examining Board decides about approving the request after hearing the recommendation of the relevant study supervisor. If the request for approval is submitted after the deadline referred to in the second sentence above, the student is responsible for the consequences (*).
3. The decision of the Examining Board is based on a qualitative and quantitative review of the student's study programme. The review of the free choice part of the programme is limited to monitoring its magnitude in terms of study load and the level of the interim examinations in relation to the Bachelors examination courses.
4. Before the Examining Board makes a well-reasoned decision to deny approval, the student is provided with an opportunity to explain his/ her standpoint.
5. The Examining Board normally decides within six weeks after receiving the request. The Examining Board can postpone the decision for no more than 14 days. The student must be informed of the postponement before the expiration of the term referred to in the first sentence above.
6. The student will be informed in writing or by email about the decision immediately. If the Examining Board has not decided or has not informed the student about the decision timely, the individual set of examination courses is assumed to be approved.
7. Up to ten working days before applying for the Bachelors examination, the student can request a change of the individual study programme that have already been presented for approval. Clauses 4, 5 and 6 apply to this request where relevant.

(*) Students are strongly advised to request approval of their set of examination courses before taking interim examinations for free choice components. Otherwise they take the risk that free choice components that have already been completed will not be approved.

Article 16 Binding recommendation continuation of studies

1. The joint degree programme uses a binding recommendation regarding the continuation of studies, as referred to in article 7.8b of the WHW Act. 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.
2. 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.
3. 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.
4. A student can appeal to the Examination Appeals Board after receiving a binding negative recommendation regarding the continuation of studies.

Article 17 Advice/ preliminary advice binding recommendation

1. Before a student gets a negative binding recommendation the student will get a preliminary advice. Students who have passed less than 80% (24 ECTS) at the end of semester 1 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.
2. Students who have passed less than 80% (48 ECTS) at the end of semester 2 will be invited for an appointment with the study adviser.
3. Students who have obtained less than 80% (72 ECTS) at the end of semester 1 of study year 2 will be invited for an appointment with the study adviser.
4. 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.

Article 18 Prerequisite courses BSc thesis

Before starting the BSc thesis, all prerequisite courses for the intended BSc thesis have to be completed successfully. The Examining Board will decide on a request to deviate from this regulation. The prerequisite courses (if any) are mentioned in the Study Handbook as part of the description of the BSc-thesis.

Article 19 Determining the result of the final Bachelor's examination

1. After all interim examinations have been taken, the result of the final Bachelor examination is determined by the Examining Board.
2. The Examining Board makes the decision referred to in the previous clause by majority vote.
3. If the required majority is not attained, the candidate fails the examination.
4. At least three members of the Examining Board must participate in the vote.

Article 20 Graduation with two or more final Bachelor's examinations

1. It is possible to graduate with two or more final Bachelor's examinations if the following conditions are satisfied:
 - a. Enrolment in the Bachelor's programmes of the study programmes in which the student will graduate.
 - b. The compulsory portion of each of the study programmes has been entirely completed.
 - c. In the free choice portion of each of the study programmes to be followed, overlapping courses can be included.
2. For each study programme that is chosen, the Examining Board provides a certificate for each successfully completed final Bachelor's examination.

Article 21 The certificate and the diploma supplement

1. As proof that the candidate has passed the final examination, the Examining Board awards a certificate. The certificate is signed by at least two members of the Examining Board who are appointed to do so.

2. The certificate includes the degree and the name of the study programme (the major) and any successfully completed minor. In an appendix attached to the certificate, the interim examinations that are part of the final examination are listed, as well as the marks and the number of credits of the relevant interim examinations. The certificate also lists the interim examinations that are not part of the final examination if the candidate has requested that these be included before the examination is completed, but only if the candidate has passed these interim examinations.
3. If the examination indicates that the candidate has shown exceptional competence, the Examining Board can grant the designation 'with distinction'. The Examining Board does this in accordance with the provisions in the document 'Rules and Regulations of the Examining Board BTO'.

Section 3 Taking interim examinations and results of interim examinations

Article 22 Interim examinations, general aspects

1. The Study Handbook indicates in which form or forms of the interim examination may be taken.
2. Students with a functional limitation are offered a reasonable opportunity to take interim examinations in a fashion which is adapted to their limitation as much as possible. If necessary, the Examining Board acquires expert advice before deciding on this matter.
3. The duration of the interim examination is such that the candidate, according to reasonable standards, has sufficient time to answer the questions.
4. At a request of the student, the Examining Board can decide that the interim examination is taken in a different form.
5. Once a student has passed an interim examination that examination may not be taken again.

Article 23 Opportunity to take written interim examinations

1.
 - a. Immediately following each of the education periods students are given the opportunity to take written interim examinations for the courses followed during those periods or, where applicable, during the relevant education period.
 - b. In addition, students have the possibility to do a re-sit in the re-sit weeks mentioned in the year calendars of NHTV (year 1&2) and WU (year 3).
 - c. Interim examinations and re-sits can be scheduled in the evening (WU, year 3).
2. Students who wish to take written interim examinations at a different time than that stipulated in clauses 1 a - b must obtain permission from the Examining Board.

Article 24 Opportunity to take oral interim examinations

1. Oral interim examinations take place at a public venue, unless the Examining Board or the examiner decides otherwise in a special case, or if the student objects to a public examination. For reasons of public order, or at the request of the student, the examiner may decide to discontinue the oral examination in public.
2. The examiners and the candidate or candidates being examined, consult together to determine when the oral interim exam will be taken.
3. Oral interim examinations will not be given to more than one student at a time, unless the Examining Board and/or the examiner decides otherwise.

Article 25 Content of interim examination, confirmation, changing the material tested by interim examinations

1. The questions and problems on the interim examination do not go beyond the previously announced examination material.
2. If the examination material and/or the method of evaluation of an interim examination has been altered significantly, then the interim examination or its components will still be offered in its old form during one academic year: the year in which the course is offered in the new form for the first time. However, this applies only to students who have not passed the examination or one of its components in the old form and students who took the course and registered for the interim examination, but cancelled their registration for the examination promptly.

3. When a course expires, concerning the course code and course contents, the interim examination for this course or its components will still be held during one academic year: the year in which the course is no longer offered for the first time. However, this applies only to students who have not passed the examination or one of its components in the old form and students who took the course and registered for the interim examination, but cancelled their examination registration promptly.

Article 26 Determining and announcing interim examination results

1. Immediately after an oral interim examination is taken, the examiner determines the results and gives a written declaration to the student.
2. The examiner determines the results of a written interim examination and informs the student within 10 working days after the day on which it is taken.
3. Regarding interim examinations other than oral or written examinations, the Examining Board decides in advance how and when the student will be provided with documentation of the results.
5. The Examining Board/examiner informs the Student Service Centre NHTV (year 1 & 2) and the Student Service Centre WU (year 3) about the results.

Article 27 Right to view the interim examination

1. During a period of at least 10 working days following the publication of the results of the written interim examination, the student can request to view the work which has been evaluated.
2. During the period mentioned above, the student will get the opportunity to view the questions and problems on the relevant interim examination, as well as the norms used for evaluating the answers.
3. For this purpose, the examiner can schedule at least two time periods during which the above viewing is possible. If the individual concerned can prove that he/ she was prevented from attending one of the scheduled viewings due to forces beyond his/ her control, he/she will be offered other possibilities, if possible within the period referred to in clause 1.

Article 28 The follow-up discussion

1. Unless a collective follow-up discussion has been planned or unless model answers are provided, the candidate can request a follow-up discussion from the examiner within 10 working days beginning on the day after the announcement of the results. The follow-up discussion takes place within a reasonable period at a location and time determined by the Examining Board/examiner.
2. If a collective follow-up discussion is organised by the Examining Board/examiner, the candidate can submit a request for an individual discussion as defined in the previous clause if he/she is present at the collective discussion and explains the relevant request.
3. The provisions in the previous clause are also applicable if the Examining Board or the examiner offer the candidate the opportunity to compare his or her examination results with model answers.
4. The Examining Board or examiner can deviate from the provisions in the first and second clauses of this Article if the candidate, within the term cited in clause 1, submits a request to this effect.

Article 29 Term of validity for interim examinations

Passed examinations remain valid for six years. As an exception to this provision, the Examining Board can extend the validity of obtained results that seems to lose validity.

Section 4 Exemptions

Article 30 Exemption from interim examinations

1. At the written request of the student and after hearing from the relevant examiner, the Examining Board can grant exemptions from interim examinations.
2. Before an Examining Board deviates from the recommendation of the relevant examiner, the examiner will be given the opportunity to explain his/ her standpoint.

3. The Examining Board can, at the request of the administration of the Education Institute, establish a collective exemption procedure.
4. The Examining Board is authorised, to stipulate in a supplement to these Regulations, to grant an exemption for previously passed interim examinations or final student examinations in higher education, or for knowledge or skills acquired outside higher education.

Section 5 Rules concerning interim examinations and final examinations

Article 31 Taking interim examinations or the final examination

1. Every interim examination comprises a test (to be given by the examiner or examiners) of the knowledge, insight and/or skills of the candidate; it also includes the evaluation of the results of that test.
2. The decision about whether a student has met the conditions to be allowed to take an interim examination or participate in the final examination is made by the relevant examiner or Examining Board, respectively.

Article 32 The language in which the interim examination is taken.

In principal, the language in which the course has been taught is also the language in which the interim examination is given.

Article 33 Compulsory practical exercises and exemption from these exercises

1. The practical exercises that are compulsory before the candidate is allowed to take certain interim examinations are listed in the Course Guide.
2. The Examining Board can grant an exemption from compulsory participation in practical exercises. This exemption can be granted on the basis of conscientious objection. In that case, the relevant Examining Board can decide that the practical exercise will be conducted in a different fashion, as indicated by the Board.
3. A request for exemption from compulsory participation in practical exercises and an explanation about the reasons for this request must be submitted by the candidate to the Examining Board at least two months before the practical exercise begins.
4. The term of two months, referred to in the third clause, does not apply to practical exercises scheduled during the first and second periods of BSc1. In this case, the request must take place before the practical exercise begins.

Section 6 Study supervision

Article 34 Study progress and study supervision

1. The Executive Boards are responsible for providing registration of the study results in such a way that a list of the interim examination results for each student will be provided on the Internet.
2. The Executive Boards are is responsible for the study supervision of students enrolled in the study programme; one aim of this supervision is orientation towards potential study routes inside and outside the study programme.
3. Every student who is enrolled in the first year of the Bachelors study programme receives a written study recommendation at the end of that year. The procedure is set out in articles 16 and 17 of these regulations.

Section 7 Right of complaint and appeal

Article 35 Right of complaint

Any student (current, prospective or past) or extraneous ("concerned party") can submit a complaint to the Facility at the institution of their first registration (faciliteit@wur.nl or the Faciliteit of NHTV), regarding the manner in which a body, committee or department of Wageningen University or NHTV or a person employed by or working for Wageningen University or NHTV 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 36 Right of appeal

- a. A concerned party can appeal:
- all decisions of the Examining Board or the examiner;
 - decisions based on Article 5 with regard to the entrance examination;
 - decisions taken by the Master's Admission Board;
 - a decision regarding disenrollment or refusal to permit re-enrolment based on negative binding study advice.
- b. The appeal must be lodged with the Examination Appeals Board (EAB) within six weeks after receipt of the decision. To this end, the concerned party must submit a letter of appeal to the Faculty of Wageningen University or NHTV, dependant of the student's first registration.

Article 37 Procedure

The procedures for submitting a complaint or lodging an appeal are outlined in the Student charter > Legal protection.

Chapter 4 Conclusion and provisions concerning amendments and additions to these regulations

Article 38 Amendments

1. Amendments to these regulations are made by the Executive Boards in separate resolutions following approval of the Student Council and the participation council of NHTV.
2. No changes can be made that are applicable to the current academic year unless it can be reasonably determined that this does not damage the interests of the students.
3. Moreover, changes cannot be disadvantageous to students regarding the approval that is obtained pursuant to Articles 12 or 13 or any other decision that is made pursuant to these regulations by the Examining Board with respect to a student.

Article 39 Publication

The Executive Boards are responsible for publishing these regulations as well as the changes to these regulations in an appropriate fashion.

Article 40 Date of enactment

These regulations go into effect on 1 September 2014.