

Education and Examination Regulations 2015-2016
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 EER is part of the Student Charter, which contains a number of other regulations applicable to students. During the first two years of the programme, when the student is studying at NHTV, the Student Charter of NHTV will apply. During the third year of the programme, when the student is studying at WU, the Student Charter of Wageningen University will apply.

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 Bachelor of science Tourism(BTO) as included in the Central Registers of Higher Education under Croho code 55001 These regulations apply to all students enrolled in the programme for the academic year 2015-2016. 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 Science.
- 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 the (interim) examinations of the programme.
- f. *Education period*: the period in which tuition is given, which includes self-study and exams.
- g. *Final exam*: the final bachelor's exam for the programme as referred to in Article 7.3 section 3 of the WHW.
- h. *Interim examination, re-sit*: an assessment of knowledge, understanding and skills 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*: the term 'in writing' 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 period*: the period in the academic year, outside the educational period, in which students have the opportunity to re-sit exams.
- n. *SSC*: Student Service Centre
- o. *Student*: the person entitled to education and/or examination facilities by virtue of the law.
- p. *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.

- q. *Study Handbook*: contains the part of the EER relating to the particular programme and is available on internet: www.studiegids.wu.nl (Dutch) or www.studyhandbook.wu.nl (English).
- r. *WHW, the law*: the Higher Education and Research Act.

Chapter 2 Admission

Article 3 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 4 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 Bachelors Admission Board determines whether the substitute requirements have been satisfied.

Article 5 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).

The following requirements apply:

- 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).

Article 6 Details of education and entrance examination requirements

Details of the previous education and entrance examination requirements can be found in Appendix 1 and at the following link: <http://www.wageningenur.nl/nl/Onderwijs-Opleidingen/Student-Service-Centre/Show-ssc/Toelaten-BSc.htm>

<http://www.wageningenur.nl/en/Education-Programmes/Student-Service-Centre/Show-SSC/Can-I-be-admitted-to-a-Bachelor-programme.htm>

Article 7 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. Only students who have been enrolled in the programme BTO since or before the academic year 2014-2015 have unconditional admittance to MME as well.

Chapter 3 Content, structure and study load of the programme

Article 8 Type of programme

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

Article 9 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, understanding and skills which the student should possess after successfully completing the programme.

Article 10 Curriculum of programme

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

Article 11 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 12 Bachelor's honours programme

- a. The honours programme is supplementary to the regular bachelor's programme. 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 13 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 14 Courses from outside WU or NHTV in the individual examination programme

Students who wish 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, require prior consent from the Examining Board. This procedure is outlined in the Rules and Regulations.

Article 15 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 exam. 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 39)

Article 16 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 <http://www.wageningenur.nl/nl/Onderwijs-Opleidingen/Huidige-Studenten/Examencommissies.htm>
<http://www.wageningenur.nl/en/Education-Programmes/Current-Students/Examining-Boards.htm>
- b. The diploma certificate states that a flexible bachelor's programme was followed and gives also the name of the programme.

Article 17 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 exams 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 limited-choice 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 another programme.

Chapter 4 Courses (study units)

Article 18 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 are not part of the compulsory component of the programme but which can be selected in the free-choice component.

Article 19 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.

Article 20 Abbreviations for teaching methods

In elaboration of Article 19 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

Article 21 Mandatory and assumed prior knowledge

In elaboration of Article 19 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, must be described in the Study Handbook or course guide. The courses must be part of the prescribed part of the programme.
- b. For all other courses, only assumed prior knowledge can be required. 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 22 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.
- c. At WU, courses with a maximum number of places have an earlier deadline 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.
- f. At WU, the courses and corresponding interim examinations and re-sit exams of the prescribed component of the programme are feasibly scheduled. However, the courses chosen by students for the free-choice component of the programme may not be feasibly scheduled.

Chapter 5 Testing

Article 23 Compulsory registration for interim examinations

While studying during the first two years at NHTV:

Registration for interim examinations at NHTV is compulsory for courses taken at NHTV which are mentioned in the "NHTV Regulations for written Examinations, September 2014" (Appendix 2)

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.
- 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 24 Enforcing preconditions for taking interim examinations

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

Article 25 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.

Article 26 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 27 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.

Article 28 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 NHTV (year 1+2) or WU (year 3).
- b. In addition to the foregoing students can also take interim examinations in the re-sit periods, as indicated in the year calendar of NHTV (year 1+2) or WU (year 3).
- c. Students studying 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. 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
- e. In one day no more than two interim examinations from courses out of the prescribed component of the programme (compulsory and restricted optional courses) shall be scheduled

Article 29 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 examiners.
- 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.

Article 30 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.

Article 31 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. 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.

Article 32 Scheduling inspection and discussion

- a. Within two weeks 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 three weeks 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.

Article 33 Validity period for results of interim examinations and partial interim examinations

- a. The validity period for interim examination results is 6 years. In exceptional circumstances the Examining Board, at the request of the student, can decide to extend the validity period.
- b. 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 34 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 35 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.

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.

Article 36 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 exam, diploma

Article 37 The final exam of the programme

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

Article 38 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 39 The final exam results and the date of the final exam

- 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 37 sub b, the Examining Board can decide that it is not necessary to pass all interim examinations in order to pass the final exam. The applicable regulations on this matter can be found in the Rules and Regulations.
- c. The final exam 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 exam date, students can remain enrolled and take courses. They shall receive a certificate for such courses that are passed.

Article 40 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 exam.
- b. The diploma states at least the following: the joint institutions (WU and NHT), the programme, the minor, the joint degree, the final exam 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 41 Cum laude

If the final exam 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 42 Language used for education and examinations/general

The programme is taught and assessed in English.

Chapter 9 Studying with a disability or chronic illness

Article 43 Adaptations to education and interim examinations

- a. Students with a disability or chronic illness can apply for adaptations to the education, the interim examinations, internships 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 44 Study progress and study counselling in general

- 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. 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.
- d. A student can appeal to the NHTV Examination Appeals Board after receiving a binding negative recommendation regarding the continuation of studies.

Article 45 Advice/ preliminary advice binding recommendation

- a. Before a student gets a negative binding recommendation the student will get a preliminary advice. 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 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.
- b. Students who at the end of semester 2 of study year 1 have obtained less than 48 ECTS of the courses scheduled in the first study year will be invited for an appointment with the study adviser.
- c. 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.
- d. 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 46 EER NHTV is applicable to procedural aspects and appeal regarding binding study advice. The NHTV Education and Examination Regulations 2015-2016 (NHTV EER and called within NHTV "Teaching and Examination Regulations (OER) Programmes: HTRO, Ad-FBTR and FBTR") regarding the procedural aspects and appeal regarding binding study advice are applicable. Thus, notwithstanding the articles 44 and 45 of this Chapter of the present EER BTO, Chapter 5 of the NHTV EER titled "Binding Recommendation Regarding the Continuation or Discontinuation of Studies" is applicable (Appendix 3)

Chapter 11 Complaint and appeal

Article 47 Right of complaint

Any student (current, prospective or past) or extraneous, ("concerned party"), can submit a complaint to the Facility of NHTV or 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 48 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 or Master's Admission Board;
 - a decision regarding disenrollment or refusal to permit re-enrolment based on a negative binding study advice.
 - all other decisions described in article 7.61 WHW.
- b. The appeal must be lodged with the Examination Appeals Board (EAB) of NHTV (year 1+2) or of WU (year 3) within six weeks after receipt of the decision. To this end, the concerned party must submit a letter of appeal to the Facility of NHTV or Wageningen University.

Article 49 Procedure

The procedures for submitting a complaint or lodging an appeal are outlined in regulations about legal protection at the websites of NHTV and Wageningen University.

At NHTV: <http://www.nhtv.nl/over-nhtv/organisatie/governance/regelgeving.html> (Dutch)

Or: <http://www.nhtv.nl/ENG/about-nhtv/organisation/governance/complaints-service-point.html> (English). At WU: [Student charter > Legal protection.](#) (English)

Chapter 12 Final provisions and implementation provisions

Article 50 General

The appendices numbered 1 to 3 attached to the present EER form 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 51 Implementation

- a. These Regulations enter into force on 1 September 2015.
- 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 the programme committee.

Article 52 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 53 Publication

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

Appendices

Appendix 1 Admission to BTO

Persons holding one of the diplomas mentioned below, as well as in some cases additional requirements, are admitted to the Joint Degree Bachelor of science Tourism :

- a VWO diploma;
- a first-year HBO certificate, together with a VWO diploma or if you have passed a course Mathematics A at VWO 6 level;
- a first-year university certificate;
- a HBO certificate (final examination);
- a university certificate (final examination).

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.

For prospective students from Germany:

Persons with the German nationality complying with the following requirements, are admitted to the Joint Degree Bachelor of science Tourism:

- holding a university entrance ("Hochschulreife")
- command of the English language, at least successful completion of basic course level ("Abschluss des Grundkursniveaus") or passing a similar test at B2-level (within the Common European Framework of Reference). It is also possible to do an Oxford Quick Placement Test at the Wageningen University.
- Mathematics minimal at basic course level ("Grundkursniveau")

For prospective students from other countries than the Netherlands or Germany:

The Bachelor Admissions committee will decide on their requirements for enrolment.

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.

Appendix 2 NHTV Regulations for Written Examinations

https://www.intranet.wur.nl/nl/organisation/Procedures/procedures/Documents/20141022_Regeling%20octrooien%20en%20vindingen%20def%2002-02-09_MA_1%20def.pdf

Appendix 3 Chapter 5 of the NHTV EER

(Teaching and Examination Regulations (OER) Programmes: HTRO, Ad-FBTR and FBTR) about Binding Recommendation Regarding the Continuation or Discontinuation of Studies

Teaching and Examination Regulations (OER)

Programmes: HTRO, Ad-FBTR and FBTR

Academy for Tourism

Based on: OER Framework Arrangement 14-15 for HBO Bachelor's Programmes

NHTV Breda

TER HBO bachelor – Academy for Tourism 2014-2015

Chapter 5 Binding Recommendation Regarding the Continuation or Discontinuation of Studies

WHW article 7.8b

5.1 Binding Recommendation in the Propaedeutic Phase at the End of the Academic Year

1 No later than at the end of the first year of enrolment on the propaedeutic phase of a study programme, every student will receive a written recommendation from the board of examiners with regard to the continuation of studies, either on the same programme or another one. The discussions of the board of examiners will lead to:

- a positive recommendation (if 60 ECTS credits have been earned)
- a deferred recommendation (if 52 ECTS credits or more have been earned, but less than 60 ECTS credits have been earned)
- a negative recommendation (if less than 52 ECTS credits have been earned)

The following applies in determining the number of credits earned:

a it is allowed to make use of the compensation scheme as described in article 8.3.1.

b for FBTR and Ad-FBTR students who entered in 2012-2013 or earlier, the conditions of the OER 2012-2013 will be applicable (see appendix 16).

c As far as fast tracks are concerned, the requirement of 52 ECTS credits also applies, in which it is allowed to make use of the compensation scheme for fast tracks, as described in article 8.3.1.

2 A negative recommendation, as referred to in the first section, involves a rejection, in which case it is called a negative binding recommendation regarding the continuation of studies (or in short: negative binding recommendation). In this respect, the board of examiners is of the opinion that - taking into account any personal circumstances (see article 6.3) - the student is not deemed capable of completing the study programme successfully, in view of the fact that this student has failed to make satisfactory academic progress (see article 5.1, section 1).

3 In order to allow the board of examiners to consider personal circumstances in its decision, these circumstances must be reported to the student counsellor as soon as possible after they occur.

4 Prior to issuing a negative binding recommendation at the end of the academic year, the board of examiners must seek written advice from the student counselor.

5 The Executive Board may decide that the rejection as referred to in section 2 of this article also extends to study programmes which have the same propaedeutic exam as the study programme in question. Within the academy, this concerns the following study programme(s): - the HTRO programmes: if a student has received a negative recommendation from IP International Leisure Studies, this negative recommendation will also apply to the international first year (IP) of HTRO

- the FBTR / Ad-FBTR programmes: if a student has received a negative recommendation from either of these programmes, this negative recommendation will apply to FBTR as well as to Ad-FBTR.

6 The rejection as referred to in section 2 is final, and applies to an indefinite period of time. The board of examiners may decide to withdraw a negative binding recommendation, see article 5.3.

7 Every student will receive an up-to-date transcript of his academic achievements no later than 15 March. If these achievements give cause to do so, a warning (the provisional recommendation) will be attached to this transcript, urgently advising the student to improve his academic performance in areas that he is deficient within a reasonable period of time.

8 The nature of the provisional recommendation (including any warning, if necessary) depends on the number of ECTS credits determined so far in the first half of the propaedeutic programme, in which the following is taken into account: the number of missed credits, any second opportunities/attempts, which have yet to be taken in the first half of the programme, the compensation scheme and the distribution of components across the academic year, including free electives.

9 Before issuing a rejection, the board of examiners will give the student the opportunity to be heard.

10 Every student who still has not passed the propaedeutic exam at the end of the second year of enrolment will receive a negative binding recommendation.

11 In derogation from the provisions of section 10 of this article, the binding recommendation can be postponed by one year, based on personal circumstances (see article 6.3) and on the advice of the student counselor.

12 A student may appeal against a negative binding recommendation with the Examinations Appeals Board within six weeks after the negative binding recommendation is issued. The procedure to this end is described in the student counselor leaflet: 'I disagree with the binding recommendation'.

5.2 Binding Recommendation in the Propaedeutic Phase upon Early Termination of Enrolment

1 In derogation from article 5.1, a negative binding recommendation regarding the continuation of studies is issued to every student who terminates his enrolment before the end of the first year of enrolment (and/or whose enrolment is terminated by NHTV), unless the board of examiners decides otherwise, on the advice of the student counselor.

2 A student may appeal against a negative binding recommendation with the Examinations Appeals Board within six weeks after the negative binding recommendation is issued.

5.3 Withdrawal of the Negative Binding Recommendation Regarding the Continuation of Studies

1 The board of examiners may withdraw a negative binding recommendation. This happens when the student is deemed capable by the board of examiners to successfully complete the study programme at the moment of re-entering this programme. To this end, the student is required to submit evidence, based on which the board of examiners can make its decision. Withdrawal of the negative binding recommendation will be recorded in Osiris. Withdrawal of the negative binding recommendation regarding the continuation of studies is an absolute condition to re-enrolment.

2 A special arrangement is applicable to students who temporarily interrupted their studies in their propaedeutic year and who want to resume their studies. The arrangement applies to:

- ☐ ☐ propaedeutic students with a negative binding recommendation in their first propaedeutic study year,
- ☐ ☐ who have interrupted their propaedeutic studies because of personal circumstances,
- ☐ ☐ and who want to repeat the propaedeutic year after consultation with the student counselor.

This exceptional arrangement has been included in appendix 8 ('Return of students who interrupted their studies in their first year').

5.4 Retention Period of Recommendations regarding the Continuation of Studies

The warning regarding the continuation of studies (see article 5.1 section 7) and the recommendation regarding the continuation of studies (see article 5.1 section 1) must be retained for five years after the date of issuance.