

Education guide 2026 - 2027

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Education guide 2026-2027

2026-2027

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PREFACE

Dear student,

At Inholland University of Applied Sciences, we will train you to become an independent thinking professional with practical knowledge. This is how you will soon make a meaningful contribution to the inclusive world of tomorrow and to a sustainable living environment and resilient society.

During your studies, we prepare you well, with practice-oriented education and research. In doing so, we help you give direction to your ambitions and development. You will do this by working on social issues in cooperation with companies, institutions, teachers, researchers and, of course, your fellow students. A great challenge for your development as a professional and as a human being!

In this Education Guide you will find important information about all the rights and obligations surrounding learning. These apply to you as a student and to us as a university of applied sciences. The guide is thus an important guide to help you successfully complete your education.

We wish you success and enjoyment in your studies.

Kind regards,

The Executive Board of Inholland University of Applied Sciences

Jeroen van den Berg

Marije Deutekom

CHAPTER 1: INTRODUCTION

Waar gaat deze gids over?

Welcome to the Education Guide of Inholland University of Applied Sciences (hereinafter: 'Inholland' or 'the university of applied sciences'). This Guide contains information that is important for students to know, as well as information on student rights and responsibilities – it is worthwhile to keep up-to-date with this. You will find the Education Guide at inholland.nl/onderwijsgids, but also via Iris, Education Guide tile. The version of the Education Guide available on Iris is always the most recent and operative version.

The Education Guide includes the Teaching and Examination Regulations (usually abbreviated to TER), which contain information on your chosen degree programme. The so-called 'Programme-specific TER' lists the curriculum, information on assessment and any rules that are specific to your degree programme. It also includes rules that apply to all programmes. The Programme-specific TERs can be found on inholland.reader.docfield.com.

The other chapters of this Education Guide contain additional information that is important to students, on practical matters such as general regulations (e.g. enrolment procedures), but also on student rights and responsibilities, such as legal protections and

regulations applicable to specific groups. Chapter 3 describes the regulations that are relevant to students.

Not everything will be of equal importance to everybody, but anything that might be important one day is included here.

The Education Guide applies to both internal and external students. External students are those who complete assessments, but who do not take any classes. External students are quite rare, which is why the Education Guide usually only refers to 'students'. Only in potentially unclear cases will explicit reference be made to external students.

Organisation of this document

The Education Guide is made up of several chapters/parts:

Chapters 1 and 2 contain general information about the Inholland organisation and the rights and obligations of Inholland and the student. If you are looking for information on the procedures or content of your own degree programme, the best place to start is the Programme-specific TER. The website inholland.reader.docfield.com lists all Programme-specific TERs. The Programme-specific TER contains the general provisions applicable to all degree programmes and the programme-specific information.

If you are looking for something else, Chapter 2 is the best place to start. It lists and explains the most important study-related matters that you may encounter during your time at Inholland. Scan through the Table of Contents: do any topics look important that you might not have considered yet? Take some time to read them through.

Important note: Chapter 2 contains explanations and additional notes, not the regulations themselves. The actual regulations can be found in the regulations, the schemes and in the TER. You can find these on Iris, Education Guide tile. Always be sure to read the regulations carefully before taking any action.

It is also useful to know whom you need to contact in the event of any questions or problems. This Guide also contains contact information, which you should not hesitate to make use of.

Glossary

Objections Advisory Committee (in Dutch: ACB): an advisory committee instituted by Inholland as referred to in Article 7.59b, paragraph 2 of the Higher Education and Research Act (in Dutch: WHW).

Objection: the legal remedy against a decision of an administrative body.

Appeal: the legal remedy against a decision.

Central Student Administration (CSA): handles all student enrolment matters.

Examination Appeals Board (in Dutch: COBEX): an appeals board instituted by Inholland in accordance with Article 7.60 of the Higher Education and Research Act (WHW).

Executive Board: the management of Inholland, and also of the Netherlands Higher Education Foundation (Stichting Hoger Onderwijs Nederland).

Departmental Representative Advisory Council (DMR): a consultative body, as referred to in Article 10.25 of the Dutch Higher Education and Research Act (WHW), that exercises employee and student participation within an organisational unit. Within the Inholland university of applied sciences, there are DMRs for each faculty and one for the support services division (including the Governance Affairs department and Internal Audit).

External student: an external student is someone who takes exams but does not attend educational courses.

Faculty: the degree programmes are organised into faculties. Each faculty is managed by a faculty dean, who is responsible for teaching, research, contract activities, finances and faculty operations.

Central Representative Advisory Council: a body as described in Article 10.17 of the Higher Education and Research Act (WHW) that ensures representation within the university of applied sciences.

Nominal study duration: the time it takes students to complete their studies if they do not experience any delays.

Student counsellor: you can contact a student counsellor if you are facing personal circumstances that may cause your studies to be delayed.

TER: Teaching and Examination Regulations, usually abbreviated to TER or Programme-specific TER. Here you will find information about your degree programme and its contents.

Ombudsman: the Ombudsman is a person appointed by the Executive Board who is not connected to Inholland. This is the person to contact if you are dissatisfied with the internal handling of your complaint.

Service Desk: The place to go for questions about educational administration, IT and building facilities, and so on.

CHAPTER 2: RIGHTS AND OBLIGATIONS: GENERAL

Part 1 General Provisions

1 The Higher Education and Research Act (WHW)

This Education Guide is a student charter as described in Article 7.59 of the Higher Education and Research Act (WHW). The provisions it contains are only valid as far as they do not conflict with the Act. The Guide was adopted by Inholland's Executive Board, following approval by the Central Representative Advisory Council. The Programme-specific TER was adopted by the Faculty Dean, following approval by the Faculty Representative Advisory Council and the Programme Committee.

2 Scope

The provisions in the Education Guide apply to all students of the university of applied sciences, including (where applicable) prospective students and alumni.

A limited number of provisions from the Higher Education Act (WHW) apply to the post-initial Master's programmes at the university of applied sciences: those regarding accreditation, admission, quality assurance, education, and examinations. Information for course participants in these programmes is not covered by the Education Guide and is included in a separate document.

3 Content and Publication

This Guide sets out students' rights and responsibilities, and includes references to regulations that protect student rights.

The Executive Board ensures the availability of the Education Guide (digitally, via Iris [tile Education Guide] and the website), where a Dutch version of the Guide is also available.

The Executive Board or the Faculty Dean will decide on any matters not covered by Chapter 2 of the Education Guide.

Students will be notified of any changes that occur during the academic year, and the changes will be incorporated into the version published on Iris.

Part 2 Inholland: Organisation and division of responsibility

4 The aim and principles of Inholland

Through higher professional education and practice-oriented research, Inholland contributes to a sustainable living environment and a vital society. In the Dutch cities with an Inholland campus and surrounding regions, we collaborate with the professional field, government bodies, and societal partners. We do this personally and locally, based on the conviction that for us and our students, both success and setbacks are the key to development as professionals and as human beings. Diversity is a strength in this regard.

Inholland University of Applied Sciences falls under the Netherlands Higher Education Foundation (Stichting Hoger Onderwijs Nederland). The Foundation's charter can be found on the Inholland website.

The basis of the Foundation is non-denominational, which means we do not operate according to a single life outlook or religion, and we acknowledge and accept the differences between various outlooks and beliefs. Mutual respect for these differences constitutes one of the Foundation's basic principles.

The Foundation respects the diversity of values held by the pluriform society.

Students are expected to adhere to Inholland's basic principles.

5 The organisation of Inholland

The Executive Board is Inholland's university board. The Supervisory Board monitors policy and the general day-to-day running of the university of applied sciences. The Executive Board is based at Theresiastraat 8, The Hague. The mailing address is: PO Box 93043, 2509 AA The Hague (info@inholland.nl).

Inholland has campuses in Alkmaar, Amsterdam, Delft, The Hague, Dordrecht, Haarlem and Rotterdam. Practical info (such as addresses and contact times) is given on Iris and on the website.

The University of Applied Sciences offers education in numerous disciplines. Through our education and research, we aim to promote a sustainable, healthy, and creative society. The emphasis is on Bachelor's programmes, but we also offer Master's programmes and Associate Degree programmes.

Inholland Academy is Inholland's institute for refresher and in-service training, and offers courses for companies, institutions and individuals. The Academy provides degree programmes, courses and training at post-senior secondary vocational, higher professional and graduate level, along with numerous tailored programmes, to working professionals in fields including commerce and industry, technology, agriculture and the natural environment, business/other services, media, government and NGOs, healthcare, welfare and education.

Teaching activities are grouped together into degree programmes, which are in turn grouped into three faculties: Business, Law and Creative Industries (BLC), Health, Education and Well-being (HEW) and Natural Sciences and Technology (NST). Each faculty is headed by a Faculty Dean, who is responsible for education, research, contract activities, finances, and operational management within the faculty. Every degree program is led by an Education Manager and an Education Team Lead. Within the faculties, lecturers work on research projects in knowledge centers.

The Executive Board and the faculties are supported by service departments. The Service Directors are responsible, among other things, for the university's campuses and for the services offered to you as a student there, such as the service desk, the Student

Success Centre, the student counsellors, and the study choice advice centre. The powers of the Executive Board are laid down in the statutes; the organisation of the university is governed by the administrative regulations, which can be found on the website and on Iris.

Detailed information on the structure of the university of applied sciences can be found on Iris. Under “Weten en regelen voor studenten” (Knowing, Arranging; for students), see the sections Over Inholland (about Inholland) and OnderwijsKalender (teaching calendar). Click Domeinen (faculties) for information on degree programmes.

Part 3 Enrolment, rights, termination of enrolment and tuition fees

6 Educational prerequisites

If you wish to enrol for a degree programme at the university, you must, at minimum, comply with the statutory rules of procedure for applying for the foundation phase of a Bachelor’s degree programme in accordance with Article 7.31a of the Higher Education and Research Act (WHW), and fulfil the prior education requirements as specified in Articles 7.24 up to and including 7.29 of the Higher Education and Research Act (WHW) and in the Teaching and Examination Regulations of the degree programmes. However, in special circumstances an exemption from these requirements may be granted. See the Inholland Enrolment and Termination of Enrolment Regulations, which can be found here.

7 Rights and responsibilities of internal and external students

1. Enrolment as an internal student shall always grant the following rights, unless the student has been exempted from payment of the statutory tuition fees due to administrative activities as described in Article 17:
    a. participation in the teaching activities in the degree programme, and in principle in all undergraduate teaching activities throughout the university of applied sciences, except where enrolment quotas apply (due to teaching capacity or the labour market);
    b. completion of degree programme examinations and tests (see the Teaching and Examination Regulations of the relevant programme);
    c. access to the areas of Inholland buildings, unless the Dean of the Faculty in question believes that the nature or interests of teaching or research activities dictate otherwise;
    d. use of other student facilities, such as libraries, computer facilities, etc., with due consideration of the conditions governing the use of these facilities;
    e. use of student services, including the services of student counsellors; and
    f. study coaching. In this context, Inholland pays particular attention to the coaching of students who belong to an ethnic or cultural minority and whose participation in higher education lags significantly behind that of Dutch citizens who do not belong to such a minority. Study coaching is tailored to the various stages of the degree programme;
    g. the right to vote in central representative advisory council and faculty representative advisory council elections, as set out in the Regulations for Participation in Decision-Making.
2. Enrolment as an external student grants the following rights:
    a. completion of programme exams and tests. As external students have no right to supervision, such tests may not include the completion of a final thesis;
    b. access to the areas of Inholland buildings, unless the Dean of the Faculty in question believes that the nature or

interests of teaching or research activities dictate otherwise;
   c. Counselling by a student counsellor.
3. If the Executive Board decides to cancel a degree programme, the students currently enrolled will be given the opportunity to continue the programme at Inholland uninterrupted. A deadline will apply, however, which will be no later than the remaining programme duration for the enrolled students (based on the relevant study load) plus one year.

   If the Minister decides to withdraw funding and degree conferral, the Minister will also decide when the decision enters into force. From that time on, accreditation will also cease to apply. In such cases, and when the accreditation period has expired or is no longer issued, the university of applied sciences will ensure that the students already enrolled in the programme are given the opportunity to complete the degree programme at another institution. For students for whom this is not possible, the programme will continue to run at Inholland on the condition that their enrolment is uninterrupted.

   In all cases, the remaining length of the programme (to be determined by the Executive Board) will be no longer than that required by the relevant students to complete it based on the remaining study load, plus one year. The corresponding final date on which the students may be enrolled in the programme will be entered in the RIO database managed by DUO (the 'programme cancellation date'), except in cases concerning an additional variant of a registered programme.
4. Students also have the following responsibilities, unless stated otherwise in any of the listed regulations:
   a. to do what may reasonably be expected of a student to successfully complete the study programme of the degree programme for which you are enrolled each academic year;
   b. to regularly consult all available resources to view the status of your studies via your student account. If necessary, you are expected to take action;
   c. to pay tuition fees.

8 Termination of enrolment

If you are considering terminating your enrolment, we recommend that you consult a student counsellor and, where appropriate, DUO before doing so in order to discuss the impact of termination on student finance, any credits you have already obtained, any agreements on a restart etc.

You can terminate your enrolment during the academic year through Studielink, www.studielink.nl.

It is important to make an appointment with a student counsellor first, in order to ensure that termination of your enrolment and your student finance goes smoothly.

1. **At your request**

   At your request, the enrolment will be terminated as of the beginning of the month following the one in which the request was submitted.

   Any such request must be submitted via Studielink or, if this is not possible, in the manner specified by the Central Student Administration (CSA).

   No rights may be derived from notifications, statements or information issued by other units or their employees and/or by faculties regarding voluntary termination of enrolment.

2. **By Inholland**

   Enrolment will be legally terminated as of the start of the month following notification by Inholland in cases dictated by:

   - a binding study recommendation;
   - serious fraud;
   - failure to respect the principles and aims of Inholland;
   - misuse in respect of the intrinsic nature of Inholland;
   - behaviors that go against the desired professional practice;
   - violation of the rules relating to the proper course of events at Inholland.

   Enrolment will be immediately terminated by Inholland if you do not have the required residency status.

If you are enrolled in a degree programme and you have not paid your tuition/examination fees following a warning, Inholland may terminate your enrolment as of the start of the second month following the first warning.

3. **Enrolment in two programmes**

   Students' enrolment will also be terminated as stated in paragraph 1 above if they are found to be enrolled in another programme at Inholland or another university of applied sciences or research university in the same academic year. If the other enrolment continues and is based on exemption from/reduction of tuition fees as described in Article 17, the exemption/reduction will cease to apply upon termination of the relevant enrolment if it was subject to the statutory tuition fee amount.

   Students who enrolled subject to the statutory tuition fees and who terminated their enrolment due to having obtained the degree, and who had their second enrolment at Inholland as well, shall from the moment of termination remain liable for the remaining statutory tuition fees for the other programme for the remainder of the academic year (possibly discounted by any paid tuition fee amount for the terminated enrolment). If the other enrolment is at another institution, students shall remain liable for the statutory tuition fees at that institution.

4. **Registration with DUO and IND**

   The student and the Education Executive Agency (DUO) will be notified of the enrolment termination date.

   If Inholland becomes aware that an international student from outside the EU, EEA or Switzerland (i.e. one who requires a residency permit) has terminated enrolment, Inholland will notify the Immigration and Naturalisation Service (IND).

   If Inholland notices that students requiring a residency permit do not study or do not study enough, or cannot cope with the required level, these students will be deregistered with the IND.

9 Tuition/examination fees

Inholland charges two types of tuition fees: statutory tuition fees, which are set each year by the government, and institutional tuition fees, which are set by Inholland itself. The institutional tuition fees exclude any government contribution. The amount of the institutional tuition fees approximates the average amount of the statutory tuition fees per student, plus the average government contribution per student per year. Which type of tuition fees you pay depends on the type of degree programme (full time, part time or dual), your nationality and any diplomas/certificates you obtained previously. You pay the tuition fees by setting up an online direct debit mandate in Studielink. All provisions concerning the amount of the tuition fees, exemption from payment of these fees and any repayment on termination of enrolment can be found in Inholland's Enrolment and Termination of Enrolment Regulations. You can find these Regulations via this link.

10 Unauthorised participation in teaching activities

If you make use of teaching and examination activities at Inholland when you are not enrolled, you are liable to pay compensation to Inholland equal to the full statutory tuition fees in the case of full-time or work-study programmes, and the statutory part-time fees in the case of participation in part-time programmes.

11 Kosten van de opleiding

Programme fees include the tuition fees, as set out in the Enrolment and Termination of Enrolment Regulations.

Students are also liable for other fees, such as for teaching materials (e.g. books and digital or other materials) that are necessary to take part in teaching or assessment activities. If these materials are ordered by the faculty, the costs can usually only be charged on to students on a voluntary basis. Some materials must be ordered via the school, however (e.g. licences). Students who do not wish to purchase these materials will not be able to use them. Other costs are made in the context of excursions, orientation days,

practical weeks and work placements. The programme information outlines the expenses that students must consider, whether they are mandatory and whether free alternatives are available. Only in exceptional cases is the latter not possible.

Students (internal and external) are responsible for their own insurance, such as health insurance, public liability insurance and travel insurance.

Please note: when completing a work placement or studying abroad, students are strongly advised to check whether their public liability insurance and travel insurance provide the right cover. You yourself are responsible for making sure that you are properly insured. We recommend finding out whether travel insurance such as IPS (Lippman) or ICS (AON) is necessary.

Inholland has taken out collective accident insurance with restricted cover for students that applies during Inholland activities.

Part 4 Teaching

12 Teaching and Examination Regulations (TER)

The education for each degree programme is provided as described in the Programme-specific TER of the programme concerned. Previously, the TER was divided into a general part and a programme-specific part. These two documents have now been merged into one: the Programme-specific TER.

The general provisions of the Programme-specific TER are laid down annually by the Executive Board. The programme-specific information is determined annually by the Dean of the Faculty.

The Programme-specific TER addresses the following topics (according to Article 7.13(2) of the Higher Education and Research Act):

a.	the content of the programme and the associated exams;
a1.	the manner in which the teaching activities of the programme in question are evaluated;
b.	the content of the main subjects within a programme;
c.	the qualities in terms of knowledge, understanding and skills that students must have obtained by the end of the programme;
d.	where necessary, how practical training is organised;
e.	the study load of the programme as a whole and of each of the units of study that constitute the programme;
f.	the detailed rules regarding the binding study recommendation;
g.	the detailed rules regarding referral (concerning main subjects) during the main phase;
h.	the number and sequence of exams, along with the times at which they may be taken;
i.	the full-time, part-time or work-study structure of the programme;
j.	where necessary, the order and time periods in which interim and final exams are offered, along with the number of times per academic year students can sit them, how to register for them and the applicable standard registration period;
k.	the validity period of obtained credits (only if the knowledge and/or skills examined is/are demonstrably outdated);
l.	the manner in which tests are completed;
m.	how students with a chronic condition or disability are given reasonable opportunities to take exams;
n.	the public nature of oral exams, subject to the Examination Board 's right to determine otherwise in special circumstances;
o.	the period during which examination results are announced, along with whether (and if so, under what circumstances) there can be any exceptions;
p.	the manner in which those who have sat written exams are allowed to inspect their assessed work, and the associated period;
q.	the manner in which information will be provided on questions and assignments set or issued as part of a written examination, and on the standards applied during assessment, as well as the associated period;
r.	the grounds on which the Examination Board may issue exemptions from one or more examinations based on prior successful completion of examinations at higher-education institutions or knowledge or skills obtained elsewhere;
s.	where necessary, successful completion of examinations is a prerequisite for admission to other examinations;
t.	where necessary, any obligation to participate in practical exercises with a view to admission to the relevant examination, subject to the Examination Board's right to issue an exemption from any such obligation, with or without imposing substitute requirements;
u.	ensuring study progress and individual study coaching;
v.	if applicable, the manner in which students are selected for special pathways within a programme or graduation track;
x.	how the teaching is actually organised;
y.	how the study load is determined in accelerated pathways.

You will find all programme-specific TERs via this link or via Iris, Education Guide tile.

13 The Examination Board and examiners

1. **Introduction**

   Students who study at Inholland do so in order to obtain a certificate that also states the degree obtained (Bachelor, Master, Associate degree). To this end, students participate in teaching activities and sit tests.

The division of teaching and tests is legislated as follows:

a. the degree programme (programme management and lecturers) creates a curriculum and an assessment programme and is responsible for its implementation;
b. examiners create, administer and assess tests;
c. the Examination Board monitors the quality of the tests, and ultimately decides whether students are awarded a certificate.

More information can be found on the awarding of degrees and the certificate requirements via this link.

In practice, the programme management, lecturers, examiners and the Examination Board work together to support students' learning process and ensure that they leave the programme with a recognised certificate. However, although they work together, each has their own rights and responsibilities within the process.

Each degree programme has its own Examination Board. Some boards are unique to one programme; others may work for multiple programmes at the same time. An Examination Board can also include sub-committees. The exact structure within your programme is described in your Programme-specific TER. All forms and variants of a degree programme always fall under the same Examination Board.

2. **The role of the Examination Board**

The Examination Board plays an important part in monitoring the quality of tests. To perform its role effectively, the Examination Board has been issued with a number of authorisations and duties. Some are general in nature, such as the appointment of examiners.

The Examination Board can also issue general assessment guidelines and instructions. Although the examiners grades exams, the Board can prescribe how an examiner should generally assess tests or what constitutes as a good test.

Students can (usually) turn to the Examination Board in the event of any special circumstances or exceptions to the principal regulations in the TER or the Test Session Instructions.

The Test Session Instructions outline the procedures to be followed during tests. You can find the Test Session Instructions on inholland.nl/onderwijsgids and via the Education Guide tile on Iris.

In concrete terms, this means that students should turn to the Examination Board with regard to issues such as:

- exemptions;
- permission to take optional subjects outside the regular programme;
- admission to units of study in the main phase without having completed the foundation phase;
- substitution of units of study to facilitate international or other mobility;
- extension of the test time (e.g. for students with a disability);
- test resits;
- assessment in a form other than that specified in the Programme-specific TER;
- taking tests early;
- admission to tests despite late registration;
- exemption from attendance requirements;
- extending the validity of test results;
- postponing degree conferral;
- complaints regarding assessments and test sessions.

Good consideration of decisions

The Examination Board shall take the following criteria as guidelines and, in the event of a conflict, shall weigh the interests served by application versus non-application against each other:

a. the retention of quality, selection requirements and transitional requirements of an examination part;
b. efficiency requirements, which are expressed, among other things, in an effort to:
    - reduce the loss of time for students as much as possible;

- to guide and advise students as quickly and effectively as possible when passing an exam or exam component has become unlikely

c. protection of students who wish to take on an excessive study load for themselves;
d. leniency towards students who have experienced delays in the progress of their studies due to personal circumstances as described in Article 85 of the Teaching and Examination Regulations.

Note: the above often concerns exceptions. All test regulations are given in the TER and in the Instructions for Test Sessions. Students should consult the Programme-specific TER first to see whether they are eligible for special consideration or an exception before submitting a request. If there are special and/ or personal circumstances, it is advisable to contact your student counsellor. It is important to submit requests on time. Students should also consult the Examination Board's web page for the relevant degree programme on Iris to find out how they can submit a request. There is a special programme for this: ECRS.

The Examination Board also has an important responsibility when it comes to irregularities and fraud. The Examination Board decides whether there have indeed been any irregularities, or whether fraud has been committed. It can also impose measures, such as declaring a test invalid. For more information, please consult your Programme-specific TER.

3. **Board members and appointments**

   The members of the Examination Board are appointed by the Faculty Dean. Members must be independent experts in their field, and the Board must always include expertise in the field of the programme or programmes under the Board's remit. The law dictates that there must be at least one member from outside the programme or group of programmes under the Board's remit.

   In this context, 'independent' means that, as Examination Board members, they may not receive instructions from the programme management, the Faculty Dean or the Executive Board.

4. **Examiners**

   Only examiners are authorised to create, administer, assess and grade tests–. Examiners are usually lecturers, but may also be external experts in the field. Although most lecturers are also examiners, that is not always the case. Lecturers are only examiners if they are appointed as such by the Examination Board.

   Examiners are appointed by the Examination Board based on their level of expertise. Examiners may give grades. Others, such as the management or the Examination Board, are not authorised to alter any grades given by an examiner.

   Students can appeal the assessment of an exam, but the appeal will examine whether the examiner correctly applied the examination and assessment regulations, and not whether the answers were correct. The appeals procedure is explained in the section on Legal Protection.

   To find out more about the composition and remit of the Examination Boards, go to Iris, Education Guide tile, useful documents. More information on the composition and remit of the Examination Boards can also be found in the Programme- specific TER.

14 Quality assurance

Inholland is committed to regular quality evaluations of its teaching activities. This is laid down in the Development-oriented Quality Policy for Inholland Education and Research (OKIdOO).

To maintain and improve the quality of education, we highly value your feedback as a student. Therefore, at least once a year, you will be asked to provide your opinion on the quality of the education you have received. The Program Committee has the right to access available course evaluations and is tasked with discussing them. Based on these evaluations, the Program Committee advises on promoting and ensuring the quality of the program. Additionally, the Program Committee can collect information about the quality of education in other ways. By joining a Program Committee, you can be involved in this process. Information about how quality assurance is organized within your program can be found in the program information. You can also always contact the Program Committee if you have suggestions for improvements or if you want to share compliments!

Part 5 Student facilities

Introduction

As a student, you may be entitled to certain facilities, e.g. specific support of various kinds or financial support. Article 15 covers facilities such as support in the event of personal circumstances or if you are studying with a functional impairment. Article 16 covers the possibilities for financial support.

15 Student facilities

Guidance and assistance

The university of applied sciences offers various forms of (study) guidance to students. You can read exactly what this entails in the Programme OER. Some examples include:

- **Student Counsellors**.

  You can contact the student counsellor if you have personal circumstances that could cause or could cause a delay in your studies. You can find all the information on Iris. The student counsellor has an advisory role to internal bodies of Inholland, such as the programmes and the Examination Board, and externally to the Education Executive Agency (DUO). The student counselor is bound by a duty of confidentiality and may not share confidential information about you with others without your consent.

  T**he Confidential Advisor.**

  You can contact this counsellor if you experience inappropriate behaviour. You can find information about the confidential advisor on Iris. If you have any complaints, see Part 8 of this chapter: Legal Protection.

  Study Choice Advice Centre.

  The study choice advisors can guide you if you are unsure about your study choice and offer guidance in exploring a possible alternative study programme.

  Student Success Center (SSC).

  This is a physical and digital meeting place for and by students. You can participate in (online) training courses, attend events, or find a student buddy to help you with your study approach. You can find more information about the SSC on Iris.

Provisions

In certain situations, you may be eligible for certain provisions. Examples include:

- **Provisions for elite sports.**
  You can find out exactly what elite sports entails and what types of provisions these are on the student counselors' website.
- **Provisions for students with disabilities.**
  You can find out exactly what's available on the student counselors' website.
- **Provisions for students with language development difficulties.**
  You can find out exactly what's available on the student counselors' website.

16 Financial support

1. **Student Support Fund Regulations (formerly: Profiling Fund)**

   Pursuant to Article 7.51 of the Higher Education and Research Act, Inholland has put in place regulations which provide for financial support for students who, due to (one or more) special circumstances, have experienced or are expected to experience study delays outside of the period within which they are eligible for student finance in the form of a performance-linked grant. These students are eligible for financial support.

   Special circumstances include:

   a. illness or pregnancy and (the period following) childbirth;
   b. physical, sensory or other disabilities;
   c. special family circumstances;
   d. a programme that cannot be completed within the nominal time (due to the design of the programme);
   e. membership of a representative advisory council, faculty representative advisory council or programme committee at the university;
   f. membership of the board of a student organisation or other administrative activities, as specified in Article 2(3) of the Profile Fund Regulations;
   g. community activities, as specified in Article 2(4) of the Profile Fund Regulations;
   h. competing as an elite athlete, as specified in Article 2(5) of the Profile Fund; and
   i. other circumstances which, if a request for financial support based thereon were to be denied, would lead to a significant and unfair disadvantage.

   The Student Support Fund (formerly: Profile Fund) Regulations also provide information on knowledge grants, Holland Scholarship and the mobility fund. You can find more details on the Profile Fund Regulations on Iris, Education Guide tile, Chapter 3 Regulations.

2. **Elite athletes**

   Elite athletes may be eligible for graduation support. Students should contact a student counsellor to discuss the options available to them.

3. **Regulations on (financial) support for students, student organisations and board membership grants**

   If you are actively involved in a student organisation or association, you may be eligible for financial support. Further information is available on Iris, Education Guide tile, Chapter 3 Regulations.

   Inholland also has a Student Initiative Fund (SIF). This is a fund for and by students and enables you as a student to make an extra contribution to a pleasant, inspiring and good study setting. All Inholland students can submit an initiative using the application form.

4. **Emergency Fund**

   If you are enrolled as a student at the university of applied sciences and, in the opinion of the Executive Board, have fallen into acute financial distress due to circumstances beyond your control, severely impeding the progress of your studies, you may apply for financial support from the university of applied sciences' emergency fund. This concerns a contribution to bridge the financial hardship for a short period. More information regarding the conditions, the application process, and the awarding can be found in regulation 3.13 of the Education Guide.

Part 6 Student representation

17 The Central Representative Advisory Council and the sub-advisory councils

In accordance with the articles 10.17 up to and including 10.39 of the WHW, Inholland has a Central Representative Advisory Council (HMR) and Departmental Representative Advisory Councils (DMRs) for the faculties, as well one for the service departments (DMR service departments).

For the service departments, there is the departmental council service departments. Half of the members of the HMR and the DMRs are staff members elected by staff; the other half are students elected by students. If you are elected to a advisory council, you can contribute to and make decisions about the policies of the university. In the Regulations for the Advisory Councils, to be found here under the Education Guide Regulations tile, you can find out about the powers of the various councils, when they meet and what they discuss with the Executive Board, and the procedure for participation in elections. They also list the facilities available to representative advisory councils. Those elected to sit on one of the councils can help develop and vote on policy at Inholland University of Applied Sciences.

18 Programme Committees

In accordance with article 10.3c WHW, all programmes or programme groups have a Programme Committee, which issues recommendations on how to promote and safeguard programme quality and has certain advisory authorities and powers of assent. Programme Committees are comprised of Inholland staff members and students studying the programme. Students on the Programme Committee can help develop and vote on the structure of their degree programme.

For more information, you can view the Regulations for the advisory councils (Chapter 4 Programme Committee) here under the Education Guide Regulations tile.

Part 7 Code of conduct and regulations

19 Code of conduct

Inholland expects students to adhere to the general rules of social behaviour and decency observed in the Netherlands, including during time spent studying or doing an internship at a host institution or company. We aim to achieve a climate where everyone calls each other to account for order and tidiness, but also undesirable behaviour.

The Executive Board has drawn up House Rules that apply to everyone at the university of applied sciences. Failure to adhere to the Rules may result in sanctions being imposed, such as being denied access to certain buildings or termination of enrolment. These sanctions can be found in the Internal Rules.

Regulations on undesirable behaviour are also in place. Undesirable behaviour includes inappropriate conduct, aggression and violence, discrimination and sexual harassment. Inholland aims to offer all students a safe learning environment and will not accept undesirable behaviour within the organisation, at placement organisations and organisations that supervise final projects. The University therefore has a confidential counsellor and a complaints procedure. We take complaints about undesirable behaviour very seriously.

If a student fails to observe the rules, the Executive Board or a Faculty Dean will take action against them. By rules, we mean: not only the rules and regulations and instructions set out in the House Rules but also acting in contravention of standards (of decency), values and morals which are generally accepted in the Netherlands, whether prescribed by law or otherwise, and acting in contravention of other statutory regulations and the other provisions of the Education Guide.

Such action may include you being fully or partially barred from accessing buildings and grounds for a period of a maximum of a year or your enrolment being terminated for this period. When taking this action, the obtaining of a BSA, if this is a direct consequence, will be taken into consideration and justified. Action may also be taken where there is a real risk of a student failing to comply with the rules. If a student has caused serious disruption within the buildings and in the grounds and the student persists with this behaviour following a warning, the student may be denied access or have their enrolment terminated on a permanent basis.
Access can also be denied if the student has committed an offence outside of the University, and the reputation of Inholland University of Applied Sciences or of one or more students or people working at the University is damaged directly or indirectly as a result.

Before the Executive Board or a Faculty Dean takes action against you, you will be tackled about your behaviour verbally or in writing and you will be given the chance to explain your behaviour in more detail. In other words, the principle of listening to both sides of the story will be applied.
If the circumstances so require or it is obvious that the action is justified, it will be taken immediately and you will be notified accordingly in writing (or by email).

20 Safety regulations and the Working Conditions Act

Inholland is committed to creating a work and study environment in which students are safe and feel that they are safe, an environment where everyone is free to fulfil their own goals and responsibilities, where feedback is welcome and where effective teamwork brings out the best in everybody. Our priorities are engagement, the human dimension and a focus on the individual.

These objectives have been translated into various safety and other plans, and divided into a number of categories: social safety, undesirable conduct, integrity, building security, digital security, privacy and occupational safety and working conditions. Key information in each category is summarised on the web page on Integral Safety (Introduction page). Here you can find the integral safety management policy plan, the aggression and violence policy, the integrity code, the whistle-blowers' scheme and the crisis plan.

Part 8 Legal Protection

21 Personal Data Protection

Inholland University of Applied Sciences processes personal data of prospective students, current students, and graduates in accordance with the General Data Protection Regulation (GDPR) to comply with its legal obligations, to provide sound educational services to students, and to ensure sound business operations. Personal data includes data that can be traced back to an individual, such as name, date of birth, address, application and enrollment data, data on previous education, data on school history, data on academic progress, and financial data, such as invoicing and payment of tuition or course fees. The university receives this personal data through the student's registration in Studielink. Processing also includes disclosure to third parties, such as:

- the Ministry of Education, Culture and Science;
- the Education Executive Agency (Education Executive Agency);

- the Education Inspectorate;
- other third parties to the extent that disclosure:
    - arises from the purpose of the data processing;
    - is required by law.

Data that cannot be traced back to individuals may be provided to Statistics Netherlands (CBS), to the Netherlands Association of Universities of Applied Sciences (Vereniging Hogescholen) under the information statute, and to other bodies for scientific and statistical purposes.

In addition to your "regular" personal data, "special personal data" may also be processed with your consent if you have provided it to, for example, a student counselor, study advisor, or study coach. This may include information about your medical situation or personal (confidential) information.

This data and information is managed with stricter security measures in the systems of the deans, study advisors, and coaches. University of Applied Sciences employees only have access to this personal data if it is necessary for their duties.

The University of Applied Sciences has appointed a Data Protection Officer (DPO) and collaborates with a Privacy Officer.

You have the right to access this data. You also have the right to request that the data be deleted, corrected, or amended. You can submit a request for 'data subject rights' via the email address: functionarisgegevensbescherming@inholland.nl.

In the Privacy Statement on Iris, you can read all about the processing and storage of your personal data and the associated complaints procedure. Several specific applications and processing operations are described there, such as the rules for camera surveillance at the university, data processing with the digital learning environment Moodle, or processing via the plagiarism scanner.

If you have any questions about how Inholland processes your personal data, please contact: functionarisgegevensbescherming@inholland.nl.

Important: Your personal data also includes your address. You are responsible for recording your correct postal address, email address, and telephone number in our records. You must therefore report any changes as soon as possible to Studielink, the system to which our records are linked. Also, ensure that the information in the Municipal Personal Records Database (BRP) of the municipality where you live is correctly recorded (name, place of birth, and date of birth). This information will be used to prepare your diploma. You are required to check your school email account regularly to stay well-informed!

22 Complaints and disputes

In this section, the word ‘you’ may refer to an existing, incoming or former internal or external student. If you disagree with a decision made, it is important to know who to contact. Inholland draws a distinction between ‘complaints’ and ‘disputes’.

Complaints may relate to the behaviour of a staff member or a university body, including inappropriate advances (such as sexual harassment, unequal treatment, bullying, aggression and violence), or to matters regarding timetabling, assessment data, lecturers’ teaching methods, venues, etc. Complaints may also concern the behaviour of other students or visitors, or the regulations intended to ensure proper order in Inholland buildings and premises (including the Internal Rules).

A dispute is a difference of opinion regarding a decision made or the failure to make a decision on the part of an Inholland staff member or body. Disputes can pertain to decisions regarding enrolment or termination thereof, tuition fees, admissions, test results, the binding study recommendation or decisions made by the Examination Board or an examiner. More information can be found on the Knowing, Arranging, Complaints and Disputes page on Iris.

1. **Discussing a complaint**

   If you have a complaint, our initial preference is to try to resolve it as informally as possible. We therefore ask that you first discuss any complaints with the person involved (if possible) or with the most suitable person. If you are in doubt about who to contact, talk to the complaints coordinator.

2. **Mediation by the complaints coordinator or support from a confidential counsellor**

You may also ask the complaints coordinator to mediate, by going to the digital Complaints and Disputes portal on Iris and selecting the following option: 'I wish to lodge a complaint, how do I do that? (preferred) or contact the faculty complaints coordinator by email or telephone.
If your complaint concerns sexual harassment, unequal treatment, bullying, aggression or violence, you may choose to discuss it with a confidential counsellor for students, see Confidential counsellors who may also help to discuss the issue with the person involved.

3. **Correct resolution**

   The body (Executive Board, a Faculty Dean, a Service Director or Examination Board) or person at Inholland to whom the complaint is directed will ensure that it is resolved. The body will aim to resolve the complaint within six weeks and will ensure that you are kept informed of the process either in person or via email. All contact will include explanatory notes and refer to the complaints procedure. If you wish to receive a letter regarding the resolution, one will be sent to you. Students who are the subject of complaints will likewise be asked to cooperate with the proper resolution of the complaint.

4. **Unsuccessful practical solution or unsatisfactory outcome/timeframe**

   If informal discussion is not possible, or if you are not satisfied with the outcome despite mediation and/or support, you may lodge a formal complaint as described in Article 23.

Note: a complaint no longer requires resolution if the conduct to which it relates took place more than a year before the complaint was submitted.

23 Lodging a complaint subsequent to the informal procedure, or lodging an objection or appeal

1. **Lodging a complaint, objection or appeal**

   If no resolution or no satisfactory resolution could be found using the procedure described above, the complaint, objection or appeal may be lodged officially (in a timely manner):

   a. preferably via the digital Complaints and disputes portal;
   b. by email via geschillen@inholland.nl;
   c. by post to the following address:

      Inholland University of Applied Sciences, Complaints and disputes,

      c/o Legal Affairs department,

      PO Box 93043,

      2509 AA The Hague; or

   d. by phone at the following number: +31 (0)70-3120180.

   The Complaints and disputes department will forward the complaint to the correct department. In principle, complaints are processed in Dutch; you may be requested to provide a translation if necessary.

2. **Registration and forwarding procedure**

   Disputes will register the receipt of a submitted complaint, objection or appeal, including the name of the person, committee or board that is to issue a recommendation (potentially to another body at the university of applied sciences) or handle the matter.
   They will forward the complaint, objection or appeal, including the date of receipt, as quickly as possible. If the matter is referred to the wrong body, this body must send the complaint back as soon as possible. Complaints, objections or appeals lodged by students with a body directly will only be processed after the involvement of Complaints and Disputes.

A 'body' may be the Executive Board, a Faculty Dean, a Service Director, the Examination Board or the Examination Appeals Board.

24 Complaints resolution following the informal procedure

1. **Independent**

   The person or board handling a complaint (the complaints coordinator, the Examination Board, the Ombudsman, the National Education Complaints Committee (KLO) or the data protection officer) must retain professional independence with regard to the procedure; the Executive Board or another body may only issue instructions of a general nature.

2. **Handling a complaint lodged verbally**

   Verbally-lodged complaints are taken just as seriously as those lodged in writing, the only difference being that the regulations in paragraph 3 do not apply. With verbal complaints, it is generally more likely that they can be resolved in a simple manner – in some cases, providing an explanation or apology can be enough. Written resolution is not mandatory but can be provided if expressly requested.

3. **Basic regulations for handling a written complaint**
   a. These regulations apply if the following requirements have been met:
      - the complaint must relate to behaviour directed towards you;
      - the complaint must at least include the name and address of the submitter, a signature and date;
      - the complaint must be substantiated with reasons;
      - if the complaint is submitted digitally, the requirement to sign the complaint does not apply.

   b. As soon as the body has resolved the complaint to your satisfaction, all processing requirements shall cease to apply. If clarification or satisfaction is given during a telephone call following receipt of the complaint, for example, the complaint will be deemed to be immediately resolved. In cases of doubt, you will be asked to confirm the resolution in writing. The decision is final – no objections or appeals may be submitted.
   c. The complaint will be handled by a person who was not involved in the behaviour concerned, except where the complaint concerns the actions of the board itself, or of the chair or a member of the board.
   d. Complaints do not require processing if they concern behaviour that:
      1. has already been the subject of a previous complaint handled under this Article. A written complaint following a verbal complaint does not count as a repeat complaint;
      2. took place more than one year before the complaint was submitted. Students do not need to still be enrolled in a degree programme to submit a complaint;
      3. you could have submitted an objection against in a timely manner. If objection is still possible, the complaint will be processed, depending in part on your intentions (e.g. if the complaint relates to a late decision or lack of a decision);
      4. is or was eligible for appeal in a timely manner, unless the complaint concerns a late decision;
      5. falls or fell under the jurisdiction of a legal body other than an administrative court due to the instigation of legal proceedings; or
      6. involves overlap with investigative and prosecution procedures by the police or the judicial system.

      Nor does the complaint require processing if the impact it has on you or the severity of the behaviour is evidently insufficient. You will be informed of any decision not to process the complaint as soon as possible, but in any event no later than four weeks following receipt of the complaint.

   e. We will send a copy of the complaint and the appendices to the person to whom the complaint relates. Sensitive personal data may be removed at your request or on Inholland's own initiative; complete anonymisation generally does not occur. In such cases, this information may not be included in assessing the complaint, unless the person to whom the complaint relates agrees thereto.
   f. You (the complainant) and the person to whom the complaint relates have the right to a hearing, and will be invited

to such by the person or board handling the complaint. The person or board may refuse your hearing if the complaint is clearly unfounded, if you have consented to waive the right to a hearing or if you fail to communicate your wish to make use of the right by a deadline set by the person or board. The board may delegate the hearing to the chair or a member of the board. A report of the hearing will be produced.
The accused person and the complainant do not need to be heard in each other's presence. However, the arguments of both sides will be heard. A telephone hearing is permissible, subject to your consent. Such a hearing will take place during a separate telephone call, unless you claim to be sufficiently prepared and would like it to take place straight away. The purpose of the hearing is to clarify the complaint, obtain further information, resolve the conflict, restore damaged trust and establish the truth.

g. The person or board will issue a report of their findings to the body and give a copy to the Executive Board, accompanied by an advised course of action and any recommendations. The advisory report will also cover the hearing. The data protection officer will respond to the complaint directly.
h. The body will complete processing of the complaint within six weeks of having received it. Processing of the complaint can be delayed by four weeks at the most; you and the person to whom the complaint relates will be informed of such in writing. The data protection officer's final deadline is four weeks, without the possibility of extension. If the National Education Complaints Committee issues a recommendation after the complaint has been processed, the body will process it within two weeks of receipt.
i. The body will provide you with a detailed written account of the results of the complaints investigation, of its ruling and of any associated conclusions. If the conclusions are not in line with the recommendation of the person or the committee against whom/which the complaint is addressed, the conclusion will state the reason for this and the recommendation will be attached separately. The data protection officer will respond to the complaint directly.
j. If you are not satisfied with the outcome, and your dissatisfaction relates to:

    - the resolution of a complaint by the data protection officer, contact the Dutch Data Protection Authority (Dutch DPA);
    - unequal treatment, contact the Netherlands Institute for Human Rights in Utrecht;
    - a complaint falling under the regulations of the national committee for the enforcement of the code of conduct for international students in Dutch higher education, contact this committee.

    In other cases, the only further recourse is a court of law, or to file a complaint with the Ombudsman. It is not possible to appeal or object to the final complaint decision.

4. **Processing by the Ombudsman**

If you have a complaint or problem as a student, you should first go to your lecturer, study coach or complaints coordinator. If you feel that the complaint or problem has not been satisfactorily resolved, you can submit the complaint to the Ombudsman. A complaint is submitted via the e-mail address: ombudsman@inholland.nl. Further information can be found on Iris.

The Ombudsman will investigate the complaint and issue a recommendation to Inholland in accordance with the basic regulations as referred to in the previous paragraph. The following also applies:

a. The Ombudsman may issue solicited and unsolicited advice.
b. The Ombudsman is authorised to request any information and consult any documents, within reason and as long as they pertain to the investigation, from all Inholland bodies and persons.
c. The bodies and persons may insist that information or documents deemed confidential by the relevant body/person only be supplied to the Ombudsman subject to due observance of strict confidentiality.

The Ombudsman is a person appointed by the Executive Board who has no further affiliation with Inholland. The Board may also appoint an acting Ombudsman,
and has the authority to suspend or dismiss the Ombudsman or acting Ombudsman.

The Ombudsman will issue an annual report, which will also contain recommendations, as far as possible.

25 Processing by the Examination Appeals Board

1. The Inholland Examination Appeals Board (*College van beroep voor de examens*, COBEX) is authorised, amongst other things, with regard to the following decisions:

    a. decisions made by Examination Boards or examiners;
    b. binding study recommendations.

    See Article 26 of this Chapter for other decisions.

    In this context, a 'decision' is also defined as the omission of, or refusal to make, a decision. For a full list of decisions that may be referred to the Examination Appeals Board, see the rules of procedure.

2. You may lodge an appeal against a decision described under paragraph 1 in writing, within six weeks of the date on which the decision was officially announced.

    Appeals must be submitted using the method described in Article 23(1). Subsequent communications regarding the processing of the appeal will be via the Complaints and Disputes contact details provided in that paragraph. Lodging an appeal will not suspend the effect of the decision.

3. The Examination Appeals Board comprises of an external chair, a lecturer member and a student member. The Board handles cases based on four campuses: Alkmaar, Amsterdam/Diemen, Haarlem or Rotterdam. In addition, the case may be handled in a digital hearing. COBEX will process your appeal based on the campuses where you study, with the proviso that students from Groningen are covered under the Amsterdam/Diemen campus and students from Delft, The Hague and Dordrecht are covered by the Rotterdam location. It may be that, in the interests of your case, your appeal will be processed at a different campus to the one where you study.
4. The rules of procedure outline in more detail how COBEX processes appeals. A number of key points are set out below.
5. Your appeal will be submitted in the first instance to the body that made the decision, inquiring whether a solution which is agreeable to both parties is possible. This is known as an amicable solution. It may be that ultimately you agree with the decision, or that the body makes a different decision after all. If you cannot reach agreement with the body, the body will send a statement of defence to COBEX. You will receive a copy of this statement.
6. If you appealed against an assessment by an examiner, COBEX will send your appeal to the Examination Board. The Examination Board will then contact you to establish whether an amicable solution is possible.
7. You will receive an invitation to the hearing of your appeal by COBEX. The body that has made the decision will also receive an invitation.
8. Lodging an appeal will not suspend the effect of the decision. In urgent cases, you may request a provisional ruling from the chair of COBEX. The rules of procedure explain how to do this.
9. COBEX can uphold or reject your appeal. If COBEX upholds your appeal, the body that made the decision will be ordered to review its decision. Where an appeal is upheld, COBEX may also stipulate that an examination, test, entrance test or supplementary examination must be re-administered under conditions to be specified by the Board.
10. You can appeal in writing against a rejected appeal within six weeks to the Council State, Student Affairs. For more information, see www.raadvanstate.nl/studentenzaken.

26 Processing by the Objections Advisory Committee and review by the relevant body

1. Inholland's Objections Advisory Committee (Adviescommissie Bezwaarschriften, ACB) issues recommendations to bodies regarding your objections to decisions they have taken that cannot be handled by the Examination Appeals Board. Recommendations must be issued in writing, include a hearing report and be signed by the chair and the secretary of the Committee. Among other things, the ACB issues recommendations on the following decisions:

    a. Non-enrolment and/or deregistration with retroactive effect of students by the Central Student Administration on

behalf of the Executive Board;
b. A decision that you have been deregistered for a programme;
c. A decision by the Faculty Dean that you cannot access the faculty.

You can find the rules of procedure via this link.

2. You may object to a decision described under paragraph 1 in writing, within six weeks of the date on which the decision was officially announced.

   Objections must be submitted via the method described in Article 23(1). Subsequent communications regarding the processing of the appeal will be via the Complaints and Disputes contact details provided in that paragraph.

3. The Objections Advisory Committee (ACB) comprises of an external chair, a lecturer member and a student member. The Committee handles cases based on four campuses: Alkmaar, Amsterdam, Haarlem or Rotterdam. In addition, the case may be handled in a digital hearing. The ACB will process your objection based on the campuses where you study, with the proviso that students from Groningen are covered under the Amsterdam campus, students from Alkmaar are covered under the Haarlem campus and students from Delft, The Hague and Dordrecht are covered under the Rotterdam campus. It may be that, in the interests of your case, your objection will be processed at a different campus to the one where you study (or where you want to study).
4. The rules of procedure outline in more detail how the ACB processes objections. A number of key points are set out below.
5. Your objection will be submitted in the first instance to the body that made the decision, inquiring whether a solution which is agreeable to both parties is possible. This is known as an amicable solution. It may be that ultimately you agree with the decision, or it may be that the body still makes a different decision. If you cannot agree with the body, the body will send a statement of defence to the ACB. You will receive a copy of this statement of defence.
6. You will receive an invitation to the hearing of your objection by the ACB. The body that has made the decision will also receive an invitation.
7. Based on your objection, the ACB may recommend that your objection be upheld. In that case, the body concerned will then reconsider its decision. You will receive a new decision from the body concerned with the ACB's recommendation attached as an appendix. Based on your objection, the ACB may recommend that your objection be rejected. In that case, the body concerned will notify you that the decision still stands. You will receive this communication from the body concerned with the ACB's recommendation attached as an appendix.
8. Lodging an objection will not suspend the effect of the decision in question. In urgent cases, on request, the chair of the ACB may stipulate that the ACB issue its recommendation to the body concerned as quickly as possible. The rules of procedure explain how to apply for this.
9. Appeals against the decision on the objection may be submitted in writing to the Council of State within six weeks of the decision being announced. For more information, please visit www.raadvanstate.nl/studentenzaken

Part 9 Concluding provisions

27 Unforeseen circumstances

In any situations not covered by Chapter 2 of this Education Guide or the Teaching and Examination Regulations, the Executive Board or the relevant Faculty Dean will decide, depending on the division of authority.

28 Publication of the Education Guide

The Education Guide (of which this Section 2 is a part) is a public document. Internal and external students will be able to consult the Dutch and English versions published on inholland.nl/onderwijsgids and on Iris, Education Guide tile, Chapter 3 Regulations. The online version on Iris is always the most recent and operative version.

29 Effective date

Chapters 1 and 2 will take effect on 1 September 2026.

CHAPTER 3: REGULATIONS

The regulations can be consulted on Iris, Education Guide tile, Chapter 3: Regulations.

By clicking on the link below you will also reach the relevant regulation.

3.1 The Internal Rules 2026-2027

3.2 Regulations for Confidential Counsellors 2026-2027

3.3 Student Support Fund (formerly: Profiling Fund) Regulations 2026-2027

3.4 Regulations on (financial) support for student organisations and committee activity grants 2026-2027

3.5 Instructions for test sessions 2026-2027

3.6 Student Ombudsman Regulations 2026-2027

3.7 The regulations of the Advisory Councils 2026-2027

3.8 Rules of Procedure for the Examinations Appeals Board 2026-2027

3.9 The Whistleblower Regulations 2026-2027

3.10 Rules of Procedure of the Objections Advisory Committee 2026-2027

3.11 Code of conduct for student counsellors 2026-2027

3.12 Regulations decentralized selection 2026-2027

3.13 Emergency Fund Regulations 2026-2027

CHAPTER 4: TEACHING AND EXAMINATION REGULATIONS

The TER for every programme can be consulted via inholland.reader.docfield.com.

3.1 The Internal Rules 2026-2027

2026-2027

Established on the 2nd of June 2026
Agreement Central Representative Advisory Council on the 29th of May 2026

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3.1 The Internal Rules

Adopted by the Executive Board on the 2nd of June 2026, after confirmation of approval by the HMR on the 29th of May 2026.

Introduction

These rules are written to ensure a pleasant and safe study, work and living environment within Inholland University of Applied Sciences (hereinafter: the university). The internal rules are divided into three different sections.

- Section A: these are the general internal rules.
- Section B: this contains the rules governing the use of ICT facilities.
- Section C: this contains the possible (order) measures that can be imposed in case of non-compliance with the rules.

The Internal Rules form part of the Education Guide and are also published as stand-alone regulations on the University of Applied Sciences' intranet (Iris) under Executive Board decisions & policy documents. The internal rules, together with the Education Guide and the integrity code, form the standards framework as described in the Social Safety Policy. Interim changes to the internal rules are announced via Iris. A summary of the internal rules will be published at each location of the university. This summary can also be found on Iris.

Status and scope: where and to whom do these rules apply?

These Internal Rules apply to everyone who is in the buildings or on the grounds of Inholland University of Applied Sciences or who makes (online) use of Inholland University of Applied Sciences' (digital) facilities. With regard to students and external students and course participants, the internal rules constitute the rules as referred to in Article 19 of Chapter 2 of the Education Guide, and with regard to staff, the instructions as referred to in the CAO-HBO or the regulations in the Civil Code. Sometimes buildings and sites are shared with other institutions. In that case, the internal rules of those other institutions also apply. For questions and further information on the internal rules, please contact the Service Point in the building concerned. In addition, employees of Inholland University of Applied Sciences who are authorised to do so may give oral or written instructions and directions, and directions are posted in various places in the buildings and grounds: students, employees and third parties are expected to follow these.

Section A: General

1 Norms and values

1. Everyone falling within the scope of these internal rules must comply with the generally applicable Dutch (decency) norms, values, good morals, whether or not laid down in statutory regulations, as well as other statutory regulations. This means that everyone is expected to behave respectfully towards others. This includes refraining from (sexual) harassment, bullying, unequal treatment/discrimination, aggression and violence. The various manifestations of undesirable behaviour are described in more detail in annex 3 the Social Safety Policy on Iris. Behaviour contrary to this will not be accepted.
2. The organisational units, students and staff of Inholland University of Applied Sciences will do their utmost to create a safe environment with each other, in which a good conversation is the starting point and which enables incidents to be kept to an absolute minimum.
3. A staff member is obliged to report to the Executive Board any (suspected) sexual offence committed against a minor student, as described in more detail in Article 7(1) of the Misconduct Regulations.

2 Opening Hours

On weekdays, the buildings are generally open from approximately 7:30 a.m. to approximately 6:30 p.m. Following that, depending on the location, there may be evening opening hours on a few evenings, usually until 10:30 p.m. The buildings are completely closed on official holidays: New Year's Day, Good Friday, Easter Monday, King's Day, Liberation Day, Ascension Day, Whit Monday, Boxing Day, as well as the day after Ascension Day and the days between Christmas and New Year's Day. Additionally, some buildings are closed for a few weeks during the summer period. The correct opening and closing times are indicated on Iris and at each location, next to the main entrance of each building.

3 Identification Requirement

1. Entering the buildings and premises of the university is not permitted without possessing a valid identification document recognized by the Dutch government as a valid identification document in the Netherlands.
2. Students and employees are also required to carry their (digital) student ID card or employee card, respectively.
3. Upon first request from a staff member or another designated person (such as security personnel), individuals must present both of these documents.

4 Parkeren en stallen van vervoersmiddelen

1. The parking regulations may vary per location and should be consulted in advance (through digital means or by contacting the university by phone).
2. At some locations, parking of cars, motorcycles, and scooters on the premises and/or in the parking garage is allowed for employees and visitors who have a reserved parking space.
3. Additionally, there are rules regarding the parking of electric rechargeable cars, scooters, and bicycles. These rules may vary per location and can be consulted through the respective service point of that location.
4. Special provisions have been made for individuals with disabilities. The Service Point of the respective location can provide information regarding this matter.

5 Smoking, alcohol and drugs, refreshments

1. Smoking is not allowed inside the buildings and on the premises of the university. This includes the use of e-cigarettes or a shisha pen, as well as the use of other nicotine pouches and snus (tobacco pouches).
2. Possession, offering, use, or trading of drugs/narcotics is not permitted on the premises and in the buildings of the university.
3. Consumption of refreshments is only allowed in the restaurant and meeting rooms.
4. In other areas, consumption of refreshments is only permitted with prior permission.

6 Animals

1. Bringing animals into the buildings and on the premises of the university is not allowed unless the situation falls under the conditions mentioned in points 2 and 3.
2. The presence of a service dog (such as a guide dog for the blind or an assistance ADL dog) is permitted, provided that the dog is wearing a vest or harness. The arrival of the dog should be reported in advance to the Service Point of the respective location.
3. In the Animal Husbandry program (within the Faculty of Nature & Technology), bringing animals is allowed with prior

consultation and permission from the Dean of the Faculty or Education Team Lead.

7 Use of spaces

1. When using (educational or meeting) rooms and (flex) workspaces, the following rules should be observed, if applicable:
    - Avoid unnecessary disturbances in the vicinity of the (educational) rooms.
    - Keep the workspace or study area tidy and clean, and do not unnecessarily occupy it.
    - Clear the desktop for the next user after use.
    - Clean the board and tidy up any stray papers after using the room.
    - Move furniture only upon request from a teacher or a staff member from the Service Point. Tables and chairs should be (re)placed in their designated positions after use.
    - Close doors and windows, turn off lights, and raise the blinds before leaving the room, but pay attention to the following:
    - The internal blinds in ground floor rooms should be rolled down/kept down at the end of the afternoon and during the evening hours for burglary prevention.
    - Common areas and lecture rooms for general use are locked after use. Office spaces should be closed even during very short absences.
    - The person who has received a key or access card to open a room is responsible for locking that room and returning the key or access card.
    - Duplication or allowing duplication of a university key is not permitted.
    - Do not leave unattended loose equipment.
    - Safely store confidential documents and valuable items at all times.
2. For flex workspaces, the following applies:
    - Employees using a flex workspace without a reservation are expected to vacate the workspace when it has been reserved by another person.
    - A workspace reservation is valid for at least 30 minutes after the start time.
    - Individuals using flex workspaces are expected to work quietly without being disturbed by meeting, music, or radio sounds.

8 Use of special rooms

1. The university has a sports facility at some locations. The use of this facility is at one's own risk. Additionally, users are expected to adhere to specific rules applicable to this space. These rules can be found next to the sports facility.
2. The university has a quiet room at most locations. This space is accessible to all students and staff of the university for reflection, silence, meditation, and prayer during the opening hours of the building.
3. It is possible to use the space for special (group) activities, as long as they are in line with the nature and purpose of the room. Depending on the location, the activity may be announced through the calendar on the notice board in the quiet room, or reservation may need to be made through the Service Point.

9 Use of materials, equipment, and digital network

1. Careful and efficient handling of materials and equipment provided by the university, such as phones, computers, data connections, audiovisual equipment, overhead projectors, projectors, etc., is required. Their use is solely for the purpose for which they have been made available: to support study and/or work in relation to the university. These rules are further elaborated in Part B of this regulation.
2. For safety reasons, it is only permitted to connect and use electrical equipment, owned by the university or by the student as mentioned in Part B, to the electrical network within the university buildings. Connecting personal electrical equipment

such as an electric vehicle, coffee maker, kettle, toaster, microwave, refrigerator, or Christmas lights, whether or not using an extension cord, is not allowed, nor is connecting personal extension cords and Christmas lights.

10 Posting notices, posters, and wall decorations

1. General notices, information materials, and posters may only be posted on designated bulletin boards or other locations designated by the Service Point, provided they are signed and dated.
2. Wall decorations may only be installed in consultation with and with permission from the Service Point.

11 Use of mobile phones

During lectures and other educational activities, mobile phones should be turned off unless the lecturer has indicated that the mobile phone may be used for educational purposes. Making phone calls during lectures or other educational activities where other students and staff are participating is not allowed. Students should follow the instructions of the teacher regarding the use or turning off of other (mobile) electronic devices, including smartphones, tablets, smartwatches, etc.

12 Photography & filming, corporate identity rules, and contact with and use of (social) media

1. Photography and filming inside the buildings and on the premises by students and employees of the university are allowed, provided that the recorded images are intended for personal use or educational purposes and, if individuals are being filmed, they have given permission for it.
2. Photography and filming by individuals other than students or employees are only allowed, even for personal use, with prior written permission obtained through the press officer of the Communication department.
3. Everyone must adhere to the corporate identity rules, which also cover the use of names, trademarks, and logos of the university and the foundation the university is affiliated with. The corporate identity rules are available on Iris.
4. Individuals other than students and employees must obtain prior written permission from the Communication department for the use of names, trademarks, and logos, including modifications. The granted or denied permission will be confirmed in writing. This also applies to use on blogs and social media.
5. For employees, speaking to or otherwise maintaining contact with the press, providing information to the press, or making public statements about the policies and organization of the university, even outside the university buildings and premises, should always be done through the university's press officer. This approach is derived from the first paragraph of article E-1 of the collective labor agreement for higher education (cao-hbo).
6. All written and unwritten rules that bind a user, specifically including the rules applicable to users who are employed by or studying at the university (including legal regulations, employment contracts, collective labor agreements, house rules, the education guide), apply accordingly to the use of blogs and social media (whether or not via the university's network). Refer to Part II of Section B for further details.

13 Safety and First Aid

1. Emergency exits, escape routes, and alarm systems must always be accessible and visible. No furniture or other objects should be placed in front of or near these areas.
2. Videocameras are used to ensure the safety of the users of the university's premises and buildings, as well as the university's property. The cameras are visibly mounted. In case of the use of hidden cameras, this will be indicated by a pictogram or notice on the university's premises. The camera footage is retained for seven days, unless (criminal)

investigations justify a longer period.

3. Everyone has the obligation to exercise necessary caution and care to avoid risks to their own safety and the safety of others. To do so, individuals should:
    - Use equipment (machines, devices, tools, hazardous substances, means of transportation, and other aids) correctly. The use and storage of hazardous substances are only allowed with permission from Housing and Facilities;
    - Use personal protective equipment provided in the correct manner and store it in the designated location after use.
    - Use the safeguards provided on machines, tools, etc., correctly. Safeguards should not be altered or removed unless necessary.
    - Cooperate with safety instructions and training provided to them.
    - Follow the instructions of teachers and/or staff regarding safety and health at all times.
    - Immediately report any identified hazards to the respective teachers and/or staff or to the Service Desk, preferably through the Service Desk webpage on Iris.
4. In the event of emergencies and evacuation drills, the following applies:

    Every employee is an evacuator: this means that support staff is responsible for their own visitors, and teaching staff is responsible for students. Responsibility involves directing individuals to the nearest emergency exit and guiding them to the assembly point. Additionally, everyone is obliged to strictly follow the instructions of (external) emergency responders and/or internal emergency response teams.

    - In case of emergencies, do not use elevators and assist disabled individuals if possible (or inform the emergency response team).
    - If possible, turn off machines, do not leave open flames unattended, and close windows and doors, but do not lock them.
    - Familiarize yourself with the internal emergency number for the location (store the internal emergency number in your mobile phone) and be aware of the exits, emergency exits, and the locations of emergency telephones and fire alarms.
    - Pay attention to the pictograms and evacuation maps in the corridors.
    - Additionally, read the safety instructions posted in lecture halls, workspaces, and other rooms (usually located near the door).

14 Dress Code

1. The Executive Board or a Dean of a Faculty or a Service Department may provide clothing regulations from the perspective of the norms and values mentioned in Article 1 (Section A), for safety reasons, for pedagogical purposes, to promote effective communication, or to establish the identity of students, external individuals, participants, and employees. Except as provided above, the wearing of clothing or accessories that cover the face is not permitted inside the buildings and on the premises of the university.
2. Additionally, if there is a government advisory urging the wearing of non-medical face masks in higher education institutions, wearing a non-medical face mask becomes mandatory within the buildings of Inholland.
3. This obligation does not apply during educational activities led by a teacher or instructor in spaces where at least one and a half meters of distance can be maintained between individuals.
4. In situations where the obligation does not apply, students and employees are free to wear a face mask if they prefer to do so.
5. If someone is unable to wear a (non-medical) face mask due to illness or disability, they must provide evidence that wearing a face mask is not possible for them due to medical reasons.

15 Technical malfunctions and complaints

1. Contact the Service Point, preferably through the webpage on Iris, for the following:
    a. Reporting technical malfunctions or damages.
    b. Reporting lost and found items.
    c. Reporting litter and/or dirt in common areas, corridors, or unclean restroom facilities.
    d. Requests for replenishing printer paper, replacing toner cartridges in copy and print machines, and refilling toilet paper or hand towel rolls/paper.
2. Found items entrusted to the Service Point are kept for three months.
3. Students, external individuals, and participants who wish to file a complaint regarding the non-compliance with house rules are referred to the complaints procedure mentioned in Article 22 and further in Chapter 2 of the Education Guide, as well as the Complaints and Disputes webpage on Iris.

Employees can address their complaints regarding the non-compliance with house rules to their supervisor. In cases of inappropriate behavior, employees can contact both their supervisor and the designated confidential advisor as described in the protocols of the Social Safety Policy.

16 Guidelines for protests

Knowledge and critical voices are the lifeblood of the university. This includes substantive debates and the opportunity to protest. In the Netherlands, people have the right to freedom of expression, association, assembly, and demonstration (Articles 7, 8, and 9 of the Constitution). Inholland University of Applied Sciences wholeheartedly supports this. Protesting on campus is therefore allowed. However, this must always begin with prior notification of the protest action to the relevant Inholland location/the Executive Board. Inholland places great importance on ensuring that everyone (including students, staff, and visitors) feels safe on campus. Therefore, laws, regulations, and the university's house and behavioral rules must be respected, even during protests. Inholland also follows the principles established by the higher education sector (VH & UNL). These guidelines can be found here.

Section B: Rules for the Use of ICT Facilities

This section is a further elaboration of Article 7 in Part A, the general section of the house rules.

I Use of Facilities Involving Student-Owned Devices (Bring Your Own Device)

Introduction

Students are expected to bring their own devices to the educational premises in order to study. The university provides network facilities at its locations for students' use in their studies, including email and internet access, storage capacity, printers, and electronic learning environments. If present on campus, students can access these network facilities with their own devices and use them for tasks such as assignments, reports, theses, tracking academic progress, accessing resources, and communicating with faculty and fellow students. Students can also utilize the university's facilities outside of the campus. The only requirement in such cases is a reliable internet connection, as students can study from anywhere. The necessary facilities, such as electronic learning environments, applications, email, internet access, and storage capacity, are accessible through the university's intranet. These

rules equally apply to staff members who use their own devices and have access to the university's network facilities.

1 Accessibility

1. The facilities provided by Hogeschool Inholland are only accessible using a username and password/authentication method. These credentials are personal and should not be shared with others.
2. The system administration may impose additional requirements regarding password quality and other security aspects, as specified in the Information Security Policy available on Iris.
3. In case of suspected misuse of a password/authentication method, the system administration may immediately disable the corresponding account's access.

2 Required specifications of personal device

1. In order to work effectively on a laptop during classes, it is important that it meets the specifications prescribed by the respective program. More information can be found in the program's study guide.
2. The student is responsible not only for purchasing a laptop but also for acquiring the necessary software for it.

3 Use of borrowed laptop

If a student does not have a laptop and lacks the financial means to purchase one, they can use a borrowed laptop provided by the university. More information about the borrowing procedure can be found on Iris under "weten & regelen." The terms and conditions for borrowing Audiovisual Equipment, available on Iris, also apply to the borrowed equipment provided by the university. After using an Inholland PC or borrowed laptop, the student must ensure to log out of any cloud applications/services accessed through their personal Inholland account.

4 Security by the university and the student

1. The university adheres to strict security policies and implements adequate technical and organizational measures to protect the infrastructure against loss, theft, criminal activities, breaches of confidentiality, violations of privacy rights, and infringements of intellectual property rights.
2. The student is responsible for adequately securing their own devices (such as smartphones or tablets). The student is solely responsible for the use of their personal devices and the data stored on them. In terms of security, the student is specifically required to:
    a. Install and maintain an adequate antivirus scanner and firewall on these devices.
    b. Regularly create backups of all relevant data and securely store copies of institutional data.
    c. Use strong and hard-to-guess passwords, and change them regularly.
    d. Keep the software and settings on these devices up to date.
    e. Promptly report any potential security incidents to the university.

5 Use of University Facilities

Everything included regarding the use of university facilities in this regulation (Part II of Section B, Article 3), specifically the use of the Internet, Intranet, and email, also applies to this regulation.

6 Private use and disturbance

Limited private use of the university's network facilities is allowed. However, such use, whether for personal or study purposes, must not cause disturbance or disrupt the order within the institution, must not cause inconvenience to others, infringe upon the rights of the institution or third parties, or compromise the integrity and security of the network. The following disruptive and/or disturbing behaviors are not permitted:

- Accessing internet services with pornographic, racist, discriminatory, offensive, or objectionable content in public areas, or sending messages with such content.
- Sending messages with (sexual) intimidating content or messages that may incite discrimination, hatred, and/or violence.
- Sending messages to large numbers of recipients simultaneously, sending chain letters, or distributing malicious software such as viruses, worms, Trojan horses, and spyware.
- Using file-sharing or streaming services (such as Netflix or Uitzending gemist) in a manner that generates excessive data traffic, thereby endangering the availability of the facilities.
- Downloading or distributing (uploading) films, music, software, or other copyrighted material from any illegal source or when the student knows or should know that it violates copyrights or is contrary to the regulations on unwanted behavior.

II Use of ICT facilities of the University

7 Use of computer and laptop facilities

1. Computer and laptop facilities (hardware, software, and other related tools and supplies, including internet, intranet, and email) provided by the university should be used and managed carefully and efficiently, taking into account cost and capacity management, system and network security, and the prevention of prohibited use of email and internet. They should only be used for the purpose for which they are made available to the staff or students: to support their studies and/or work in relation to the university.
2. Listening to music or using other programs that produce continuous sound is only allowed with the use of headphones (to be brought by the user).
3. The user shall not view, display, or distribute any images that damage the reputation of the university or exceed the limits of decency and respect.
4. The user may not allow third parties to use the provided computer or laptop facilities.
5. The user should log out after using the computer or laptop.

8 Use of computer labs

1. A student can use the computer facilities in general computer labs, either in groups during scheduled hours or individually during non-scheduled hours. The university will strive to publish the occupancy of the general computer labs for scheduled use as early as possible, either inside or near those labs.
2. It is not allowed to place bags, suitcases, or any heavy objects on tables and workbenches where computer facilities are located. The use of computer facilities in study landscapes and educational workshops of the university can be done at times determined by the managing departments.
3. During non-scheduled hours, it is not permitted to occupy computers in general computer labs when not actively using them. If a staff member of the university notices that a computer is unnecessarily occupied, they are authorized to immediately make the computer available for other users.

4. When the student is finished using the computer facilities, they should leave the computer workstation as they found it, properly connected, and also leave it in a neat condition.
5. At the entrance of rooms where computer facilities are installed, there may be additional mandatory instructions posted, which the user is expected to read and understand before using the facilities.

9 Use of computers, network, internet and email

1. The user is responsible for reviewing the content of emails sent to them by the University.
2. The user is not allowed to:
    a. Work on a computer system using a code other than their personal access code assigned by the university.
    b. Connect to a network, server, or file in a manner other than the generally accepted and customary way.
    c. Use software other than that installed by Inholland ICT on the equipment.
    d. Download or store files that do not meet the requirements specified in point 1.1 and 1.4.
    e. Use the equipment provided by the university for duplicating software and/or music.
    f. Unnecessarily burden the computer facilities or disrupt network traffic or cause damage, such as playing games.
3. It is allowed to store data on the student's personal OneDrive (part of Office 365) or shared SharePoint (Teams) files with limited size. For other file storage, writable CDs, hard drives, USB sticks, and similar devices should be used.
4. Booting from an external storage medium is not allowed. Similarly, using an external storage medium that contains software not intended to support the user's education and/or work or that may jeopardize the functioning of the network and other computer facilities is not allowed.
5. The user may read electronic magazines on the internet and post articles, provided they comply with point 3.3 and point 1.4.
6. Email is used in accordance with the rules applicable to regular postal communication, including mail and letter privacy.
7. The use of email by a student for commercial purposes is not allowed (see also point 1.1).
8. The user only sends email to individuals and organizations who are not expected to find it bothersome or suffer any harm from it.
9. The user is obligated to report any offensive or abusive messages or messages without a sender to the Service Point. The Service Point will take necessary action to prevent future occurrences.
10. Databases and digital resources are classified as digital facilities within the meaning of these regulations. Use of these facilities is permitted exclusively within the applicable license conditions and usage rights. The user is not permitted to access databases, digital environments, or online resources (whether or not via automated means) via the university's network and/or by using software licenses provided by the university, for the purpose of systematically collecting, downloading, or storing data (“web scraping”). Violation of these provisions may be considered a breach of the house rules and may lead to disciplinary measures.

10 Use of blogs and social media

All written and unwritten rules that apply to a user (specifically, the rules that apply to a user who works for or studies at the university) are also applicable when using blogs and social media, whether or not accessed through the university's network.

11 Reproduction and disclosure

1. The user shall not make copies of software and/or documentation belonging to the university of applied sciences, for which the university of applied sciences holds the license or is the licensor, without prior written permission from the university. The request should be submitted through the Service Desk of the respective location.
2. The user shall not make copies of software and/or documentation created by students as part of their education, without prior written permission from the university of applied sciences, represented by the Dean of a Faculty or a Service Director

under whose responsibility the respective software and/or documentation was created or is managed.

12 Enforcement rules

1. The university is entitled to conduct random checks to verify compliance with the computer facilities, including email and internet usage, and the files stored therein, in accordance with the house rules.
2. In the event that a user is suspected of violating the established rules, the university may decide to conduct targeted monitoring for a predetermined period.
3. The university is also authorized to monitor users' email and internet usage for security purposes. The purpose of this monitoring is to prevent system attacks by viruses, trojans, or other harmful software. This monitoring will focus on incoming content. It will be fully automated, and no distinction will be made between personal and professional internet usage.

Section C: Disciplinary rules

This section of the regulation outlines the consequences of non-compliance with the internal rules and the potential sanctions that may be imposed in such cases.

1 Who is authorized to provide instructions or directives based on these internal rules?

1. Those who are authorized on behalf of the Executive Board to give instructions or directives include, but are not limited to:
    - Employees of the Service Desk;
    - Security personnel;
    - Emergency response officers;
    - System administrators and other ICT administrators.
2. For students, they are required to follow the instructions and directives of teachers and educational support staff.

2 Who imposes the measure in case of non-compliance with the internal rules?

In the event of non-compliance with these rules and/or failure to follow instructions or directives, a measure may be imposed by or on behalf of the Executive Board.

3 What measures can be imposed in case of violation of the internal rules?

1. If the violator is an employee and the situation requires it, measures can be taken as described in the Collective Labor Agreement for Higher Professional Education (CAO HBO).
2. If the violator is a third party, access to the buildings and premises can be denied, the use of facilities can be prohibited, and any resulting damages can be recovered from the third party.
3. If the violator is a student, depending on the nature of the violation, the following measures mentioned in this section can be imposed:
    a. Oral warning;
    b. Written warning;

c. Reprimand;
d. Recovery of entrusted goods;
e. Prohibition and removal of items (including but not limited to visual materials or communications) that violate these internal rules;
f. Denial of access to certain classes;
g. Denial of use of (digital) facilities;
h. Blocking the user's account that grants access to the digital network;
i. Denial of access to certain areas and/or buildings and premises;
j. Permanent denial of access to the institution;
k. Termination of enrollment.

4. In case of theft or fraud, a report will be filed with the police by or on behalf of the Executive Board.
5. In case of damages caused by violation of these internal rules, the incurred damages will be recovered from the violator by or on behalf of the Executive Board.
6. A measure can be imposed in combination with one or more other measures, and for measures listed under points f to i in section 3, they are applicable for a maximum period of one year.
7. The measures mentioned under subpoints j and k can be imposed when a student causes severe disturbance and has not ceased such behavior even after receiving a warning from or on behalf of the institutional board.
8. A measure mentioned under section 3, subpoints g, h, and i, also serves as grounds for exclusion from functional roles or as a member of bodies and committees, such as participation bodies and the program committee, as the student is unable to fulfill their obligations as a member of the respective bodies.

4 What procedure is followed when imposing measures?

1. A measure is not imposed until the offender has been given the opportunity to be heard. The procedure of hearing both parties, as described in Annex 4, Section 3 (action on the report) of the Social Safety Policy, specifies the procedure of hearing and is also where you can find who makes the decision on behalf of the Executive Board.
2. A decision by (or on behalf of) the Executive Board to impose a measure is substantiated and communicated to the offender within two weeks from the day the decision is made.
3. For students and external parties, the legal protection provided under the Higher Education and Scientific Research Act and Chapter 2 of the Education Guide applies. For employees, the legal protection specified in the Collective Labor Agreement for Higher Professional Education (CAO-HBO) applies. For third parties, the provisions of the Civil Code apply.

3.2 Regulations for Confidential Counsellors 2026-2027

2026-2027

Established on the 2nd of June 2026
Agreement Central Representative Advisory Council on the 29th of May 2026

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3.2 Regulations for Confidential Counsellors

Adopted by the Executive Board on the 2nd of June 2026, after confirmation of approval by the HMR on the 29th of May 2026.

1 Definitions

The following terms and definitions shall apply in these regulations:

1. Inholland: Inholland University of Applied Sciences;
2. Executive Board: the Executive Board for Inholland University of Applied Sciences;
3. unwanted behaviour: behaviour (these can occur both online and offline) that can be deemed to constitute:
    a. harassment and sexual harassment as referred to in the Equal Treatment Act (*Algemene wet gelijke behandeling*);
    b. bullying: deliberately excluding someone and/or making them look ridiculous, gossiping about someone, criticising them unnecessarily, deliberately assessing work or study wrongly or promoting a situation where unpleasant tasks are always done by the same person;
    c. unequal treatment: discrimination on the grounds of religion, beliefs, political convictions, race, gender, nationality, sexual preferences, civil status, working hours (in an employment relationship) and handicap or chronic illness, within the limits of and as referred to in the Equal Treatment Act (*Algemene wet gelijke behandeling*) and the Equal Treatment (Handicapped and Chronically Ill People) Act (*Wet gelijke behandeling op grond van handicap of chronische ziekte*);
    d. aggression and violence: incidents in which a member of staff or student is harassed psychologically or physically, threatened or attacked (swearing, shouting, responding with rage, hitting, kicking and breaking things).
4. member of staff: anyone who is employed by or subject to the authority of Inholland University of Applied Sciences;
5. student: an individual who is enrolled as a student, external student, participant or course participant at Inholland University of Applied Sciences.

2 Code of Conduct

To create a safe (psychological) climate, the university of applied sciences applies the following code of conduct, which is also included in the university's internal rules:

1. Anyone employed by or subject to the authority of Inholland University of Applied Sciences, as well as any student (also including external students, participants and course participants) at Inholland University of Applied Sciences, shall be expected to be respectful towards others and, as such, to refrain from unwanted behaviour;
2. The bodies, students and staff at Inholland University of Applied Sciences shall do their utmost to avoid unwanted behaviour.

3 The Appointment and Protection Provided by Confidential Counsellors

The Executive Board shall appoint a number of confidential counsellors. When doing so, the Board shall distinguish between confidential counsellors for staff and confidential counsellors for students. These counsellors shall be appointed for a period of two years and shall be eligible for re-appointment once the appointment period has ended.
Management positions shall be deemed to be incompatible with the role of confidential counsellor, regardless of whether the individual in question is a confidential counsellor for students or staff.
Confidential counsellors for students shall be appointed from amongst teaching staff and shall fall under the responsibility of the member of the Executive Board who is responsible for Education & Research. It shall be possible to appoint confidential

counsellors for staff from amongst any of the members of staff and shall fall under the responsibility of the member of the Executive Board responsible for Management. HRM consultants are excluded from this last category of confidential counsellor.

To contact and make an appointment to see a confidential counsellor, see the details below:

- For a confidential student-counsellor: Iris, knowledge base, student counselling, confidential counsellor, and
- for a confidential staff-counsellor: Iris, weten & regelen voor collega's, gezond & vitaal, ongewenst gedrag.

In the event of illness or absence, one of the other confidential counsellors shall take over the duties normally carried out by the confidential counsellor who is ill or absent. Where necessary, it shall also be possible to arrange initial assistance and referral for students via a student counsellor. For staff, a primary care provision will be available via the HRM consultants.

The fact that a member of staff is also a confidential counsellor shall not damage his career, whether directly or indirectly. Confidential counsellors shall enjoy the same legal protection as members of the Advisory Council.

4 Tasks and Powers Conferred on Confidential Counsellors

1. Confidential counsellors shall have the following tasks (and any powers ensuing from these tasks):
    a. Supporting and guiding in case of experiencing inappropriate treatment or unwanted behavior by:
        - This support and guidance shall take the following form:
        - Making the circumstances under which unwanted behaviour may have taken place the subject of discussion;
        - Working with individuals to explore possibilities to bring an end to the unwanted behaviour;
        - Offering help designed to achieve the resolution of unwanted behaviour and assisting individuals that submit complaints during the handling of their complaints; this support includes, for example, being present at the discussion of the complaint with the people involved, and supporting the student in expressing and clarifying his complaint and experiences;
        - where necessary, referring complainants to counsellors within or outside Inholland University of Applied Sciences, which shall include notifying complainants of the possibility to report suspected punishable offences;
        - Providing aftercare, partly in an effort to avoid a situation where someone who reports or submits a complaint about unwanted behaviour experiences problems as a result.
    b. Further to a report, or of their own accord (where reason exists to do so), launching an inquiry into the occurrence of unwanted behaviour at Inholland University of Applied Sciences;
    c. Identifying circumstances or problem areas that could lead to or have resulted in unwanted behaviour;
    d. Formulating recommendations for or contributing to policy by the Executive Board, a Dean of a Faculty or a Service Director;
    e. Developing initiatives for staff and students with the object of achieving written or verbal publicity for or information about the role, the regulations and about unwanted behaviour;
    f. Maintaining and extending their expertise on unwanted behaviour by attending meetings, study days, training courses, etc. on this subject.
2. In performance of the tasks conferred on them, confidential counsellors shall maintain contacts with various job holders from Inholland University of Applied Sciences and with individuals and departments that are in a position to identify the existence of unwanted behaviour.
3. A confidential counsellor shall be able to consult one or more other confidential counsellors at Inholland University of Applied Sciences in relation to support and guidance.
4. A confidential counsellor shall be able to guide a complainant in a meeting between the complainant and the individual who is the subject of the complaint, or other students and/or staff, or in a meeting between the line manager of the complainant or individual who is the subject of the complaint on the one hand and the complainant and the individual who is the subject of the complaint on the other hand.
5. Where the parties involved in a particular report or complaint are open to this and the confidential counsellor in question sees possibilities to this end, a confidential counsellor who is not involved in the report or complaint concerned, or a

confidential counsellor from a different university of applied sciences or another external confidential counsellor, shall be able to act as a mediator.

6. Where there are grounds to do so, such as direct or indirect involvement, a confidential counsellor shall be able to or must transfer a report and the handling of the said report or the provision of support and guidance to another confidential counsellor. The individual who made the report or submitted the complaint shall be notified of this situation.
7. Confidential counsellors shall treat reports, support and guidance as confidential.

5 Reporting Unwanted Behaviour and Asking for Help

1. Anyone shall be able to report unwanted behaviour to a confidential counsellor. Staff shall also be subject to the obligation set out in Section 6(4).
2. Besides reporting unwanted behaviour, staff and students shall also be able to request support and guidance from a confidential counsellor.
3. Unwanted behaviour shall preferably be reported as soon as possible, but always within one year of the occurrence of the unwanted behaviour in question. This period shall be particularly important where the individual reporting unwanted behaviour, or another individual involved, wishes to submit a complaint as indicated in the next section.
4. It shall be possible to report unwanted behaviour in writing or verbally.
5. It shall be possible for an individual to report unwanted behaviour to confidential counsellors anonymously. Although this shall be registered by the confidential counsellor, it will not lead to any action on his part, in principle. A report of this nature may be taken into consideration in a later, non-anonymous report, where a connection exists between the two reports.
6. An individual that submits a report shall be able to write to the relevant confidential counsellor requesting the withdrawal of the report at any time.

6 How Complaints are Handled

1. Confidential counsellors shall not be responsible for handling complaints on behalf of the individuals that submit these complaints. Confidential counsellors play a supporting role, as described in Section 4.
2. When making complaints, students shall observe the procedure described in Section 45 and also in Chapter 2 *Rights and Obligations: General* of the Students' Charter, the general part.
3. Where possible, staff shall call other members of staff or students to account on unwanted behaviour and shall attempt to achieve a resolution to this behaviour between them in an appropriate manner and to restore respect, which might be achieved through an apology, for example. For help in this respect, individuals shall be able to approach a confidential counsellor.
   Where a member of staff finds that he is unsuccessful in making an issue the subject of direct discussion and he is unable to resolve the situation, or where this is not a realistic option, he shall approach his line manager (or, should he wish, the manager for the line manager). The confidential counsellor shall be able to assist the member of staff again in this situation too. Where a member of staff feels that the unwanted behaviour in question has not stopped or not sufficiently and/or if no (disciplinary) measures have been put in place or the measures put in place are insufficient, he shall be able to submit his complaint to the national complaints committee (on complaints pertaining to behaviour) for universities of applied sciences (*Landelijke Klachtencommissie Onderwijs*), which committee is maintained by the foundation for disputes in education (*Stichting Onderwijsgeschillen*) in Utrecht. For information about the secretariat, the address, the composition of and the regulations applicable for the committee, see the website: www.onderwijsgeschillen.nl.
   Complaints shall always be submitted within one year of the unwanted behaviour in question. The committee shall not be required to accept a complaint for processing where this time limit for submission has expired and there is no good reason for late submission.

   The committee shall issue advice to the parties and the Executive Board. The Board shall make a decision within two weeks of the date on which a complaint is received and shall inform parties of its decision in writing. The decision shall also

state whether or not measures are to be taken, including disciplinary measures. Where the Board deviates from the advice provided by the committee, its reasons for doing so shall be stated. When dealing with complaints, the Board shall observe the privacy of the parties concerned.

4. Without prejudice to Subsection 3 above, Section 1.20 of the Act stipulates that where it has come to the knowledge of a member of staff that a person on whom duties have been conferred on behalf of Inholland University of Applied Sciences could be or is guilty of an offence against a student enrolled with Inholland University of Applied Sciences who is under the age of 18 as described hereinafter, he shall immediately notify a member of the Executive Board thereof.
   Where the Executive Board has become aware that a person on who duties have been conferred on behalf of Inholland University of Applied Sciences could be or is guilty of a serious offence against public decency as referred to in Title XIV of the Penal Code (*Wetboek van strafrecht*) in relation to a student enrolled with Inholland University of Applied Sciences who is under the age of 18, the Executive Board shall immediately enter into consultation with the confidential educational inspector referred to in Section 6 of the Education Inspection Act (*Wet op het onderwijstoezicht*). Where this consultation results in a report to the Executive Board, it shall notify the parents of the student in question or the person on which duties have been conferred as referred to above before proceeding to make the said report.

7 Assisting Confidential Counsellors

Where requested to do so, bodies, students and members of staff at Inholland University of Applied Sciences shall assist the confidential counsellors to the best of their ability, as such facilitating their performance of the tasks referred to in Section 4.

8 Archiving by Confidential Counsellors

1. Confidential counsellors shall register all activities and meetings that they have engaged in with regard to reports, support and guidance.
2. Registration shall only be accessible to the other confidential counsellors by virtue of these regulations: succession as referred to in Section 3(1), substitution as referred to in Section 3(3), transfer as referred to in Section 4(6) and reporting as referred to in Section 9(2).
3. Data relating to individual reports shall be destroyed five years after the date on which reports in question have been settled.

9 Accountability and Reports by Confidential Counsellors

1. Confidential counsellors for students shall be accountable to the member of the Executive Board responsible for Education & Research as regards the performance of their duties – with due observance of confidential aspects – while confidential counsellors for staff shall be accountable to the member of the Executive Board responsible for Management.
2. Confidential-student counsellors and the Secretary to the Executive Board shall report annually on the performance of their duties to the Executive Board, while the confidential counsellors for staff shall do the same with the Head of HRM. These reports shall always include the number and nature of consultations and reports and settlement thereof. Where there is reason to do so, recommendations shall be included too.
3. The Executive Board shall ensure that staff and students are provided with information about measures that have been put in place to prevent unwanted behaviour at Inholland University of Applied Sciences.

10 Effective Date

These regulations shall take effect on September 1st, 2026.

The arrangement is a modification of the arrangement, which took effect on September 1st, 2015, after a finding of the Executive Board on June 18th, 2015.

3.3 Student Support Fund (formerly: Profiling Fund) 2026-2027

2026-2027

Established on the 7th of July 2026
Agreement Central Representative Advisory Council on the 3rd of July 2026

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3.3 Student Support Fund (formerly: Profiling Fund) Regulations

Adopted by the Executive Board on the 7th of July 2026, after confirmation of approval by the HMR on the 3rd of July 2026.

1 Application

1. These regulations elaborate on Article 16, paragraph 1, of Chapter 2, Rights and Obligations: General, of the part of the Students' Charter entitled Information about Inholland University of Applied Sciences. They provide for the following:
    - Part A: financial support or graduation support for students who experience a study delay as a result of special circumstances;
    - Part B: financial support or knowledge grants for good-quality students from outside the EEA, Surinam and Switzerland;
    - Part C: NL Scholarship;
    - Part D: the mobility fund designed to promote study or work placements abroad;
    - Part E: financial support for students enrolled for a programme that has lost its accreditation.

    For practical reasons, the awarding of administrative grants is included in the *Regulations for (financial) support of student organisations and committee activity grants*, but also applies as part of the *Student Support Fund Regulations (formerly the Profiling Fund)*.
2. The following definitions shall apply in these regulations in addition to the definitions used in the Chapter “Rights and Obligations: General” as referred to in paragraph 1:
    - examination: the examination to which a degree is attached, i.e. the final examination of a bachelor's programme, the examination of an associate degree programme or the examination of a master’s programme at Inholland University of Applied Sciences;
    - programme: the aforementioned programmes offered at Inholland University of Applied Sciences;
    - performance-related education grant: the higher-education performance-related education grant referred to in Chapter 5 of the Student Finance Act 2000, which for the purposes of these regulations include the following:
        - the basic grant for students that fall under the cohort guarantee,
        - the supplementary grant,
        - where necessary, the counter value of the travel product and
        - single-parent allowance, if this situation is still applicable during the payment period of the graduation support.
    - performance-related education grant period: the period in which a student is eligible for the basic grant and/or supplementary grant for a programme, including any extension granted as referred to in Article 4(2). The entitlement that a student has to free public transport shall continue for a year after the period referred to here. As regards the application of these regulations in relation to an Associate degree programme, the performance-related education grant period shall be set at two years, without the extension referred to above;
    - nominal duration of the programme: the official length of a programme based on the total number of credits: 60 credits = one academic year. The nominal duration shall be calculated on the basis of the date on which a student enrols for the programme for the first time (usually 1 September and sometimes 1 February);
    - Student Finance Act 2000: *Wet op de studiefinanciering 2000*.

Part A: Graduation Support

2 Student categories, special circumstances and award conditions

1. **Student categories**

   A student shall be eligible for graduation support where he is enrolled as a student for a programme for which he has not yet passed the examination, and:

   a. for which programme he is required to pay the statutory tuition fees applicable;
   b. for which programme he is or was entitled to a performance-related education grant *) during the period of his enrolment with Inholland University of Applied Sciences or, for students who received a student grant for the first time in higher education on or after 1 September 2015, who were enrolled in the study programme during the first four years of their studies in higher education with a student grant;
   c. which programme he is not attending (or not in full), due to a special circumstance referred to in paragraph 2 and as a result of which he has sustained or is expecting to sustain a study delay, during the performance-related study grant period, for the first four years of studies in higher education with a student grant or during the period in which he is receiving a graduation support payment.

   *) *A student who is enrolled on a part-time basis and who is required to pay the statutory tuition fees applicable (no entitlement to a student grant) shall only be eligible for a payment from the Profiling Fund on the basis of this category if he was enrolled as a full-time or dual education student at Inholland University of Applied Sciences immediately prior to his present programme, at which time he was subject to the payment of statutory tuition fees and the special circumstances in question relate to this period of enrolment.*

2. **Special circumstances and limiting damage**

   The following shall be deemed to constitute special circumstances as referred to in paragraph 1:

   a. Illness or pregnancy and (the period after) childbirth;
   b. A physical, sensory, or other functional disorder;
   c. Special family circumstances;
   d. A programme that cannot be completed within the nominal time (in terms of programme design);
   e. Membership of the Advisory Council, Faculty Advisory Council or Programme Advisory Committee at Inholland University of Applied Sciences;
   f. Membership of a committee for a student organisation or other committee activities, as described in more detail in paragraph 3;
   g. Activities in a social field, as described in more detail in paragraph 4;
   h. Elite athlete activities as described in more detail in paragraph 6; and
   i. Other circumstances that would result in unfairness of a serious nature if an application for financial support based on these circumstances were not to be honoured.

3. **Additional conditions for awarding**

   The following conditions apply for the award of graduation support:

   a. the student must have fully utilized their entitlement to the performance-related grant and done everything reasonably possible to limit the damage caused by the exceptional circumstances to their academic progress and/or student finance, and
   b. the student must not have been or will not be compensated in any other way.

4. **Further conditions for committee activities**

   The following further conditions shall apply for the committee of a student organisation or for other committee activities

referred to in paragraph 2:

a. The student carries out committee activities of some size that are important for Inholland University of Applied Sciences or for the education that the student is receiving and for which no other form of compensation is being received;
b. The student carries out committee activities in a student organisation or similar organisation with, in principle, full legal competence, for which no other form of compensation is being received (in the event of concurrence with a committee activity grant from Inholland University of Applied Sciences, see Article 4(8)). This relates to associations and foundations;
    i. that, according to their charters, focus on students at Inholland University of Applied Sciences or on students in a broader sense;
    ii. with an object and actual activities that the Executive Board believes have added value/provide for a need that students have. These activities must not be discriminatory or predominantly commercial in nature;
    iii. that are accessible for all students, in principle;
    iv. where associations are concerned: that have at least 25 paying members registered as students at Inholland University of Applied Sciences and at least 100 paying members in total. Where a new association is concerned, or where justified by the importance of the association for Inholland University of Applied Sciences, or the students enrolled at Inholland University of Applied Sciences, a lower membership number requirement may apply;
    v. where foundations are concerned: that are able to show that the actual activities applicable benefit Inholland University of Applied Sciences or students at Inholland University of Applied Sciences.

5. **Further conditions for social activities**

   The following further conditions shall apply for the social activities indicated in paragraph 2:

   a. The social activities are also in the interest of Inholland University of Applied Sciences or in the interest of the education that the student receives (but they do not form part of the study programme and, as such, do not result in an assessment or the attainment of credits);
   b. The social activity does not have any profit motive;
   c. The contribution that the student makes to the social activity in question is of some size;
   d. The student does not receive any other form of financial support, such as income from sponsoring, a salary or an allowance.

6. **Further conditions for elite athlete activities**

   The following further conditions shall apply for the elite athlete activities indicated in paragraph 2:

   a. The student falls under one of the elite athlete categories determined by the NOC*NSF;
   b. The student is registered by the student counsellor as a recognised elite athlete. This registration shall lapse if his status lapses, or when the academic year ends. Registration may be repeated for the new academic year.

      A student wishing to register himself as a recognised elite athlete shall submit a written application to a student counsellor. His application shall be accompanied by a written confirmation of his elite athlete status from the NOC*NSF or an affiliated sports association;

   c. The student does not receive any other form of financial support, such as income from sponsoring, salary or an allowance.

3 Notification obligation and the limitation of study delays

Note: the notification obligation referred to here is linked to a possible entitlement to graduation support. A notification obligation has also been included in Article 87 of the General Part of the TER for the Bachelor Programmes, notifying a student that the programme intends to issue a study recommendation. However, besides these specific cases, it is also important to report special circumstances to a student counsellor in a timely manner and discuss them with him at an early stage, making it possible to decide

how to respond to circumstances that could result in a study delay.

1. A student counsellor shall be notified of any special circumstances that could result in a study delay and entitlement to graduation support as soon as possible, but at the latest within two months of the date on which the circumstances in question commenced.
   If the notification is not affected in good time, a student may not be awarded graduation support, or may be awarded a lower amount, particularly if it appears that the student in question has taken insufficient measures to limit the damage (also see Article 2, end of paragraph 2, and paragraph 2 below).

   The notification takes place via a confidential meeting with the student counsellor. The student makes an appointment for this online. During this meeting, the period in which the circumstance occurs or occurred is discussed, along with a description of the circumstance, the extent to which participation in education and/or assessments was not possible or is (expected to be) possible, and the credits related thereto.
   The student counsellor records these circumstances in the registration system. The student can view the registration of the circumstances and receive a separate copy thereof.
2. As part of the notification, the student counsellor shall discuss the following with the student in question:
   a. Any inaccuracies or omissions in the notification data;
   b. The influence that the special circumstances have had on his study results;
   c. Measures to limit the study delay sustained as far as possible, taking into account his study efforts (the degree to which the student participates in the programme and tests in a period that does not involve special circumstances);
   d. The possibility of terminating or suspending the student grant that the student is receiving;
   e. The possibility of terminating or suspending enrolment with Inholland University of Applied Sciences; and
   f. The requirements for Article 4.

   The discussion may result in advice from the student counsellor. To be considered eligible for graduation support, the student shall observe all advice insofar as this can be reasonably expected of him.
   If the extent and/or influence of the special circumstances is still insufficiently clear, a follow-up meeting shall be organised and registered.

   The student counsellor determines whether and to what extent the student has incurred a study delay as a result of the reported and demonstrated personal circumstances. This determination concerns the total study delay and does not require a breakdown by individual circumstance or period. The agreements and recommendations are recorded.
   If, in the assessment of the student counsellor, the notification cannot lead to an entitlement to graduation support, this will be explained by the student counsellor and communicated back to the student in writing.
3. The student receives a digital copy of the agreements and advice made. He may also forward this to his study counsellor with the aim of discussing the possibilities to limit or eliminate the study delay as much as possible and to make agreements regarding this. If, according to the management of the programme, inaccuracies are stated therein (for example, because the management of the programme is of the opinion that the exceptional circumstances have not led to, or cannot lead to, study delays, or to the indicated extent), the study advisor may contact the student counsellor regarding this.
   If relevant, the student counsellor will adjust the advice and agreements during a meeting with the student and resend them. Points on which the viewpoint differs will remain visible.
4. The student counsellor is obliged to observe secrecy in respect of any information confided by students to him in his capacity as student counsellor, or the confidential nature of which he ought to understand. The circumstances referred to in Article 2(2)(d), (e), (g) and (h) shall not be regarded as confidential. The student counsellor shall not issue any information about individual students to third parties without the explicit permission of the said students.
5. The student shall submit the following to the student counsellor in the context of the notification:
   a. Where the notification submitted by a student is based on illness, pregnancy, childbirth or a functional disability: supportive documents evidencing the special circumstances in question and the period during which the said circumstances occurred;
   b. Where a notification is based on special family circumstances: supportive documents proving the special family circumstances in question;

c. Where a notification is based on a programme that cannot be completed within the nominal time: the reasons why the student feels that the design of the programme results in a study duration that is longer than the nominal study duration and a statement from the programme about the views expressed by the student or the outcome of an official complaint of the student in this respect;
d. Where a notification is based on participation in the Advisory Council or Programme Advisory Committee: information about the body in question, including the council and committee members, and a description of the activities carried out by the student and the time involved, linked to (study) periods and times that resulted in the delay in question;
e. Where a notification is based on committee activities or social activities: information about the unit, body or organisation in question, including the committee members, the activities (and, where social activities are concerned, their importance for Inholland University of Applied Sciences or the education provided) and a description of the activities carried out by the student and the time involved, linked to (study) periods and (missed) study activities;
f. Where a notification is based on elite athlete activities: information about the elite athlete status, the sporting activities and a description of the time involved for them, linked to (study) periods and (missed) study activities.

4 Award and payment applications

1. **The time of the application and the time of payment**

   The graduation support payment commences as soon as possible after the end of the nominal duration of the study programme or—should that period end later—the performance-related education grant period. The request is submitted approximately two months before the expiration of the period in question, but no later than six months after the end of the period referred to in the first paragraph. If the study delay is primarily the result of medical circumstances, the request must be submitted within a period of eighteen months after the end of the period in question. When determining the timing, the applicant shall take into account the condition of paragraph 2.

2. **Student grant extension or new entitlement to a student grant**

   If an applicant has sustained a study delay as a result of illness or because of a physical, sensory or other functional disability, he shall only be eligible for graduation support if he has applied for an extension of the student grant from DUO. Where an applicant is granted a student grant for an extra 12 months, he shall only be entitled to graduation support for the recognised delay in excess of this 12-month period.
   In addition, a student shall not be entitled to graduation support if there is a possibility that he will regain entitlement to a student grant in the future in the event of a handicap or chronic illness.

3. **Information to accompany the application**

   The application for payment shall be submitted to a student counsellor using the designated form. The application must include/be submitted with the application (where useful or relevant, with supporting documents):

   a. Any changes to the information on which the notification was based and that are relevant for the assessment of the application (see the list in Article 3(5), for example);
   b. what the student has done with the advice referred to in Article 3, sub 3, and the outcome thereof, and what further actions have been taken to make up for the study delay and prevent further delay, including the agreements referred to in Article 3, sub 2;
   c. Information about the units of study still to be attained, the corresponding credits and the schedule proposed for completion of these units of study in view of the programming of tuition and examinations, and taking into consideration the expiry of the period of validity for results and exemptions;
   d. A copy of the most recent information about the student grant that also shows the date on which the performance-related education grant period or the first four years of the student grant in higher education will end or ended.

4. **Assessment of application and advice**

The student counsellor shall ascertain whether the extent and timing of the circumstances are clear, which study delay has been sustained as a result (missed education, tests not taken and the corresponding credits, taking into account any delay that could be eliminated after all).
The student counsellor shall verify the delay, schedule and study efforts (see Article 3(2)(b)) with the programme and shall record the duration and level of the graduation support to be provided by means of an advice.

5. **Duration**

The duration of the graduation support shall be expressed in months by converting the credits to which the special circumstances relate (1 credit = 28 hours of study). If the converted credits result in a number of months that exceed the number of months reasonably necessary to complete the credits in question, given the programming of full-time education, the latter number of months shall be regarded as a maximum. Where necessary, the number of months shall be reduced by one or more months where the student counsellor is of the opinion that the student did not make use (or made insufficient use) of an opportunity to rectify an arrears, or if the student failed to submit the application on time as referred to in paragraph 1.
The duration of the graduation support amounts to a maximum of 24 months. If and to the extent that the student has received additional student finance as referred to in sub 2 for the same period of study delay, this period shall be deducted from the maximum of 24 months.
If a student participates in the Advisory Council, the Programme Advisory Council or committee activities, support shall be provided for a maximum of 12 months in total for the entire programme duration.
The maximums mentioned in this article for specific categories of special circumstances apply within the stated total maximum of 24 months.

6. **Amount**

The guideline used for the level of graduation support paid each month is the performance-related study grant for the last month of the performance-related study grant period. For students who were subject to the study loan system ("studievoorschot") starting from September 1, 2015, and therefore did not qualify for the basic grant, and whose performance-related education grant period ended on or before August 31, 2023, an additional amount will be granted on a monthly basis if the situation requires it. The level of this amount shall be determined as a guideline by the Executive Board and published on the student counsellors' web page on Iris.
The travel product shall only be eligible for compensation if it has been utilised in full within the period of the performance-related study grant and if the duration of the graduation support payment exceeds 12 months. In that event, it will be included in the amount of the part of the graduation support to be paid in excess of 12 months, where required under the circumstances.
Any single-parent allowance or - if the student falls under the cohort guarantee - the fact that a student is possibly living away from home, shall be taken into consideration when establishing the amount of the support. This will be the case if the situation in question was applicable for the student grant in the last month of the performance-related study grant period and the student demonstrates that he still meets the conditions for the allowance or is not living away from home at the time when the application for payment is made.

Conditions for the single-parent allowance in the Student Finance Act 2000 (WSF)
***The single-parent allowance**: you have a child and no partner. You receive child allowance for this child or the child is registered at your address within the municipality.*

7. **Division for the purpose of income tax**

Should financial support prove to be higher than the amount that the student is receiving or would have received pursuant to Chapter 3 of the Student Finance Act 2000 if he were to make or had made a claim thereto, the part above that level shall be granted under the description 'provision for additional support', as this part is, in principle, subject to income tax.

8. **Monthly payment, set-off and discontinuation of payments in the event of deregistration**

Payment shall be effected at the end of the month to which it relates, with due observance of paragraph 1.
In the event of a payment arrears in favour of Inholland University of Applied Sciences, the amounts shall be set off against these arrears.

If enrolment is terminated, the remaining part of the payment shall not be paid out to the student. If a student re-enrols for the same programme at Inholland University of Applied Sciences within three years, it may be decided to continue the payment, provided that graduation within one study year is realistic and this will not be prevented by any lapse in the validity of results and innovations in the programme. The student shall contact the student counsellor to discuss a resumption application. After submitting the application, a decision shall be issued within six weeks, subject to analogous application of paragraph 9.

9. **Study delay during the payment period**

   If a study delay is sustained again during the period in which a student is receiving graduation support, as a result of any circumstances whatsoever, the student shall notify a student counsellor of this as soon as possible. The student, the student counsellor and the programme shall ascertain the consequences that the delay will have for the time at which graduation had been planned and whether it will be possible to reduce the delay. Where special circumstances as referred to in Article 2(2) apply again, the student counsellor may advise that the duration of the payment be extended for a reasonable period of time. The level shall remain the same, except where there are circumstances that reasonably justify a reduction in the amount paid for the extra period.
   Where a study delay is sustained that is not caused by (new) special circumstances as referred to in Article 2(2), payment may be discontinued.

10. **Decision about award**

    Decisions regarding graduation support are made by or on behalf of the manager of the Central Student Administration (CSA).
    A decision on the duration, amount and time at which a payment will start shall be taken within six weeks of the receipt of the application wherever possible.
    A decision shall be communicated in writing, supported by reasons and stating that a written, reasoned objection can be lodged against the decision with the Executive Board via the Complaints and Disputes Portal on Insite within six weeks of the decision.

11. **Hardship Clause**
    In cases where, in the opinion of the CSA Manager, the application of provisions of this regulation leads to a significant injustice, the CSA Manager shall decide.

Part B: Knowledge grants

5 Conditions for knowledge grants

1. **Eligible international students**

   The knowledge grant is an allowance that promotes the enrolment of high-quality international students. A high-quality student shall be deemed to be a student that completes his programme at Inholland University of Applied Sciences within the nominal study duration (i.e. attaining 60 credits per year, not including exemptions). Students who started in the 2020/2021 academic year are allowed to attain 60 EC from other programme years.

   International students are eligible if they:

   a. are enrolling for a full-time programme at Inholland University of Applied Sciences for the first time and, following this, also arrange to re-enrol;

b. are not nationals of the EEA, Surinam or Switzerland;
c. live in the Netherlands, Belgium, Luxembourg or one of the states forming part of the Federal Republic of Germany (North Rhine-Westphalia, Lower Saxony and Bremen);
d. are required to pay the institutional tuition fees; and
e. are not able to claim a student grant.

Students who receive a NL Scholarship in the same academic year, are not eligible for a knowledge grant.

2. **Budget, amount and period**

The budget is established annually by the Executive Board for the next academic year. Students who have started their studies with the support of a knowledge grant shall be able to assume that there will be no major changes in the annual amount of the grant, unless their study efforts are insufficient.
The following applies to students who started in the 2018–2019 academic year at the latest.
If all conditions are met, the grant shall be awarded retrospectively on an annual basis for the nominal programme duration. The nominal duration of a Bachelor programme is four years.
Upon once-only switching programmes in, or at the end of, the first or second year of enrolment, students will continue to fall under the scheme if they continue to meet the conditions. However, when switching programmes, students will never receive more than five grants in total for the old and new programmes combined.
The following applies to students who started from the 2019–2020 academic year.
If all conditions are met, the grant shall be awarded retrospectively on an annual basis for a maximum of three years.
Upon switching programmes in, or at the end of the first or second year of enrolment, students will continue to fall under the scheme if they continue to meet the conditions. However, students will never receive more than three grants in total for the old and new programmes combined.

3. **First application and subsequent applications**

To be considered eligible for payment of a knowledge grant for the first time and the annual follow-up grant, students are required to submit an application annually. The application shall be assessed and the knowledge grant awarded on the basis of the data already available at Inholland University of Applied Sciences.
The decision as to whether a student is a high-quality student will be made by Inholland University of Applied Sciences on the basis of the results attained after the end of the academic year.

4. **Annual assessment**

If a student has completed an academic year successfully (having attained 60 ECTS credits), the knowledge grant for the previous academic year shall be awarded.

If the status of a student changes and he becomes subject to the payment of statutory tuition fees as a result, he shall no longer fall under the scheme as of this time. In the event of a change in status and adjustment of the tuition fees due during the course of an academic year, the student shall receive a payment in proportion to the number of months in which he was subject to the payment of institutional tuition fees if he meets the conditions applicable in this respect.

5. **Decision and payment method**

Decisions about the award of knowledge grants shall be taken by or on behalf of the Director of the Education, Research and Student Support (ERS) department and will be announced in the month of October or, in the case of a February entrant, in the month of May. A decision must be reasoned and communicated in writing, stating that a written, reasoned objection against the decision can be lodged with the Executive Board via the Complaints and Disputes portal within six weeks of the date on which the decision is announced.

If the knowledge grant is awarded, the money shall be paid out, if and insofar as it is not possible to deduct it from tuition fees due.

For more information on knowledge grants, visit
https://www.inholland.nl/inhollandcom/how-to-enrol/scholarships/knowledge-grant/

Part C: Holland Scholarship

Introduction

The study exchange or graduation project abroad will be called 'mobility' from here on.

The form 'Learning Agreement' for a study exchange abroad will be called 'L/A' from here on.

The form 'Traineeship Agreement' for a graduation project abroad will be called a 'T/A' from here on. If there is no agreement for the graduation project, a statement by e-mail to the graduation coordinator will be sufficient.

6 Conditions NL Scholarship

1. **Eligible students**

   Talented students from Inholland may be eligible for a one-off contribution to their student costs under the (national) Holland Scholarship Programme. The Holland Scholarship Programma is a grant programme from the Dutch Ministry of Culture, Education and Science, geared towards outgoing student mobility.
   The main eligibility requirements for the scholarship are:

   a. The student is enrolled as a full-time student by Inholland in the same academic year as where the mobility will take place;
   b. The mobility of the student will take at least three months;
   c. The mobility of the student will take place in a country outside of the EER;
   d. The mobility of the student is a by the programme approved part of the Inholland curriculum student. A minimum of 10 EC will be granted for this.
   e. The mobility of the student is not eligible for a Erasmus+ grant or another grant provided by Inholland;
   f. The student has not previously received a Holland Scholarship (this can only be provided once);
   g. The student is willing to share the gained experiences by filling out a Student Report. This will be published on IRIS;

   For a full description of the conditions, see Iris, Weten en Regelen: Going Abroad > Grants & scholarschips.

2. **Budget, amount and period**

   The budget of the NL Scholarship scholarship program is limited. Each year, Nuffic determines the maximum number of scholarships that Inholland may award. The total scholarship amounts to 2,500 euros per mobility.

   For complete information regarding grant levels and periods, see the description at Iris, Weten en Regelen: Going Abroad > Grants & scholarschips.

3. **Application, decision and payment method**
   a. Applications can be submitted via MoveOn. The steps to take and the applicable deadlines can be found at IRIS > Knowledge and Regulations > Going Abroad > Scholarships and Funds: ENG
   b. The scholarship is awarded by lottery. Students will be notified within one week of the application deadline whether or not they have been awarded the scholarship.
   c. If, after the scholarship has been awarded, it turns out that the student has not met the requirements, the scholarship can be reclaimed.
   d. Award decisions are made by or on behalf of the the Director of the Education, Research and Student Support (ERS) department and submitted no later than six weeks after the application deadline. A decision must be reasoned and state that a written and reasoned objection to the decision can be submitted within six weeks of its announcement to the Objections Advisory Committee via the dispute form, available on Iris, under "Complaints and Disputes." This committee will invite the student for a meeting, where the student can explain the reasons for the objection. The committee will then advise the Executive Board to uphold the decision or to reconsider. For complete information on the application procedure, decision, and payment, see the description on Iris, Weten en

Regelen: Going Abroad > Grants & scholarschips.

Part D: The mobility fund at Inholland University of Applied Sciences

7 Conditions mobility fund at Inholland University of Applied Sciences

1. **Eligible students**

   Students who wish to gain experience abroad as part of their study programme can apply to the university's mobility fund for a contribution towards the costs. The IMF is a scholarship programme of Inholland University of Applied Sciences, aimed at outgoing student mobility (study exchange, internship, or graduation project) for students who are not eligible for an Erasmus+ grant.

   The main conditions are:

   a. The student is not eligible for an Erasmus+ grant for Programme Countries;
   b. The student is enrolled for a Bachelor or Associate Degree programme at Inholland University of Applied Sciences and is not in arrears with the payment of his tuition fees;
   c. The activity forms part of the study planning for the programme (i.e. the student is awarded credits for it) and has been approved in writing by the programme or the Examination Board at the time of the application;
   d. The study exchange, work placement or graduation project abroad must last at least one month.

   For a full description of the conditions, see Iris/Knowing, Arranging/Study or work placement abroad.

2. **Budget, amount and period**

   The budget for the mobility grants is limited. Fixed amounts are applied, tiered into categories based on the duration and destination of the mobility. For more information see the description on Iris, Weten en Regelen: Going Abroad > Grants & scholarschips.

3. **Application, decision and payment method**

   Applications can be submitted using the MoveON application form, as published on Iris. Awards are made on a “first come, first served” basis. A decision regarding the award will be made within 2 weeks of application. Once the application has been awarded, it will be paid out in the next payment round.

   Decisions regarding the award are made by or on behalf of the Director of the Education, Research and Student Support (ERS) department. A decision is in writing and reasoned, stating that a written and reasoned objection to the decision may be lodged with the Executive Board within six weeks of the announcement via the Complaints and Disputes portal on Iris, Weten en Regelen.

   For complete information regarding the application procedure, decision, and payment, see the description on Iris, Knowing and Arranging: Going abroad > Grants & scholarschips.

Part E: Support upon loss of accreditation

8 Conditions support upon loss of accreditation

1. **Financial disadvantage**

   If accreditation is lost, the object shall be to absorb any direct financial consequences that would not have arisen if accreditation had not been lost. Upon loss of accreditation, the programme is no longer subject to statutory tuition fees and the right to a performance-related education grant ceases to exist. If due to other reasons a student is not eligible for statutory tuition fees or the performance-related grant anyway, he will not be subject to any disadvantage. If a financial disadvantage does exist, the student shall receive a financial contribution for the period for which the disadvantage applies, throughout the duration of the remaining period in which he ought to be able, within reason, to complete his study.
   In addition, students to whom Part A of these regulations applied before the loss of accreditation shall be able to continue to invoke this, with due observance of the conditions stated there.

2. **Application**

   An application for the award of financial support is submitted by a student counsellor using the form established for this purpose. The application is addressed to the manager of the Central Student Administration (CSA), who makes the decision on behalf of the Executive Board of Inholland University of Applied Sciences. A copy of the latest student finance details is enclosed. The application must be submitted no later than two months after the financial consequences occur. Applications submitted too late will not be processed, unless the applicant demonstrates that the omission was due to force majeure.

3. **Remaining programme duration**

   The student counsellor shall ask the programme to notify him of the period in which a student ought to be able to complete his study within reason, based on the planning of the programme, the results achieved to date and after consultation with the student.

4. **Duration and amount of the support, time of payment**

   The student counsellor shall decide, in the form of an advice, on the duration in months and the amount in equal instalments per month of the financial support for the period referred to in paragraph 1 and the disadvantage referred to there.
   The performance-related grant in accordance with the definition in Article 1(2) that the student was receiving in the final month as a result of the loss of accreditation shall be used as a guideline for the amount per month of the student grant. Where possible, payment of the grant shall commence in the first month in which the loss arises and shall be paid at the end of the month to which it relates. Where a student is behind on payments to Inholland University of Applied Sciences, the amounts shall, in principle, be set off against this.

5. **Decision**

   The manager of the Central Student Administration (CSA) makes decisions regarding support on behalf of the Executive Board within four weeks of receipt of the request.. The decision must be reasoned and communicated in writing, stating that a written, reasoned objection can be lodged against the decision with the Executive Board via the Appeals & objections portal on Iris (Weten en Regelen) within six weeks of the date on which the decision is announced.
   Payment may be stopped if insufficient study progress is made. The provisions of the previous paragraph shall apply to the decision by analogy. Payment shall always end if enrolment is terminated.

Part F: Transitional provision

9 Transitional provision

The amount and duration of rights granted in the form of decisions based on older regulations shall remain unchanged if the latter are more favourable for a student than the entitlement arising for a student on the basis of the present regulations.

3.4 Regulations on (financial) support for student organisations and committee activity grants 2026-2027

2026-2027

Established on the 2nd of June 2026
Agreement Central Representative Advisory Council on the 29th of May 2026

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3.4 Regulations on (financial) support for student organisations and committee activity grants

Adopted by the Executive Board on the 2nd of June 2026, after consent given by the Inholland Advisory Committee on the 29th of May 2026.

Part D: The Student Initiative Fund (on which this regulation is based) was adopted by the Executive Board on June 18, 2020, and remains in effect as of September 1, 2026.

These regulations are the regulations referred to in Article 16 of Chapter 2 of the Education Guide, Part 5, Student Facilities. Part of these regulations detail the possibility of conducting committee activities free of tuition fees as described in the registration and deregistration rules published on the website.

General

1 Object, forms of support and general requirements

1. The object of these regulations on the provision of support for student organisations is to create or maintain these organisations. These regulations shall comprise the following forms of support:
    a. **(Financial) support for student organisations:**
        - Structural support in the form of money;
        - The allocation of space and a subsidy for accommodation expenses;
        - A subsidy for projects;
        - A subsidy for targeted investments (with the exception of the study societies referred to in paragraph 2);
        - A subsidy for good causes;
        - A payment from the emergency fund.
    b. **Committee activity grants**
    c. **Conducting committee activities free of tuition fees**

    The continuity of the regulations shall depend in part on the level of the budget that Inholland University of Applied Sciences has set for student facilities. The Executive Board shall decide on this annually within the framework of the budget.
    Accommodation space shall be allocated depending on the possibilities available at the location in question and on the costs involved.

    An application to conduct committee activities free of tuition fees will be honoured if the conditions described in these regulations are met.

2. The student organisation shall be required to meet the following general criteria:
    - It shall, in principle, have full legal rights and, if a study society is only affiliated to one or more programmes at Inholland University of Applied Sciences, it shall preferably have legal rights (however, an informal association shall be subject to limitations as regards (its ability to) enter into rights and obligations and, for example, to open a bank account in the name of the association. *This will also mean that there is no committee responsibility separate from the private person).*
    - As evidenced by its constitution, it must focus on students at Inholland University of Applied Sciences or on students in a broader sense or, in the case of a study society, solely on students from one or more specifically named programmes at Inholland. Where a study society does not have any legal personality, it shall provide a description of the structure and methods applicable to the association, its executive committee and

subcommittees. Consideration shall also be given to the safeguards to be put in place in order to ensure the continuity of the committee;
- It must have an objective and engage in actual activities that the Executive Board believes have added value, which are not discriminatory and are predominantly of a non-commercial nature;
- In principle, the student organisation must be accessible for all students from Inholland University of Applied Sciences or, in the case of a study society, all students from the programme or programmes in question;
- Student associations must have at least 50 paying members who are enrolled as students of Inholland University of Applied Sciences. Where a new association is concerned, or where justified by the importance of the association for Inholland University of Applied Sciences, or the students enrolled at Inholland University of Applied Sciences, a lower membership number requirement may apply;
- Upon the establishment of a new student association, the incorporation costs (notarial deed and initial registration with the Chamber of Commerce) are borne by the University of Applied Sciences, subject to approval by the Central Student Administration Manager.
- Foundations must be able to show that their actual activities benefit Inholland University of Applied Sciences or students of Inholland University of Applied Sciences;
- Student organisations must show that they are dependent on the contributions from students and/or on non-structural contributions from third parties.

Further conditions shall be attached to the allocation of (a form of) support.

Student organisations that do not meet all of the criteria above, but which ought to be able to utilise these regulations in a comparable manner in the opinion of the Executive Board, shall also be able to submit applications.

3. Any student organisation that wishes to be considered as eligible for support and is submitting its first application for support shall provide the Executive Board with the information stated below via the manager of Central Student Administration, in the first application for support and annually thereafter. A study society shall provide the information required to the relevant Faculty Dean. This information is as follows:
    a. A copy of its constitution (except where no amendments have been made since the submission of an earlier version) or the description referred to in paragraph 2 in the case of a study society;
    b. Up-to-date proof of registration with the Chamber of Commerce (except where no changes were necessary to a version submitted at an earlier date) or, in the event of a study society, the names of the committee members and the date on which they took up their positions;
    c. The budget for the academic or calendar year;
    d. The activity schedule for the period ahead. In the event of a study society, specific consideration shall be given to the interaction with the education programme and the work placement;
    e. A financial account of the last academic or calendar year;
    f. A substantive report on the last academic or calendar year;
    g. Where an association is concerned: an indication of the number of members that the organisation has and an indication of the number of members who are studying at Inholland University of Applied Sciences. Where there is an insufficient number of members, consideration shall be given to possibilities and activities designed to increase the number of members to the minimum number envisaged.

2 Applications and awards

1. The board of a student organization that is supported or believes it is eligible for support must submit the documents referred to in Article 1, third paragraph, under a, e, f, and g by December 1st at the latest (for organizations operating on an academic year cycle, with the board appointed at the beginning of the academic year) or by March 1st at the latest (for organizations operating on a calendar year cycle, with the board appointed at the beginning of the calendar year). Subsequently, the documents under b, c, and d, together with the forms for requesting support, must be submitted by November 1st at the latest. For forms of support that are not yet relevant at that time and therefore are not included in the activity plan and budget, an application can still be submitted after that date. However, organizations are asked to plan

well and aim to submit the intended application for all forms of support by November 1st.
The documents required for the application are to be submitted to the secretary of the executive board. Preliminary discussions about the possibilities for support can also be held with the secretary or a director.
Board members who wish to qualify for a board grant must also submit the appropriate application form with attachments by December 1st or March 1st (as described in the first paragraph of this section) at the latest.

2. The application documents concerned must be submitted to the manager of Central Student Administration and, in the case of a study society, to the relevant Faculty Dean. It is also possible to have an exploratory discussion on the support possibilities available with the manager of Central Student Administration or a Faculty Dean.
3. The Executive Board, or the manager of Central Student Administration on behalf of the Executive Board, or the faculty dean in the case of a study society, shall decide on applications within four weeks of the date on which they are received. The applicant and/or other individuals may be asked for further information before a decision is rendered on an application. This may result in the extension of the decision period by a reasonable period.
4. A substantiated decision is announced in writing and may entail:
    a. that the application will be rejected;
    b. that the application will be granted, whether partially or in full;
    c. that the application will not be accepted for processing because it was not submitted on time or was not supplemented on time and there is no demonstrable evidence of circumstances beyond the control of the applicant.
5. If an application is incomplete, the applicant shall be given a period of four weeks to complete the application.

3 Withdrawal or amendment of the subsidy or committee activity grants

1. If a student organisation or a committee member with a committee activity grant has deliberately provided incorrect information on the basis of which the support was granted, the Executive Board, or a Faculty Dean are entitled to withdraw the support before it has been granted, or to demand the full or partial repayment of the support after it has been granted,
2. Student organisations and committee members with a committee activity grant shall immediately notify the Executive Board (through the manager of Central Student Administration) or Dean of the Faculty in the case of a study society, of facts and events that may cause the Executive Board or the faculty dean to reconsider or terminate allocation of the monies provided.

   Student organisations shall immediately repay any monies overpaid without the need for a notice of default.
   Student organisations shall also immediately pay all costs incurred by the Executive Board when demanding repayment of the amount overpaid.

A. Further provisions relating to the allocation of forms of support to student organisations

4 Structural support

1. Student organisations shall be able to apply for structural financial support, with the exception of organisations with a room with drink and bar facilities in a building belonging to Inholland University of Applied Sciences. This shall be granted in the form of a fixed amount per academic year (which amount is € 2,000 unless the Board decision changes), regardless

of the size of the organisation over and above the 50 members from Inholland University of Applied Sciences. In special cases, it may be decided to deviate from this lower limit for this subsidy. In the event of an interim application from a new organisation, an amount may be awarded on a pro rata basis.
2. Once granted, a subsidy shall be paid in instalments or in one lump sum to the bank account held in the name of the legal entity that maintains the organisation.
3. In consultation with the individual student organisation, it may be agreed that part of the subsidy shall be provided in the form of goods or services.
4. The subsidy is a gift and may be spent freely subject to the objective of the organisation and in line with its activity plan.

5 Granting space and subsidies for accommodation costs

1. Student organisations shall be able to apply for the allocation of space within a building at Inholland University of Applied Sciences. In principle, this space shall be used for committee and secretariat activities.
2. If space is granted, this shall be provided on the basis of a lease between Inholland University of Applied Sciences and the student organisation, to be entered into at the price to be determined annually by the Executive Board (under the current board decision, this amount is € 250). The accommodation subsidy described hereinafter shall be deducted from the rent amount applicable.
3. Inholland University of Applied Sciences shall grant a subsidy equal to 100% for the first 20 square metres. Space over and above this figure shall be covered by a subsidy of 75%. Where an existing study organisation has a room with drink and bar facilities in a building belonging to Inholland University of Applied Sciences, a subsidy of 100% shall be granted.
4. *Repealed.*
5. *Repealed.*
6. If a student organisation leases or owns space outside Inholland University of Applied Sciences, it is eligible for a subsidy of up to 25% of the total accommodation costs, subject to a maximum amount of € 7,500 per year. This shall be subject to the condition that the accommodation costs do not place a disproportionate burden on the operation of the student organisation, to be established at the discretion of the Executive Board.
7. If an application for support relates to space leased or owned outside Inholland University of Applied Sciences, the student organisation is required to submit a copy of the lease or proof of ownership and an overview of the total accommodation costs, supported by documentary evidence.
8. The internal rules (see Chapter 3.1 of the Education Guide) shall apply mutatis mutandis to the use of space and equipment in the buildings and grounds at Inholland University of Applied Sciences.

6 Subsidies for projects

1. Student organisations may submit proposals for the subsidisation of projects once per year.
2. Projects that will be implemented in the short term, but within one year of the subsidy application at most, and that are intended to benefit, at any rate, all of the students of Inholland University of Applied Sciences at the location in question, shall be eligible for a subsidy. Where a study society is concerned, it will be required to offer added value in relation to the programme. Applications relating to projects may be for an amount of up to € 4,000, while applications submitted by a study society shall be subject to a maximum of € 2,000.
3. The object of projects must consist of a contribution to the social or cultural development of students.
4. Applications for support must be accompanied by:
    a. a description of the project organisation;
    b. a description of the project, including the objective, the results and a risk analysis;
    c. a description showing that the project will contribute to social or cultural development;
    d. a budget for the project, plus an explanation of this budget;
    e. an indication of the turnaround time for the project;
    f. the amount to which the application relates;

g. The names of other sponsors and the conditions that they have imposed.

5. When granting a subsidy, the amount for which an application has been submitted will be paid in one lump sum or in instalments. The payment of a subsequent instalment may be made conditional on the provision of an interim report on the progress being made with the project and information about the content and costs applicable for the next stage. If a study society does not have a bank account in the name of the legal entity, separate agreements will be made on how the subsidy will actually be paid.
6. Parts of the subsidy may be transferred on behalf of a student organisation directly to the business (or institution) that has supplied services or products to the student organisation in the context of the project.
7. Within three months of the completion of a project, the student organisation must render a financial account to the manager of Central Student Administration or, in the case of a study society, to the Dean of the Faculty.
8. If a project has a turnaround time of more than six months, interim reports must be provided. These are required in order to provide an insight into the progress being made and on how a subsidy is being spent, amongst other things. Agreements will be made with the manager of Central Student Administration or the Dean of the Faculty respectively on the period to which these reports are to relate.

7 Subsidies for targeted investments

1. Student organisations, with the exception of study societies, may submit proposals for large investments once every three years. Applications for a maximum amount of € 10,000 may be submitted for investments of this nature.
2. Applications for support must be accompanied by:
    a. a description of the activity for which the investment is being requested and why;
    b. a budget for the activity, accompanied by an explanation;
    c. a statement indicating the turnaround time for the activity for which the investment is being requested;
    d. a statement indicating the amount requested;
    e. the names of other sponsors and the conditions that they have imposed.
3. Paragraphs 5 to 8 inclusive of Article 6 apply mutatis mutandis.

8 Subsidies for good causes

1. Student organisations may submit one proposal per year relating to a contribution to a campaign for a good cause, which contribution will enable the student organisation to express its social involvement. The good cause shall always lie outside the student organisation itself.
2. The Executive Board will double the proceeds ensuing from a campaign for a good cause, subject to a maximum of € 5,000 per campaign. In the case of a study society, a Faculty Dean will do the same up to a maximum of € 1,500.
3. Before an activity is organised, the student organisation will provide the Executive Board with the following information via the manager of Central Student Administration and, in the case of a study society, it will submit the information required to the Faculty Dean;
    a. the object of the campaign;
    b. a description of the campaign;
    c. the names of other sponsors and the conditions that they have imposed.
4. As soon as the campaign has ended, the Executive Board will be notified of the proceeds obtained via the manager of Central Student Administration or the Faculty Dean respectively.

9 The Emergency Fund

1. If a student organisation is affected by an unforeseen event and major financial problems ensue as a result, it can apply for assistance from the Emergency Fund.

2. Any monies granted from the Fund may be provided in the form of a gift, a bridging loan or a loan.
3. Student organisations wishing to apply for assistance from the Emergency Fund will contact the manager of Central Student Administration, with whom the conditions under which financial support may be granted will be discussed. The manager CSA will act in consultation with and on behalf of the Executive Board. Where a study society is concerned, the advice of the relevant Faculty Dean shall be taken into consideration as well.

B. Committee activity grants

10 Further provisions on committee activity grants

1. If a student engages in committee activities for a student organisation as referred to in Article 1 in a certain academic year and the said activities require a substantial time investment, he can submit an application in order to be considered eligible for a committee activity grant. The aforementioned application will be assessed by the Executive Board and, in the case of a study society, the advice issued by the relevant Faculty Dean will be taken into account.
2. Applicants must:
    a. be enrolled as full-time students at Inholland University of Applied Sciences throughout the committee term, and
    b. have concluded their first year without having received a binding study recommendation.

    In special cases, the Executive Board may permit an exception to the condition under (a.) if the members of the organisation are predominantly studying at Inholland University of Applied Sciences.
3. Each academic year, a maximum of three board grants are awarded per organization, typically to the president, the secretary, and the treasurer. For organizations with more than 300 members, board grants are awarded to all board members, up to a maximum of seven board members.
4. The committee activity grant will be paid for the duration of the committee activities undertaken by the student in question, subject to a minimum of six months and a maximum of two years.
   Students that hold a committee position for less than six months are not eligible for a committee activity grant.
   Students that hold a committee position for more than a year must submit a new application after the first year has ended.
5. The amount of the grant will be determined by the Executive Board on an annual basis (under the current board decision, this amount is € 150). The grant can only be approved if no other payment is being received for the activities undertaken by the committee members. Payment shall be effected on a monthly basis.
6. Applications must be supported by a declaration from all of the committee members.
7. If a committee member ends his committee term early, he and the committee shall immediately notify the Executive Board of this in writing via the manager of Central Student Administration. In this situation, the committee activity grant shall cease to be paid with effect from the first day of the month following the month in which the committee activities were terminated.
8. If a student who has received a committee activity grant also applies for graduation support due to a study delay (as referred to in Article 16, Chapter 2, of the Education Guide, part 5, Student Facilities), the amount that the student has received in the form of a committee activity grant in the period in which the study delay was sustained may be deducted from the graduation support, whether partially or in full.
9. A student of Inholland who becomes a board member of a General Student Social Association (ASGV) may be eligible for a board grant amounting to the nationally determined sum of €262.50 per month for the duration of the board position. A prerequisite is registration with the Chamber of Commerce. Applications can be made for a period of 6 months or 12 months. If the board position is continued, the board grant must be reapplied for.
10. The Executive Board mandates the Manager of the Central Student Administration to grant a request for financial support where appropriate, if, in the opinion of the Manager of the Central Student Administration, not granting it would lead to a significant injustice.

C. Conducting committee activities free of tuition fees

11 Further provisions on conducting committee activities free of tuition fees

1. The Executive Board may exempt an enrolled student from paying the statutory tuition fee once at his request and for the period of one academic year, if the student is:
    a. a fulltime member of the committee of a student organisation of any size with full legal capacity or of the committee of the participation council, or
    b. engages fulltime in administrative or social activities that, in the opinion of the Executive Board, are also in the interests of Inholland University of Applied Sciences or teaching at Inholland University of Applied Sciences.
2. It is a requirement that the student does not follow any education or sit any test or examination at Inholland University of Applied Sciences or any other funded institution during that period, and that the membership or the activities referred to are of a non-commercial nature.
3. The application can be submitted to the manager of Central Student Administration. The student must substantiate his request in such a way that sufficient insight is gained into the aspects relevant for the assessment. The student may also be asked to enclose a supporting statement from other committee members or persons involved in his activities.

D. The Student Initiatives Fund

This concerns the scheme referred to in Article 16, Chapter 2 of the Education Guide, Part 5 Student Facilities.

General

The Student Initiatives Fund (SIF) is intended to put student initiatives into practice through a financial contribution from Inholland's Quality Agreement. Inholland students can apply to the Student Initiatives Fund to finance an initiative. This application must meet certain criteria and is assessed by the award committee consisting of student-employees of the Inholland fund. Student-employees are appointed each academic year following a recruitment process via Randstad B.V. The Education Policy department coordinates the fund.

12 Objective and size

- The fund contributes to the development of the Inholland Professional.
- It actively engages students and strengthens the bond between students and Inholland.
- The fund helps to harness the innovative strength of students.
- The initiatives have an impact on Inholland students.
- The fund was instituted by the Executive Board and its annual budget amounts to €100,000.

13 Appointment and composition of the SIF

- The student staff members are appointed by the Education, Research and Student Support department following a recruitment procedure via Randstad B.V. The appointment is for the duration of one academic year. In total, seven student staff members are responsible for the implementation of the SIF, one student staff member per Inholland location.
- An awards committee of three student members is appointed from among the student-employees. The awards committee

evaluates the applications against the criteria (from article 14) and decides on the SIF awards.
- For applications up to €5,000, the awards committee takes a decision itself. The SIF coordinator is involved in the decision if the application for an initiative exceeds €5,000. The coordinator is also responsible for pay-outs from the fund.
- The Education, Research and Student Support department coordinates the fund.

14 Criteria for awards

Applications are linked to the concept of the Inholland professional along the four lines, which are in keeping with educational developments.

- The initiative contributes to the meaningful linking of knowledge and skills to professional practice.
- The initiative contributes to the development of activating education.
- The initiative contributes to the development of learning communities.
- The initiative contributes to the development of support through technology.
- The initiative contributes to student engagement with the programme, location or school.
- The applicant is capable of directing their initiative, both in terms of content and process.
- The applicant may apply for up to €10,000 for the initiative.
- The event is held during the academic year in which the application is submitted.
- Any equipment purchased (laptop, camera, etc.) will remain the property of Inholland University of Applied Sciences.
- The SIF must be clearly visible in the communication about the initiative.

15 Who can submit an application?

- All students enrolled in a programme at Inholland University of Applied Sciences can apply to the Student Initiatives Fund, regardless of the phase of their studies. Study associations can also apply to the SIF.
- A student may apply on more than one occasion.

16 Aanvraag- en toekenningsprocedure

- The application and award procedure takes two weeks.
- Application form: the applicant applies by completing the application form, including a budget, and sending it to the fund. There is a download link to the application form via the website of the Student Initiatives Fund www.inholland.nl/sif.
- The SIF sends the student confirmation by e-mail of their application within two working days.
- Personal interview: the applicant has a personal consultation with the student-employee of the fund after filling in the application form to provide an explanation, clarification, etc.
- If the application is complete and the criteria are met, it is submitted to the fund's award committee. This committee decides on the application. The award committee sends the applicant an e-mail informing them that the application has been accepted and that the activity can be carried out.
- Upon approval, the applicant sends the invoices/expenses claims regarding the amounts given in the application budget by e-mail to the fund via sif.contact@inholland.nl. Invoices and expenses claims must meet the following conditions, as described in the procedure for fund payments. The applicant receives this document with the award e-mail.
- The student-employee checks invoices and claims and forwards them to the fund coordinator responsible for paying them.

17 Evaluations/feedback

- Progress meetings: progress meetings are held between the applicant(s) and student-employee of the fund while the initiative is being carried out.

- If the student does not comply with the agreements, the SIF is entitled to cancel the application.
- Evaluation interview: once the initiative has been concluded, an evaluation interview is held between the applicant(s) and the student-employee of the fund. A feedback form will also be completed by the applicant(s) within a week and sent to the fund.

3.5 Instructions for test sessions 2026-2027

2026-2027

Established on the 2nd of June 2026
Agreement Central Representative Advisory Council on the 29th of May 2026

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3.5 Instructions for test sessions

Adopted by the Executive Board on the 2nd of June 2026, after consent given by the Inholland Advisory Committee on the 29th of May 2026.

Introduction

This document contains instructions for test sessions. The object of these instructions is to ensure that online test sessions run smoothly. These instructions apply to all test sessions and degree programmes. Test sessions held nationwide are subject to the instructions agreed for them.

What we mean by...

- **A digital test session:** This is a written test (in accordance with article 137of the TER) taken digitally. A digital test session can be held at the university or at another location. The university's computers or laptops or the student's own devices are used. When a student uses their own equipment for a digital exam session (Bring Your Own Device), the device must meet certain technical specifications. More information about this can be found on Iris.
- **A written test session:** This is a test taken by the student with pen and paper. That includes testing via 'print & scan'.
- **Technical issues during a digital test session:** This refers to technical issues that are not the student's responsibility. This could be a case where the student, through no fault of their own, cannot participate in the test because of a technical fault. The student should always contact the Servicedesk of the location in the event of technical issues arising.
- **An ID document:** Proof of identity includes a valid passport, a valid identity card, a Dutch alien's document or an application for one, or a valid driving licence. To be valid, the ID must not have expired more than five years ago.

What is expected of the student?

The student...

1. **Registers for the test**

   Students can only participate in tests if they have registered for them.

   NB: if the student is registered for the test but does not participate in it, this still counts as a test opportunity!

2. **Arrives on time**

   The start time of tests will always be announced in advance. This is the time when the test session begins. Students are advised to check the day before whether any changes have been made to the time or location of the test. Students are requested to arrive thirty minutes before the start time of the test, so they must ensure that they leave on time. This time is for using the toilet, presenting ID, going to the classroom, following instructions and (if applicable), starting up and logging on to the PC or laptop. The student must be ready to sit the test at the start time. If it does not result in an interruption of the peace and quiet, students will be permitted to enter the testing room up to a maximum of 15 minutes after the start time. This time will be deducted from the time allowed for the test! After the first 15 minutes, students will no longer be admitted, irrespective of the reasons for their late arrival. Contrary to these written instructions, the Examination Board can determine that the 15-minute rule does not apply to certain test sessions. This will be stated in the test timetable. In addition, the examiner or invigilator (on behalf of the Examination Board) can give other or supplementary instructions.

   Please note: Students arriving late can ask the examination board for an extra resit. See Examination Board: requests and

complaints

The following points should also be noted regarding timekeeping:

For a written test, the invigilator or examiner is in charge of timekeeping. This means that they:

- will determine when the test will start; they will do so using the clock in the room or their own watch or phone
- will monitor the time, including alerting students 5 minutes before the end of the test that the allotted time is almost up. If there is no clock in the room, the invigilator will report the lapse of time every half hour
- will state that the test session has ended when the allotted time has lapsed.

The duration of a *digital test session* is set in advance. This means the following:

- the test session starts as soon as the start time begins:
- the test session ends as soon as the end time is reached.

3. **Presents ID**

Before the start of the test, students must provide proof of identity Students must also sign the attendance list and write down their student ID number if required. This is sometimes done as soon as each student enters the room, and sometimes once all students are seated. The following provisions also apply to identification:

- *Loss or theft of identification*

  If the student has no proof of identity due to theft or loss, they must hand over the lost/stolen property report they filed with the local authority to a staff member at the service point. This must be done well in advance of the start time of the test. They must also supply a recent passport photo with their full name written clearly on the back. The staff member at the Service Point will check whether everything is complete. If this is the case, the student can take the test. They must, however, present valid ID to the examination board within three days. If they fail to do this, the test will not be graded or the result will not be determined.

  If this concerns a special case, when the student has still not shown valid identification after three days. In that case, the student's identity can be determined by the examination board based on the data held by the university. The examination board may ask the student additional questions to verify their identity.

- *Consequences of inability to provide proof of identity*

  If a student is unable to identify himself, he(1) will not be allowed to participate in the test. The student has forfeited a test opportunity.

- *Student statement*

  Some tests do not involve an ID check. In these cases, the student declares that he is taking the test on his own, without any help from others. If there are indications that the student did not take the test himself or independently, this will be considered as a suspicion of fraud. The examiner will note this suspicion on the protocol. This will be sent to the Examination Board. The Examination Board will then act in accordance with Part 8, Chapter 13 of the TER.

  (1) In this document, we use the terms "student", "he" or "his" for readability. This includes female students and the terms "she" or "her".

4. **Reads the instructions given in advance**

It is important that the student reads all instructions (including those on the test sheet) that are given beforehand.

5. **Reads and follows instructions**

The student is expected to:

- carefully study the instructions of the degree programme about preparing for the test, and take all actions given in the instructions before the taking test.
- For a digital test session: check beforehand whether he fulfils the technical conditions to take part in the test and, if offered, takes part in the technical check or the School Year test.

- For a digital test session on their own laptop/computer, ensure that the battery is charged sufficiently
- For a digital test session: log into the digital test system or the application where the test is behind held on time.

6. **Adheres to the rules**

   If the student does not follow the rules or instructions, this can be an irregularity or fraud. This is explained in more detail in Part 8, Chapter 13 of the TER. The sanctions are severe. For example, students can be banned from sitting tests for up to a maximum of one year. If serious fraud is involved, the student's enrolment can be terminated.

What rules apply during the test session?

Seating

The invigilator or examiner will instruct students where to sit. The student must be seated at the designated place and follow the instructions of the examiner or invigilator.

Use of materials

Unless stated otherwise, only a blank scrap of paper is allowed at the place where the student takes the digital test. This sheet must be presented on the invigilator's request.

Permitted materials

The description of the module states which other resources the student may use. This could be a book or another document such as a reader. This information is also given in the test description. If this is not the case, the examiner will let you know by other means what the student is allowed to bring. This will always be done well before the test.

If calculators are permitted, students must carefully check which functions they are allowed to have.

Not permitted during test sessions

Unless otherwise indicated, during the test the student may not:

- communicate with other students or third parties (other than the invigilator or helpdesk)
- have materials on the table other than those permitted
- have watches or other electronics available
- look at the work of others or find out the answers or workings of other students in another way
- engage in discussion with the invigilator and examiner
- make unnecessary noises.
- lend materials to another student.
- bother other students or break their concentration

The invigilator can ask students before the test to hand in the items that they are not permitted to use. Students will get these items back after the test. Mobile phones and other devices must be completely switched off before, during and after the test, and put away in students' bags or jackets. If this is not possible, students must hand in these items (completely switched off) to the invigilator before the test start time. Mobile phones and other devices may only be turned on after the test and outside the testing room.

Please note: If the invigilator establishes a violation of the above, they will note it in the protocol.

Clothing and bags

Students are only permitted to wear headwear without a peak or comparable brim. Whether the peak or brim goes all the way

round is irrelevant.

The student may not wear clothing and objects that cover the face. In a digital test session, the ears must not be covered either. The invigilator determines where coats and bags may be placed.

Raising a hand to ask a question or say something

If a student thinks that there is something missing from the test or that there is something wrong with the questions or the assignment, he will draw the attention of the invigilator or examiner by raising his hand.

The invigilator or examiner will ask the student what is wrong what may need to be done.

Special arrangement

If the student has received a decision from the examination board for a special arrangement (such as extended test duration, separate room, restroom break, etc.) during the exam session, they must present this immediately at registration.

Food and drink

No food or sweets are allowed during the test. Students are, however, permitted to drink. Students must place their drinks on their tables at the start of the test. The packaging must not create any disruptions to other students. Canned drinks are not permitted.

If a student must eat something due to personal circumstances during the test, he must request permission from the Examination Board no later than 15 working days before the test. The student must then bring the Examination Board's decision to the test session and present it when signing in.

Toilet breaks

The student is not allowed to go to the toilet during the exam session if the exam does not last longer than two hours. If an exam lasts longer than two hours, the student may go to the toilet after two hours if urgently needed, accompanied by a supervisor. This also applies to students for whom the exam duration exceeds two hours due to special accommodations. Permission must be granted by the examiner or proctor.

Please note: If the student thinks that due to his personal circumstances this will take too much time, see the **Examination Board: requests and complaints**.

If the student has a special arrangement for students with a disability, he must present it at the time of registration.

The student is not allowed to bring anything to the toilet, i.e. no bag, no coat, no papers, no means of communication.

Irregularities or (the suspicion of) fraud

If the examiner or the invigilator notices irregularities or suspects fraud, he can immediately take measures to stop the irregularity or prevent the fraud from continuing. The examiner or the invigilator may ask the student questions about the suspicion of fraud. The examiner/supervisor's question as well as the student's response to it will be noted on the protocol.Students may have their comments regarding the event recorded in the protocol. In that event, they may sign the protocol, but they are not required to do so.

In order to prevent any disruption, the invigilator or examiner can also decide to not point out the detected fraud to the student. In that case, the examiner or the invigilator will put in the protocol that the student has (possibly) committed exam fraud or not followed the rules.

The examiner or the invigilator hands the protocol over to the examination board who will decide on the matter.

The TER (Part 8, Chapter 13) explains what happens in case of fraud and irregularities and sets out the measures that can be taken.

An irregularity or fraud can also have consequences for students who did not play a role in it. For example, if the Examination Board decides that everyone has to sit the test again.

Everyone can help prevent irregularities and fraud by:

- following the rules
- reporting anything that does not seem right or anything they have doubts about to the Examination Board via ECRS.

End of the test

At a *written test session*

- the student must check that his name is on the test sheet and on all other sheets. They should write the number of sheets of paper they are submitting on the cover sheet or somewhere else, if specified in the instructions.
- the student hands the test, the workings and all other items received such as scrap paper to the examiner or invigilator. The student may only take certain items with him if this is clearly indicated in the instructions.
- The examiner or invigilator should note on the attendance list that everything has been handed in correctly.

At a *digital test session*

- Have the student tell the invigilator that he has finished the test
- Close the student's test and then (if applicable) also close the Schoolyear program
- The student cooperates with the supervisor in checking this on request.

Leaving the test room

In the case of tests held parallel with different time slots, the student may leave the test room up to half an hour before the formal time of the end of the test. For other tests students are permitted to leave the testing room from 30 minutes after the invigilator has given the starting signal.

The invigilator will state at the start of the test when students are permitted to leave the testing room. In the case of a written test session, the student must first hand in his test. In the case of a digital test session, the student must first ensure that the test has been completed correctly and (if applicable) that the Schoolyear program has been closed.

If students have finished the test early, they may have to wait until a certain time before they can hand in their work or finish the test and leave. The examiner or invigilator will let them know what this time is at the start of the test.

Examination Board: requests and complaints

Late login, test opportunity forfeited?

Arriving late
If the student arrives after the start time of the exam, they may be denied entry. They have forfeited their chance. The student can then submit a motivated request to the examination board for an additional exam opportunity. The examination board will assess whether this request will be granted.

Logged in late (to a digital test session)

If the student logs in after the start time of the test, the following provisions apply:

- In the case of a test involving several students that has already started: the student cannot take the test and has forfeited a

test opportunity unless they can prove that they could not log on in time due to technical problems.
- In the case of a test in which the student takes the test individually: the student can take the test within the time slot in which the test is open; the original end time will apply.

Request for additional opportunity

If, due to (demonstrable) technical problems before or during the test, the student is unable to take or complete the test, he can apply to the Examination Board for an extra test opportunity.

Sitting a test subject to clarification

If it is administratively unclear whether a student is allowed to take the test, he may do so under certain conditions. This is subject to the condition that the examination committee verifies after the test whether the student was indeed allowed to take the test. If this is the case, the test will be graded. If not, the test will not be assessed.

Sitting the test in an adapted form

If the Examination Board has granted a student extra time to sit a test, or has approved other special arrangements, such as an alternative form of test, he must send this decision of the examination committee to the examination organisation and examiner no later than ten days before the test session.

Special arrangement for toilet visits

If a student feels that a two-hour test without going to the toilet is too long due to their personal circumstances, they will need to ask the examination board for a special arrangement no later than four weeks before the test.

If the circumstance arises within four weeks before the start of the test, the student must request the special arrangement from the examination board as soon as possible after it occurs.

Complaints

If students disagree with the way that the test has taken place, they can submit a complaint to the Examination Board after the test has ended, via the digital Complaints and Disputes portal on Iris.

3.6 Student Ombudsman Regulations 2026-2027

2026-2027

Established on the 2nd of June 2026
Agreement Central Representative Advisory Council on the 29th of May 2026

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3.6 Student Ombudsman Regulations

Adopted by the Executive Board on the 2nd of June 2026, after consent given by the Inholland Advisory Committee on the 29th of May 2026.

Chapter 1 Definitions

In these regulations, the following definitions apply:

a. *Administrative Body:* the bodies referred to in the Administrative Regulations of Inholland University of Applied Sciences, namely the Supervisory Board and the Executive Board.
b. *Body:* a part of the educational institution's organization that, by virtue of a regulation or other decision, is charged with a specific function, such as an Appeals Committee.
c. *Employee:* a person employed or performing duties at Inholland University of Applied Sciences under any title.
d. *Students:* all those who study at the educational institution, or have studied (up to one year prior to submitting the complaint), and as such use its facilities (or have used them), including external students, participants, and course participants of Inholland University of Applied Sciences.
e. *Complaint:* a complaint about the conduct of Inholland University of Applied Sciences and/or its employees. In this context, conduct includes both an act and an omission.
f. *Petitioner:* the person who submits a complaint or a request for advice to the Ombudsman.
g. *Data subjects:* the applicant and the person against whom the complaint is directed.
h. *Objection or appeal:* the right to lodge an objection or appeal, as laid down in the study guide;
i. *Ombudsman:* the person who, independently of the administrative body, investigates complaints about conduct or omissions and advises the administrative body on these matters.

Chapter 2 General provisions

1 Appointment/period

1. Inholland University of Applied Sciences appoints a Student Ombudsman (hereinafter: "the Ombudsman"), in accordance with the provisions of Chapter 2, Part 8, "Legal Protection," Article 24, paragraph 4, of the Education Guide. A personal union with the Personnel Ombudsman is possible.
2. The Ombudsman is appointed by the Executive Board for a three-year term. Reappointment is possible immediately.

2 Position

1. The Ombudsman handles student complaints regarding the conduct of (administrative) bodies of Inholland University of Applied Sciences or their employees and may, in response, initiate discussions, recommend an investigation, or conduct an investigation. The Ombudsman is independent and impartial in carrying out his duties and is bound by confidentiality as described in Article 6.
2. In carrying out his duties, the Ombudsman is not subordinate to any faculty or staff department within Inholland University of Applied Sciences. The point of contact and discussion partner is the Executive Board.
3. The role of Ombudsman is incompatible with a position within Inholland University of Applied Sciences, or membership of

any body of which Inholland University of Applied Sciences is a member, unless the position also involves an independent position stipulated in the job description and where the duties do not conflict with the duties of Ombudsman.
4. The Executive Board ensures that the Ombudsman is not disadvantaged in his position as a result of his performance and respects the Ombudsman's confidentiality obligation.
5. The Ombudsman may be dismissed from his duties by the Executive Board if his actions or omissions have damaged the trust placed in him.

3 Replacement

1. The Executive Board shall appoint a Deputy Ombudsman if the Ombudsman is expected to be unable to perform his or her duties for an extended period.
2. The Deputy Ombudsman shall commence his or her duties at a time to be determined by the Executive Board.
3. The Deputy Ombudsman shall perform his or her duties until the Ombudsman resumes his or her duties or a new Ombudsman is appointed.

4 Tasks/authorities

The Ombudsman's duties can be summarized as follows: listening, investigating, mediating, advising, and referring, in addition to his own research and advisory duties.

1. The Ombudsman is authorized to receive complaints from students regarding the conduct of administrative bodies, organizations, and employees of Inholland University of Applied Sciences and to investigate these complaints. The investigation may subsequently lead to a decision and recommendation(s). In the event of complaints, the Ombudsman can establish contact between the parties and attempt to achieve the most desirable and feasible solution through mediation.
2. The Ombudsman encourages the parties to resolve the problem themselves; he can provide advice and information to this end.
3. If there is another possibility for complaint, objection, or appeal, the Ombudsman will forward the complaint to the competent authority.
4. The Ombudsman may conduct his own investigation, either on request or unsolicited, into the content and operation of the University of Applied Sciences' regulations in order to identify any structural problems. The Ombudsman is authorised to advise Inholland University of Applied Sciences and its employees on identified structural bottlenecks and to make these bottlenecks known.

5 Secretariat

1. The Ombudsman has an office/secretariat. The Ombudsman determines the working methods and structure of the office/secretariat.
2. The Executive Board provides the Ombudsman with the resources necessary to properly perform his or her duties.
3. The Ombudsman can be contacted by email at Ombudsman@inholland.nl.

6 Confidentiality & privacy protection

1. In carrying out their duties, the Ombudsman always respects the privacy of those involved and is bound by a duty of confidentiality regarding matters submitted to them. The Ombudsman will not contact third parties without the prior consent of the complainant.
2. An exception to the provisions of the previous paragraph applies in situations in which, in the Ombudsman's opinion, it is absolutely necessary to take action without the consent of the complainant or the defendant. For example, in situations

involving sexual violence, a threat to life, or a threat to integrity. In such cases, the Ombudsman consults with the President of the Executive Board beforehand and justifies this course of action in their assessment.
3. The duty of confidentiality extends to all persons working for the Ombudsman.

Chapter 3 The Complaint

7 Applicant

1. Every student at Inholland University of Applied Sciences has the right to seek advice from the Ombudsman and/or to file a complaint, requesting an investigation into the conduct of a (board) body or employee of Inholland University of Applied Sciences towards the student in a specific matter.
2. A complaint may be filed up to two years after the conduct occurred. If the student has already been deregistered, the termination of enrollment is deemed to have occurred no more than one year ago.

8 Petition

1. The request must be submitted in writing and must contain at least:
    a. the name and address of the applicant;
    b. the date;
    c. a description of the conduct to which the complaint relates, a statement of which (administrative) body or employee acted in this manner, and, if necessary, where and towards whom this conduct occurred;
    d. the reason why the applicant objects to the conduct;
    e. the applicant's signature. If the complaint is received by email, this requirement is waived.
2. If the petition is submitted in a foreign language and a translation is necessary for proper handling of the complaint, the petitioner must provide a translation.
3. Receipt of the complaint will be confirmed in writing within seven calendar days.
4. If the petition does not meet the conditions referred to in this article, the applicant will be given the opportunity to comply with their obligations within two weeks.

9 Rejection of petition processing

1. The Ombudsman is not obligated to initiate or continue an investigation as referred to in Article 4 if:
    a. the petition does not meet the requirements of Article 8, paragraphs 1 and 2;
    b. more than two years have passed since the conduct in response to which the complaint was filed occurred;
    c. the petition is manifestly unfounded;
    d. the petitioner's interest or the seriousness of the conduct is manifestly insufficient;
    e. the petitioner is not the person against whom the conduct occurred (the petitioner may, however, be represented by an authorized representative).
2. The Ombudsman will not initiate or continue an investigation as referred to in Article 4 if:
3. a complaint, objection, or appeal procedure has been initiated or a ruling has been issued regarding the conduct pursuant to a statutory regulation or one of the regulations applicable within Inholland University of Applied Sciences;
4. the Ombudsman has already issued a ruling on the request;
5. If the Ombudsman does not initiate an investigation or does not continue an investigation on the basis of one of the provisions of paragraphs 1 or 2 of this Article, he shall inform the applicant thereof in writing as soon as possible, stating

the reasons.

10 Withdrawal of petition

1. The applicant may withdraw their petition at any time.
2. If the Ombudsman believes that, despite the withdrawal of the petition, it remains necessary to investigate the reported concerns, they may subsequently initiate or continue the investigation, provided the applicant agrees in writing.

Chapter 4 Handling of the complaint

11 Hearing

1. The Ombudsman will give the person whose conduct is the subject of the complaint and the applicant the opportunity to explain their position, either orally or in writing, with or without the other person present – at the Ombudsman's discretion.
2. The Ombudsman may also, if deemed necessary for assessing the complaint, give others the opportunity to review the complaint and make oral or written statements about it.
3. The applicant may not be heard if they have stated that they do not wish to exercise their right to be heard.
4. A report of the hearing will be made for the Ombudsman's internal use.

12 Request for information

1. The Ombudsman is authorized to request information, or to request and inspect documents, from (administrative) bodies and employees of Inholland University of Applied Sciences concerning the matter to which an investigation relates.
2. If the data subject grants written permission, the Ombudsman may inspect personal data relating to them.
3. (Administrative) bodies may determine that information that, in the opinion of the (administrative) body, is confidential for compelling reasons will only be provided to the Ombudsman on the condition that the Ombudsman maintains its confidentiality, as stipulated in Article 6.

13 Further investigation

1. The Ombudsman is authorized to engage experts if, in his or her opinion, this is necessary for the investigation.
2. The Ombudsman may, if, in his or her opinion, this is necessary for the investigation, enter, without permission, any premises where the person whose conduct is being investigated is performing their duties.

14 Confidentiality of third parties

All third parties involved in the investigation are bound by a duty of confidentiality with regard to information that has come to their attention as a result of their involvement.

Chapter 5 Findings

15 Judgment

1. The Ombudsman assesses whether (administrative) bodies or employees of Inholland University of Applied Sciences have acted appropriately in the matter under investigation, unless the Ombudsman deems an assessment unnecessary because the complaint was resolved after the petition was filed.
2. Before closing the investigation, the Ombudsman will communicate his preliminary findings in writing to the petitioner and the (administrative) body or employee, and will give them the opportunity to respond in writing within a reasonable period specified by the Ombudsman.

16 Reporting

1. When an investigation is concluded, the Ombudsman, at the request of (one of) the parties involved, prepares a report outlining their findings and assessment. The report also states whether, and if so, which recommendations are made.
2. The Ombudsman sends their report to the Petitioner, the (administrative) body or employee, and the Executive Board.
3. When providing reports, the anonymity of the individuals named in the report must be guaranteed.

17 Recommendations

1. If the report includes a recommendation, the person within Inholland University of Applied Sciences authorized to implement this recommendation will, within one month of receiving the report, provide substantiated information to the Ombudsman and the Executive Board (or the Supervisory Board if it concerns the Executive Board) as to whether, and if so, how, the recommendation will be implemented.
2. Following the report, the administrative body will inform the Ombudsman in writing and with reasons of any conclusions it draws from the advice, or of the decisions taken. If the administrative body's conclusions differ from the Ombudsman's advice, the reason for the deviation will be stated alongside the conclusions. The Ombudsman will send a copy to the applicant.
3. The findings (assessments and recommendations) of the Ombudsman are not subject to objection or appeal.

Chapter 6 Evaluation and reporting

18 Evaluation activities

Periodically – but at least annually – a meeting takes place between the Ombudsman and the Executive Board, during which both the nature and scope of the Ombudsman's work and the working methods are evaluated.

19 Annual report

The Ombudsman publishes an annual report on his activities. This report is submitted to the Executive Board and published on Iris.

Chapter 7 Other provisions

20 Complaint about the Ombudsman

In the event of a complaint about the Ombudsman's actions, the complainant must submit their complaint to the Ombudsman in writing. If the discussion between the complainant and the Ombudsman does not lead to a satisfactory outcome for the complainant, they can submit their complaint in writing to the Executive Board. If the complaint about the Ombudsman originates from the Executive Board, the complaint will be submitted to the Supervisory Board.

21 Entry into force, amendment and evaluation

1. These regulations may be cited as the "Inholland Student Ombudsman Regulations" and enter into force on 1 September 2025.
2. The Executive Board may amend and supplement these regulations. The regulations, as well as any amendments to them, require approval by the Executive Board and the approval of the Student Council (HMR).
3. The Executive Board is responsible for regularly evaluating these regulations. The evaluation will take place at least once every three years.

3.7 The regulations of the Advisory Councils 2026-2027

2026-2027

Established on the 7th of July 2026
Agreement Central Representative Advisory Council on the 3rd of July 2026

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3.7 The regulations of the Advisory Councils

Adopted by the Executive Board on the 7th of July 2026, after confirmation of approval by the HMR on the 3rd of July 2026.

Preamble

Since the implementation of the Strengthening Governance Act (Wvb) in 2017, Inholland University of Applied Sciences has invested significantly in advisory councils. Participation is generally accepted within Inholland as valuable and essential for safeguarding the quality of our education, research, and organization.

According to Article 10.17 of the Higher Education and Research Act (WHW), every university of applied sciences has a advisory council. If a university of applied sciences comprises one or more organizational units (at our university of applied sciences, these include faculties and staff departments), each faculty is assigned a subsidiary advisory council, in accordance with Article 10.25 of the WHW. With the implementation of the Wvb in 2017, program committees (OCs) also became advisory councils. According to Article 10.3c of the WHW, OCs must be established for the programs offered by a university of applied sciences.

Inholland University of Applied Sciences has several advisory councils: a University of Applied Sciences Advisory Council (HMR) at the central level. Each faculty, combined with a campus, has a faculty advisory council (DMR). The Staff Departments, Administrative Affairs, and Internal Audit have a single DMR. The faculties have one or more Educational Committees (OCs).

The Executive Board (CvB) and the advisory councils attach great importance to democratic representation: all students and staff (see the relevant regulations for exceptions) can participate in the advisory councils and have voting rights. The CvB attaches great value to the input of the advisory councils. This is reflected in these regulations, as the advisory councils have been granted more (consent) rights and influence than is strictly required by law.

In these advisory councils and the accompanying regulations, the CvB and the advisory councils have established the framework for a transparent participation structure. It provides direction for how these bodies within Inholland University of Applied Sciences function in relation to each other, with the goal of jointly shaping the vision and mission of our university. Co-determination is clearly defined: ultimately, there is one body that decides on a topic. Since participation follows co-determination, participation also rests with a single advisory council. It is possible that a topic relates to a program or faculty, but the Executive Board ultimately makes the decision. In that case, participation formally rests with the HMR, but the faculty advisory councils and program committees are naturally involved in the advisory/decision-making process.

Inholland University of Applied Sciences has opted for an undivided participation system. This means that students and staff are represented in a single advisory council. The advisory councils inform their constituents by publishing the agenda and written report of the public consultation meeting.

Inholland University of Applied Sciences recognizes the added value and power of diversity and inclusivity. Inholland strives to ensure that the representation in the advisory council reflects the inclusive community. All students and colleagues, regardless of their beliefs, political affiliation, race, gender, disability, or sexual orientation, must be able to participate in the advisory council. The university facilitates the advisory council to achieve this inclusivity.

Inholland University of Applied Sciences promotes participatory co-determination. This means that students and staff are actively and promptly involved in policy preparation, decision-making, and policy evaluation. Safeguarding and improving the quality of education and research is paramount. For the proper functioning of the advisory councils, it is essential that the board, directors, heads of staff, students, and staff work together in a culture of trust. And that they recognize and appreciate each other's roles, knowledge, and skills.

Definitions

The following terms and definitions shall apply in these regulations:

ad hoc committee	Temporary committee established specifically to deal with a specific case
administrative secretary	The administrative secretary (AS) is the point of contact for the council/committee members, program management, lecturers, and students. The AS is responsible for the council/committee's day-to-day operations, serves as its internal memory, and has an independent advisory role. The AS also ensures the council/committee's optimal functioning by providing secretarial, procedural, and legal support. Because the AS is not a member of the council/committee, they do not have voting rights.
prospective member	A prospective member of the education committee (before officially appointed by the program director). The purpose of associate membership is to allow associate members to gain a better understanding of their role and responsibilities by attending meetings, without the associated obligations.
Executive Board:	the executive board of the institution;
Faculty Advisory Council (DMR):	the advisory council responsible for consultations between the staff member category and the student member category, as well as for the consultations with the Faculty Dean of the relevant organisational unit on staff participation, insofar as matters are concerned that pertain to the organisational unit in particular;
Service Director	the director of a Service Department;
DMR SBI	The DMR SBI is the sub-council for Inholland's staff departments, the Administrative Affairs department, and the Internal Audit department. The DMR SBI has only a staff section.
faculty	an organisational unit designated as such by decision of the Executive Board, which encompasses one or more study programmes and research activities in the field of higher vocational education, as well as the internal and external educational service organisation of several study programmes at one or more locations; The terms faculty and dean are used in these regulations to refer to the DBI and to the staff department director;
Faculty Dean	the dean of a faculty;
arbitration committee:	the arbitration committee on disputes relating to participation in higher education (geschillencommissie medezeggenschap hoger onderwijs) referred to in Section 9.39 of the Act;
member category:	the part of the HMR or of a DMR that is elected by and from among the staff or by and from among the students, respectively;
Advisory Council (in practice, also referred to as the 'HMR'):	the body, as referred to in Article 10.17 of the Act, responsible for consultations between the staff member category and the student member category, as well as for the consultations with the Executive Board and the Supervisory Board about participation in decision making in the institution;
he:	where he is written he/she/they can be read.
institution:	Inholland University of Applied Sciences, maintained by the foundation;
institutional plan	The institutional plan describes the strategic course of the University of Applied Sciences; see Article 2.2 of the Act.
annual budget:	An annual overview that provides insight into how much money is available for a specific task or department of the institution for a specific period.
consultative meeting:	the meeting in which consultations take place between the advisory council and the Dean or the executive board or supervisory board;

consultation on general course of affairs	The executive board indicates the direction the organization is taking and what decisions can be expected.
Teaching and examination regulations (TER)	Framework TER and Programme specific TER. This section contains information about (the content of) a programme.
Supervisory Board:	the supervisory board of the institution;
foundation:	the Stichting Hoger Onderwijs Nederland;
academic year:	the time frame commencing on 1 September and ending on 31 August of the following year;
Act:	the Higher Education and Research Act (WHW);

Chapter 1 Elections

University Advisory Council (HMR) and Sub-Advisory Councils (DMRs)

Establishing an election committee

1 Election committee

The organization of the elections for the members of the HMR and the Sub-Advisory Councils (DMRs) falls under the responsibility of the HMR. For this purpose, the HMR establishes an election committee responsible for organizing the elections. The HMR's Executive Board informs the Executive Board (cvb), staff, and students of the composition of the election committee. Individuals who are candidates in the elections cannot also be members of the election committee established for this purpose. The election committee performs the following tasks:

a. After consultation with the Executive Board, establishing the election dates applicable, the publication of these dates and the provision of information to individuals entitled to vote about the way in which, the times at which and places where voting shall take place;
b. Establishing and announcing the way in which, the places where and the latest date on which nomination shall be possible;
c. Establishing the candidates standing for election and designing the voting form;
d. Establishing a logistics plan for the elections;
e. Organising the counting of the votes cast and establishing and announcing the election results;
f. Following its determination of the election results and the composition of the new Advisory Council, it shall render account on the course of the elections during the next consultative meeting of the Advisory Council, which it shall do on the basis of a report that has been submitted prior to the meeting. The aforementioned report may contain recommendations about any aspect of the organisation of the elections. The report shall be submitted to the Faculty Dean for approval. Approval shall discharge the election committee.

2 Dates of elections

1. After consultation with the Executive Board, the Advisory Council shall determine the dates for periodic and interim elections, as well as the times at which voting is to start and end.
2. In general, the term of office for the members of the Advisory Council and of the members of the sub-advisory councils shall commence on 1 April. Elections shall always be held in March.

Election of the members

3 Composition of the Advisory Council and the sub-advisory councils

1. The Advisory Council shall consist of 20 members. Half of the members shall be elected from among and by students; the other half shall be elected from amongst and by members of staff. At least half of the total number of seats shall be filled. Both member categories shall be represented.
2. The Faculty Advisory Councils have the following sizes: Health, Education and Welfare (GEW) 16 members; Business, Law and Creative Industries (BRC) 14 members; Nature and Technology (NTE) 12 members. Half of the members shall be elected from among and by students; the other half shall be elected from amongst and by members of staff. At least half of the total number of seats must be filled. Both groups must be represented. Both member categories shall be represented.
3. The Sub-advisory Council for Staff Departments, Administrative Affairs and Internal Audit (SDI) shall consist of seven staff members.

4 Term

1. The term of office for members of both the staff member category and the student member category of the Advisory Council and the sub-advisory councils shall be three years. They resign simultaneously.
2. Current members shall be eligible for immediate re-election.

5 Suspension and termination of membership

1. Membership of the Advisory Council and the sub-advisory councils shall end:
    a. upon expiry of the term;
    b. written resignation by a member of an advisory council, which resignation shall be addressed to the Chair of the council concerned;;
    c. discontinuation of the staff or student membership;
    d. placement under curatorship;
    e. death;
    f. resolution of the advisory council in connection with failure to comply with the obligations as laid down in these regulations, the law or the rules of procedure applicable to the advisory council;
    g. as soon as a member of the advisory council starts to hold a position as referred to in Article 6 (3).
2. Before determining whether conduct as referred to under (f) has occurred, the member in question shall be given the opportunity to be heard and shall have received at least one warning, with the reasons for the warning or exemption from membership being stated in writing. The reasons referred to in the preceding sentence may not be based on the content of the member's advice.
3. Termination of membership can only be decided by a resolution of the Advisory Council or the sub-advisory council, with a majority of at least two-thirds of the number of members, minus the member in question. If, with the exception of the

member in question, not all members are present, the chairperson will convene a new meeting within three weeks, but no sooner than one week after the meeting. This notice must at least specify the place, time, and subject of the (re)vote. Termination can be decided in this meeting, regardless of the number of members present, by a two-thirds majority of the valid votes cast.

4. The person in question shall be informed of the resolution to terminate in writing, stating reasons.
5. A member of the Advisory Council or the sub-advisory council who is dismissed from membership pursuant to paragraph 1, part f, may appeal this dismissal to the Executive Board or the Faculty Dean. This appeal does not suspend the dismissal. The Executive Board or the Faculty Dean will issue a reasoned decision on the appeal within six weeks and notify the Advisory Council or the sub-advisory council thereof.
6. If a member of the Advisory Council or the sub-advisory council is suspended as a student or staff member by their Faculty Dean or supervisor, respectively, they may not perform their duties as a council member during the suspension period. Unless the Advisory Council or the sub-advisory decides by a majority of at least two-thirds of the members, minus the member in question, that they are permitted to continue performing their duties.

6 Voting rights and eligibility

1. Eligible:
    a. A candidate is eligible to be a member of the student section of the Advisory Council or the sub-advisory council if he or she is registered as a student in a program on the day of nomination and has paid the tuition fee, or the portion thereof already due, at the time of nomination.
    b. A candidate is eligible to be a member of the staff section of the Advisory Council if he or she has a permanent contract with an appointment of at least 0.4 FTE on the day of nomination and does not hold a position as referred to in Article 6 (3).
    c. A candidate is eligible to be a member of the staff section of the sub-advisory council if he or she has a permanent contract with an appointment of at least 0.3 FTE on the day of nomination and does not hold a position as referred to in Article 6 (3).
2. Eligible to vote:
    a. is the person who is registered as a student in a program on the day of nomination and has paid the tuition fee, or the portion thereof, already due at the time of nomination.
    b. is the person employed by the institution under an employment contract.
3. Members of the Executive Board, members of the Supervisory Board, Faculty Deans, staff directors, the director of AVAG, members of the Programme Committees, and members of a DMR cannot (also) be members of the HMR.
4. Members of the Executive Board, members of the Supervisory Board, Faculty Deans, staff directors, the director of AVAG, members of the Programme Committees, and members of the HMR cannot (also) be members of a DMR. Members of a DMR cannot also be members of another DMR.

7 Candidacy

1. Nominations shall be made no later than three weeks before the election date, by means of a communication to the election committee in accordance with the prescribed procedure. Nominations shall be made on an individual basis; no lists shall be drawn up.
2. Each candidate nomination submitted shall be accompanied by a written declaration from the candidate, stating his consent to nomination and declaring his ability and intention to fulfil the obligations arising from membership of the Advisory Council or a sub-advisory council should he be elected.

8 Checking and announcing candidate nominations

1. The election committee shall ascertain whether the candidate nominations submitted comply with the requirements laid down by the Act and by these Regulations.
2. Any candidate nomination that fails to comply with the requirements referred to in the previous subsection shall be declared invalid by the election committee, which shall notify the individual(s) that submitted the candidate nomination in question and the candidate(s) in question of this failure.
   The rectification of a failure of this nature shall be effected in a period of four working days. This may not result in the nomination of a different candidate.
3. The election committee shall publish all valid candidate nominations within the institution no later than two weeks before the date of the election.

Election: voting

9 Electronic voting

1. Elections for the Advisory Council or the sub-advisory council will take place by secret digital ballot.
2. Every person entitled to vote shall receive an invitation to vote via email and Iris. The voting procedure and the period open for voting shall be announced via Iris.
3. Each individual entitled to vote shall use his login codes to access a digital voting form.

   Students shall use their login codes to access digital voting forms intended for the election of student members.

   Members of staff shall use their login codes to access a digital voting form for the election of staff members. The voting forms issued shall indicate the candidates standing for election. Voters shall complete the voting forms and return them in the manner indicated. Once this has been done, voters shall no longer be able to take part in the voting process.
4. Each voter shall only be able to cast one vote.
5. Voters shall not be entitled to vote by proxy.

10 Determining election results

1. The following procedure shall be observed when determining the election results:
   a. After voting, the election committee determines the number of valid votes cast for each candidate, as well as the total number of valid votes cast per category.
   b. If a candidate withdraws, the votes cast for that candidate are void.
   c. The election committee assigns a seat to each candidate per category based on the number of votes cast for that candidate, starting with the candidate with the most votes.
   d. In the event of a tie, lots are drawn.
2. The election results shall be established by the election committee and shall be announced in full to the Advisory Council, the sub-advisory councils, the Supervisory Board, the Executive Board, the staff, and the students no later than two weeks after the election date.
3. The Advisory Council shall retain the voting forms, or the result determined by electronic means, for a period of at least three months and shall ensure that these are sealed.

11 Objection to election results

1. A voter who believes that a decision made by the election committee is contrary to the Act or these Regulations shall be entitled to lodge a reasoned, written administrative appeal with the Executive Board within seven days of the announcement of the decision in question. Any such appeal shall be filed in writing and state the reasons underlying its submission. Should it wish to do so, the Executive Board may give the election committee and the individual lodging the appeal the opportunity to give a verbal explanation. The Executive Board shall issue its decision within a period of seven days.
2. Where an administrative appeal pertains to a decision taken prior to the elections and the Executive Board declares the appeal well-founded, the election committee shall take a new decision, which decision shall be in accordance with the Act and these regulations.
3. Where an administrative appeal pertains to the election results and the Executive Board declares the appeal well-founded, the Executive Board may instruct the election committee to effect a supervised recount of the votes cast.
4. Where an irregularity has occurred that cannot reasonably be rectified in any less drastic manner, the Executive Board may declare the election invalid and hold new elections, provided it does so with the consent of the Advisory Council. Where the irregularity in question pertains to the nominations submitted, new nominations shall be submitted.

12 Interim vacancies

1. In the event of an interim vacancy, it will be filled by the candidate from the relevant category who received the highest number of votes in the most recent election and is still willing to serve on the Advisory Council or the sub-advisory council.

   If multiple candidates receive an equal number of votes, lots shall be drawn. The candidate who, as a result of the lottery, cannot fill the vacancy remains a candidate for a subsequent interim vacancy.
2. If the candidate refuses to fill the vacancy, the next candidate with the highest number of votes, according to the most recent election, will be eligible. The refusing candidate retains their rights to fill any subsequent vacancy.
3. If no successor is available for an interim vacancy, the vacancy will be filled through an interim election.
4. Elections and interim elections will take place in March, unless the number of members of the relevant council is half. In this case, early interim elections may be held in September, unless Article 12(5), applies. See Appendix 1: Information on (early) interim elections.
5. If at least half of the total number of seats on a sub-advisory council are not filled, or if a category is not represented, this will be reported to the Advisory Council. The Advisory Council and the Executive Board will then consult to find a suitable solution, with the responsibility of the participation body acting as a safety net. The tasks and powers within this framework can be assumed by the relevant section of the Advisory Council for that section and the DMR SBI, respectively, for a maximum period of one year. The remaining sitting members will be added to the consultations of the relevant section for the relevant matters. Should this situation arise within the Advisory Council, this will be reported to the Executive Board, and a suitable solution will be implemented.
6. In the event of early by-elections, an abbreviated election procedure may be followed.
7. The terms of office of members elected in by-elections expire at the same time as those of members elected in regular elections.

13 Replacement

1. In the event of illness, maternity leave, or other extended leave, a member of the Advisory Council or the sub-advisory council can be replaced. The member must submit a request to the chairperson of the Advisory Council or the sub-advisory council. The temporary replacement period is 16 weeks.
2. During the replacement period, the member to be replaced may not exercise his or her powers arising from his or her

membership of the Advisory Council or the sub-advisory council.
3. The replacement member must be chosen from the last list of candidates drawn up by the relevant section, with the candidate with the most votes being considered first for replacement membership.

14 Other provisions

In the event of circumstances not provided for in these election regulations, the Executive Board shall decide with respect to the Advisory Council, or the Faculty Dean with respect to the sub-advisory councils, if necessary after consultation with the Executive Board.

Programme Committee (OC)

The Faculty Dean is responsible for recruiting the members of the OC. The OC is composed through elections, unless the Faculty Dean, in consultation with the sub-advisory council and with the OC's approval, determines a different composition. Every two years, the Faculty Dean and the sub-advisory council determine whether it is desirable to maintain the different composition. The Faculty Dean ensures that the seats on the OC are filled. Any interim vacancy will be filled by the Faculty Dean within two months.

Establishing an election committee

1 Election committee

1. The Faculty Dean establishes an election committee responsible for organizing the elections. The election committee consists of three members, preferably one of whom is a student. Individuals who are candidates in the elections cannot also be members of the election committee established for this purpose. The Faculty Dean informs the Executive Board, the staff, and the students of the programme of the composition of the election committee. The election committee performs the following tasks, in accordance with the provisions of this article:
    a. The election committee directs the election of the members of the training committee(s) and regulates the election within the framework of these regulations.
        i. The election committee appoints from among its members a chairperson and a secretary, who sign the documents and receives adequate secretarial support to perform its duties.
        ii. The Faculty Dean can organize public relations (PR) activities to support the activities of the election committee. These activities may include: providing information about the function and significance of an OC, PR aimed at candidate nominations by students and staff, providing facilities for candidates to campaign, promoting voter turnout, organizing campaigns around the election results, and providing PR for the established OCs.
    b. The Election Committee shall perform the following duties, subject to the provisions of the following articles:
        i. determining, after consultation with the Faculty Dean, the election dates, announcing these dates and providing voters with information about the manner in which, the times when and the places where voting can be cast;
        ii. determining the manner in which, the places where and the final date on which nominations can be submitted, as well as the announcement thereof;
        iii. determining the eligible candidates and designing the ballot paper;
        iv. establishing a schedule for the elections;
        v. organizing the counting of the votes cast, determining the results of the elections and announcing them;

vi. After the results have been determined and announced, account for the conduct of the elections to the Faculty Dean, by means of a written report submitted in advance. The report may include recommendations on anything related to the organization of the elections. The report is submitted to the Faculty Dean for approval. Approval discharges the election committee.

2 Date of elections

1. After consultation with the college director, the Programme Committee determines the date of the regular and interim elections as well as well as the times at which voting is to start and end.
2. In general, the term of office for the members of the Programme Committiee shall commence on 1 September. Elections shall always be held in June.

Election or recruitment of members

3 Composition of the Programme Committee

1. A OC consists of at least six and no more than twelve members. For smaller programmes, the OC may consist of four members. The size of the OC is determined by the Faculty Dean after consulting the sub-advisory council.
2. The committee consists of half members elected from and by the students and half members elected from and by the staff.

4 Term

The Faculty Dean appoints a member of the OC for a two-year term. At the request of the Dean, the term of office for a student can be extended to one year. A member's term of office begins on the date of their appointment decision. After a term of office, the members in question are immediately eligible for reappointment to a maximum term of six consecutive years.

5 Suspension and termination of membership

1. Membership of Programme Committee shall end:
    a. upon expiry of the term;
    b. written resignation by a member of the Programme Committtee, which resignation shall be addressed to the Chair of the council concerned;;
    c. discontinuation of the staff or student membership;
    d. no longer meeting the membership requirements;
    e. long-term absence due to personal circumstances;
    f. if an OC member fails to attend the meeting more than once without a valid notice of absence or seriously disrupts it.
    g. placement under curatorship;
    h. death;
    i. as soon as an OC member holds a position within the HMR or a DMR.

    The assessment of whether a situation as referred to under a to i exists is assigned to the OC chairperson or, if this concerns the chairperson, a member of the executive board. Before it is determined whether a situation as referred to under e exists, consultation will be held with the member in question, if possible. Before it is determined whether there is conduct as referred to under f, the member in question will be given the opportunity to be heard and will have been given

at least one warning, during which the reasons for the warning or exemption from membership will be stated in writing. The reasons referred to in the previous sentence may not be based on the content of the advice given by the member in question.

2. Termination of membership can only be decided by a resolution of the Programma Committee with a majority of at least two-thirds of the number of members, minus the member in question. If, with the exception of the member in question, not all members are present, the chairperson will convene a new meeting within three weeks, but no sooner than one week afterward. This notice must include at least the place, time, and subject of the (re)vote. Termination can be decided in this meeting, regardless of the number of members present, by a two-thirds majority of the valid votes cast.
3. The member concerned shall be notified in writing of the decision to terminate, stating the reasons.
4. A member who is dismissed from membership pursuant to paragraph 1, subsection e or f, may object to this dismissal to the DMR. This objection does not suspend the dismissal. The DMR will issue a reasoned decision on the submitted objection within six weeks and will notify the university director thereof. The Faculty Dean will decide within two weeks of receiving the DMR's decision whether the chair's decision will be upheld.

6 Voting rights and eligibility

1. Eligible for election as members of the programme committees are:
    a. Students who are enrolled in a program on the day of nomination and have paid their tuition fees, or the portion thereof, at the time of nomination.
    b. Staff employed by the university of applied sciences who, on the day of nomination, hold a permanent contract with an appointment of at least 0.3 FTE and do not hold a position as listed in Article 6(2).
2. Members of the Executive Board, Deans of the Faculties, Education and Research Managers, Education Team Leaders, and members of the HMR and DMR cannot be members of the Programme Committee.

7 Candidacy

Nominations must be submitted to the election committee no later than three weeks before the election date.

By completing the nomination form, the candidate declares that, if elected, they can and will fulfill the obligations arising from membership in the programme committee.

8 Checking candidate nominations

1. The election committee shall ascertain whether the candidate nominations submitted comply with the requirements laid down by the Act and by these Regulations.
2. Any candidate nomination that fails to comply with the requirements referred to in the previous subsection shall be declared invalid by the election committee, which shall notify the individual(s) that submitted the candidate nomination in question and the candidate(s) in question of this failure.
   The rectification of a failure of this nature shall be effected in a period of four working days. This may not result in the nomination of a different candidate.
3. The election committee shall publish all valid candidate nominations within the institution no later than two weeks before the date of the election.

Elections: voting

9 Electronic voting

1. The election for the OC will take place by secret electronic ballot.
2. Every person entitled to vote shall receive an invitation to vote via Insite. The voting procedure and the period open for voting shall be announced via Insite.
3. Each individual entitled to vote shall use his login codes to access a digital voting form.
   Students shall use their login codes to access digital voting forms intended for the election of student members.

   Members of staff shall use their login codes to access a digital voting form for the election of staff members.
   The voting forms issued shall indicate the candidates standing for election. Voters shall complete the voting forms and return them in the manner indicated. Once this has been done, voters shall no longer be able to take part in the voting process.
4. Each voter shall only be able to cast one vote.
5. Voters shall not be entitled to vote by proxy.

10 Determining election results

1. The following procedure shall be observed when determining the election results:
   a. After voting, the election committee determines the number of valid votes cast for each candidate, as well as the total number of valid votes cast per category.
   b. If a candidate decides to withdraw, any votes cast for that candidate will be forfeited.
   c. The election committee allocates a seat to each candidate in each section based on the number of votes cast for that candidate, starting with the candidate with the most votes.
   d. In the event of an equal number of votes, lots shall decide.
2. The election results are determined by the election committee and made fully known to the Faculty Dean, the Executive Board, the staff, and the students no later than two weeks after the election date.
3. The digitally determined result will be kept by the Faculty Dean for at least three months.

11 Objection to the result

1. An eligible voter who believes a decision by the election committee violates the law or these regulations may lodge a written, reasoned objection with the university director within seven days of the announcement of the decision. The objection must be submitted in writing and with reasons. The Faculty Dean may, if desired, give the election committee and the objector the opportunity to provide an oral explanation. The Faculty Dean will issue a decision within seven days.
2. If the objection relates to a decision taken prior to the elections and the Faculty Dean declares the objection well-founded, the election committee must make a new decision on the matter that is in accordance with the law and these regulations.
3. If the objection relates to the election results and the Faculty Dean declares the objection well-founded, the Faculty Dean may instruct the election committee to conduct a controlled recount of the votes.
4. If an irregularity has occurred that cannot reasonably be remedied in a less drastic manner, the Faculty Dean may, with the consent of the Programme Committee, declare the elections invalid, after which new elections must be held. If the irregularity relates to the nomination of candidates, a new nomination must also be held.

12 Interim vacancies

1. In the event of an interim vacancy, it will be filled by the candidate from the relevant section who received the highest number of votes in the last election and is still willing to take a seat on the Programme Committee.

   If multiple candidates receive an equal number of votes, the lottery will decide. The candidate who, as a result of the lottery, cannot fill the vacancy will remain a candidate for the next interim vacancy.
2. If the candidate refuses to fill the vacancy, the next highest-ranking candidate, according to the most recent election, will be considered. The refusing candidate retains their rights to fill any subsequent vacancy.
3. If no successor is available for an interim vacancy, the Faculty Dean will provide one within two months.

13 Replacement

1. In the event of illness, maternity leave, or other extended leave, a member of the Programme Committee may be replaced. The member must submit a request to the Programme Committee chair. The temporary replacement period is 16 weeks.
2. During the replacement period, the member to be replaced may not exercise his or her powers arising from his or her membership of the OC.
3. The replacement member must be chosen from the last list of candidates drawn up by the relevant section, with the candidate with the most votes being considered first for replacement membership.

14 Other provisions

In the event of circumstances not provided for in these election regulations, the Faculty Dean will decide, if necessary after consultation with the Executive Board.

15 Recruitment, nomination, appointment of members of the Programme Committee

The composition of the Programme Committee is determined through elections, unless the Faculty Dean, in consultation with the DMR and with the approval of the OC, determines a different method of composition, through recruitment, nomination, and appointment.

1. The Faculty Dean is responsible for recruiting OC members.
2. Eligible for appointment as members of the OC are:
   a. students who are enrolled in the program and have paid the tuition fee, or the portion already due, at the time of nomination and appointment.
   b. staff employed by the university of applied sciences who, on the date of appointment, have a permanent employment contract with an appointment scope of at least 0.3 FTE and do not hold a position as referred to in paragraph 3 of this article.
3. No additional requirements may be imposed on membership of the OC with regard to the basis and objectives of the institution than those imposed on them upon registration as students and upon appointment of staff.
4. The Faculty Dean appoints the OC members and informs them of this by letter.
5. Prospective OC members can, before being appointed by the Faculty Dean, act as associate members.
6. An interim vacancy will be filled within two months by the Faculty Dean.

Chapter 2 The Advisory Council (HMR)

Part 1 Design, organization, facilitation and legal protection for members of the Advisory Council

1 Organisation of the Advisory Council

1. Inholland University of Applied Sciences has a Advisory Council (HMR). The HMR is established by the Executive Board. The composition of the HMR is regulated in the Election Regulations.
2. The HMR elects a chairperson, one or more deputy chairs, and, if applicable, a secretary from among its members. The job descriptions of these officials are established by the HMR in the Rules of Procedure (RvO). From this group of officials, the HMR appoints an executive board (db) of no more than four members. Both the student and staff category must be represented on the db.
3. If no candidate for a position within the HMR obtains an absolute majority in the first ballot, a second ballot will be held between the two candidates who received the most votes in the first ballot. If three or more candidates receive the most votes, they will all advance to the second ballot.
4. The person with the most votes in the second ballot will be elected. If two or more people share the highest number of votes in the second ballot, the election will be decided by drawing lots.
5. The HMR draws up the Rules of Procedure (RvO). These regulations may not contain any provisions that conflict with the WHW or the regulations of the Advisory Council.

2 Advisory Council meetings

1. The Advisory Council shall meet at least six times per year.
2. The HMR and the Executive Board shall meet if requested, stating the reasons and including an agenda proposal, by the Executive Board, the HMR, the student category, the staff catergory, or by two members of the HMR (one member from the student category and one member from the staff category), or at the request of the chair of the HMR, or at the request of six HMR members.
3. The Supervisory Board (rvt) meets with the HMR at least twice a year. One or more members of the rvt conduct the meeting. Discussions of the HMR annual report and the institution's general affairs may be included in these meetings. With the consent of both bodies, the Executive Board (cvb) attends all or part of the meeting.
4. The Executive Board enables the HMR to meet during working hours as much as possible.
5. At the request of any student or staff committee (Article 10.34 WHW), which is not part of the HMR, the HMR meets with the committee at least once a year to discuss matters that specifically concern the committee in question.
6. The HMR may establish (ad hoc) committees to handle topics designated by the HMR. In addition to committees composed entirely of HMR members, mixed committees may also be established. These committees must consist of at least half HMR members and the remainder must consist of students and/or staff members. The powers of these committees are further regulated in the HMR's Rules of Procedure.
7. The HMR shall provide the (ad hoc) committees referred to in the previous paragraph with the opportunity to consult with it at least once a year on matters that specifically concern the committee concerned.
8. If a particularly personal interest of one of the HMR members is at stake at a particular meeting or part thereof, the HMR may decide that the member in question will not attend that meeting or that part thereof. The HMR will then also determine that the matter in question will be discussed in a closed meeting. Any HMR member with a personal interest

must declare this themselves.

9. Each year, the HMR, together with the Executive Board and the Supervisory Board, establishes a meeting schedule for the (consultation) meetings referred to in paragraphs 1, 2, and 4. A consultation meeting upon request will be held within fourteen days of receipt of the written request. In cases of urgency, a suitable time will be proposed in consultation between the HMR chair and the Executive Board.
10. A meeting is convened by written notice to the HMR members and the Executive Board, or Supervisory Board, respectively, by sending the agenda, the related meeting documents, and, in the case of a consultation meeting upon request, the submitted request. Except in urgent cases, notice is given at least seven days before the (consultation) meeting.
11. A report is kept of every consultation meeting. The administrative secretary sends the draft of the report of a consultation meeting to the HMR members and the Executive Board as soon as possible. The HMR ensures that the approved report of the consultation meetings are sent to the Executive Board and published on Iris.
12. The decisions taken by the HMR and the reasons leading to these decisions will be communicated to students registered at the institution and staff affiliated with the institution in a manner determined by the HMR.
13. The HMR sends the agendas and the reports of the consultation meetings, as well as the HMR annual report, to the Executive Board, the sub-advisory councils, and any committees. These are also made available for inspection by interested parties on the HMR page on Iris. The HMR ensures that the annual report is also sent to the Supervisory Board.
14. Meetings between the HMR and the Executive Board are, in principle, open to students and staff of Inholland University of Applied Sciences. The HMR may decide otherwise, particularly in the case of information subject to confidentiality.

3 Decision-making of the Advisory Council

1. The HMR makes decisions by a majority vote in a meeting in which at least two-thirds plus one (the quorum) of the HMR members (in the case of a decision involving only the student or staff section: the number of members of the relevant category) are present, except in the cases mentioned in Article 6 of the election regulations. In the case of a written consultation, two-thirds plus one of the HMR members must have responded. If the required number of HMR members is not present, the matter can be decided on at the next meeting, regardless of the number of attendees.
2. Votes on business matters are taken orally, and on persons in writing, unless otherwise decided. Blank votes are not counted. Proxy voting is not possible.
3. In the event of a tie (when the number of votes for and against is exactly equal), the matter will be brought up again at the next meeting. If the votes are tied again, the proposal is deemed rejected.
4. At the same time as a proposed decision, the main points of the regulations clarifying the consequences of the decision shall be submitted to the HMR, insofar as such regulations are subject to the advice or approval of the HMR or one of its divisions. If the HMR has the power to approve the regulations governing the consequences of a decision, implementation of such a decision shall not commence until that approval has been obtained or the Disputes Committee has issued a decision.
5. The Executive Board shall request advice from the HMR at such a time that the advice can have a material influence on the decision-making process.
6. The HMR, or the relevant category, shall issue an opinion to the Executive Board within six weeks of the date of dispatch of a proposed decision, or the Executive Board shall send the decision on whether or not to approve the decision within that period.
7. The Executive Board shall ensure that consultations can be held with the HMR within the period specified in the previous paragraph, for which the HMR shall provide the necessary cooperation.
8. If the HMR does not grant consent within six weeks, it is deemed to have refused. If the HMR does not issue a recommendation within six weeks, it is deemed to have issued a negative recommendation.
9. The Executive Board will decide whether or not to follow the (fictitious) negative advice within six weeks of receiving a negative advice, or after the period for issuing such advice has expired.
10. The terms referred to in the previous paragraph numbers may be deviated from by mutual agreement of the Executive Board and the HMR.

11. In exceptional cases, the Executive Board may unilaterally shorten the term referred to in paragraph 8 due to urgent necessity. In such a case, the Disputes Committee, when assessing a proposed decision on the dispute that has arisen, may also consider whether there was a reasonable objective need to shorten the term.

4 Facilitating the Advisory Council

1. The Executive Board permits the HMR to use the facilities available to the Executive Board (within the framework of the resources and facilities allocated to the institution by the government) and which the HMR reasonably needs to perform its duties. This includes, but is not limited to, administrative, financial, and legal support and training.
2. The Executive Board provides HMR members with a training budget. This training budget is jointly determined by the Executive Board and the HMR. HMR staff members are given the opportunity to attend this training during working hours and with full pay.
3. The HMR may invite one or more experts to advise it orally or in writing. The HMR will provide them with all necessary information. If this results in financial obligations exceeding the available budget, prior consultation with the Executive Board is required.
4. The details of the facilitation of HMR members are laid down in a facility scheme, which is attached to these regulations of the Advisory Council.

5 Confidentiality obligation

1. HMR members are obligated to maintain confidentiality regarding all matters they learn in their capacity and which the Executive Board, Supervisory Board, or HMR has imposed upon them or whose confidential nature HMR members should understand. The person imposing confidentiality must provide a precise indication of:
    a. the information covered by the confidentiality obligation,
    b. how long the confidentiality obligation lasts,
    c. whether there are persons with regard to whom confidentiality does not need to be observed.
2. As long as the confidentiality obligation lasts, this part of the report, the decisions and the reasons for those decisions shall be made available only to the HMR members and to those persons and bodies to whom they may also be provided.
3. If requested, the person who imposed the confidentiality will decide for which persons the HMR wishes to consult regarding this information an exception will be made, provided that those persons will also treat the information confidentially.
4. The confidentiality obligation does not lapse due to termination of membership of the HMR nor due to termination of the data subject's ties with the institution.

6 Protection for members of the Advisory Council

1. The Executive Board ensures that HMR members are not disadvantaged in their position with respect to the university of applied sciences by virtue of their membership. This also applies to candidate members and former members, as well as members of any (ad hoc) committee established by the HMR.
2. If a student feels disadvantaged as referred to in the first paragraph regarding a matter for which the Examination Appeals Board (CBE) or the Council of State has jurisdiction, they must raise this issue through a procedure with those bodies. If the student could not reasonably have discovered the disadvantage within the time limit for initiating the relevant procedure, as well as in cases where these bodies do not have jurisdiction, they can raise the issue with the executive board of the HMR.
3. If a staff member feels disadvantaged as referred to in the first paragraph regarding a matter for which the appeals committee referred to in Article 4.7 of the WHW has jurisdiction, they must raise this issue with that committee in the context of a procedure, without prejudice to the jurisdiction of the subdistrict court judge in this matter. If the staff

member could not reasonably have discovered the disadvantage within the time limit for initiating the relevant procedure, as well as in cases where this committee does not have jurisdiction, they can raise the issue with the executive board of the HMR.

4. If the HMR's executive board determines that there has indeed been a case of unfair treatment, it will consult with the Executive Board (cvb). Following this consultation, the Executive Board (cvb) will issue a proposed decision, which will be submitted to the HMR for approval.
5. Termination of employment, other than at the university's own request, may not be related to the candidate's application for membership, current membership, or former membership of the HMR. Termination of employment in violation of this provision is null and void.

Part 2 Tasks and powers conferred on the Advisory Council

7 General duties and powers

1. The Executive Board discusses the general state of affairs at the university with the HMR at least twice a year.
2. The HMR is authorised to invite the Executive Board at least twice a year to discuss the proposed policy based on an agenda drawn up by it.
3. The HMR is authorised to discuss all matters concerning the institution, as further described in Article 18 under Right of Initiative.
4. Every year before April 1, the HMR reports on its activities and those of any committees referred to in Article 2, paragraph 6, in the past calendar year.
5. The Supervisory Board provides the Advisory Council (HMR) with the opportunity to consult at least twice a year. Discussions of the Advisory Council's annual report and general matters within the institution may be included in these consultations. With the consent of both bodies, the Executive Board (cvb) attends all or part of the consultation.
6. The HMR is authorized to submit a nomination to the Supervisory Board for the appointment of one of its members. A nomination must include at least two names.
7. At the beginning of the academic year, the Executive Board provides the HMR in writing with basic information regarding the composition of the Executive Board, the organization within the institution, the division of tasks between the Supervisory Board and the Executive Board, and the main points of the policy already established.
8. The Executive Board informs the HMR in writing at least once a year of the policy it has pursued in the past year and of its policy intentions for the coming year with regard to the institution's finances, organization, and education.
9. Furthermore, the Executive Board provides the HMR with:
    a. unsolicited (and in writing if requested), in good time, all information that he may reasonably and fairly require for the performance of his duties and,
    b. requested (and if requested in writing), in a timely manner, all information that he may reasonably and fairly require for the performance of his duties.

    This includes providing information at least once a year on the level and content of the employment conditions and agreements per group of persons employed in the institution, the members of the executive board and the supervisory board.
10. The Executive Board immediately informs the Advisory Council (HMR) of its intentions regarding the matters described in the institutional plan as referred to in Article 2.2 of the Act. This includes, in any case, all major decisions, such as changes in the foundation or objectives, termination of the institution or a significant part thereof, the introduction or termination of a programme, the transfer or conversion of the institution or a significant part thereof, the merger with another higher education institution, as well as the establishment, termination, or significant modification of long-term partnerships with such an institution.
11. The HMR has the following obligations regarding the safety, health and well-being of students and staff:
    a. the right to make one’s opinion known and to be heard;

   b. the right to make a request for the enforcement of law;
   c. the right to lodge an objection.
12. The HMR may receive solicited or unsolicited advice from all stakeholders within the institution. Deviations from requested advice are only permitted if justified.
13. The HMR promotes openness, transparency and mutual consultation within the institution to the best of its ability.
14. The HMR also has the task within the institution to generally guard against discrimination on any grounds whatsoever and to promote equal treatment, as referred to in Article 10.19, paragraph 4, of the WHW.
15. In the context of the exercise of its authority, the HMR has the right to submit a written request to the Netherlands Institute for Human Rights to investigate whether a distinction is made as referred to in the General Equal Treatment Act, the Equal Treatment for Men and Women Act or Article 646 of Book 7 of the Civil Code.

Part 3 Consent and advisory rights of the Advisory Council by theme

8 The institution as a legal entity

1. The Executive Board requires the approval of the HMR for any decision it intends to take regarding:
   a. change in the basis, objective of the foundation or the institution;
   b. establishment or amendment of the identity of the institution as well as the relevant policy;
   c. transfer or conversion (change of legal form) of the institution or part thereof;
   d. merger of the institution with another institution, as part of which the HMR receives a merger impact report in advance;
   e. entering into, terminating or significantly changing the collaboration with another higher-funded institution as referred to in Chapter 8 of the WHW (joint arrangement);
2. The executive board submits to the HMR for advice a proposed decision regarding the adoption or amendment of the foundation's articles of association.

9 Strategic policy and portfolio

The Executive Board requires the approval of the HMR for any decision it intends to take regarding:

a. the adoption or amendment of the institutional plan;
b. the initiation (including the submission of a macro-efficiency application to the Ministry of Education, Culture and Science that is done in the context of a new programme) or discontinuation of a programme registered in the Registration of Institutions and Courses (formerly CROHO) or of a programme variant, whereby the HMR first consults the relevant sub-advisory council before making a decision on approval.

10 Organization and management

1. The Executive Board requires the approval of the HMR for any proposed decision regarding:
   a. fundamental changes to the organization of the university of applied sciences;
   b. adoption or amendment of the administrative and management regulations;
   c. significant reduction or expansion of the institution's activities or termination, significant reduction or expansion of the activities of a key part of the institution;
   d. adoption or amendment of the policy regarding centralization, co-sourcing, and outsourcing of support activities;
   e. adoption or amendment of the target group policy.
2. The Executive Board submits a proposed decision regarding the adoption of the internal communication policy to the HMR

for advice.

11 Quality assurance, education and research

The Executive Board requires the approval of the HMR for any decision it intends to take regarding:

1. The design of the quality assurance system in accordance with Article 1.18 of the WHW, as well as the establishment or amendment of the proposed policy in light of the results of the quality assessment referred to in Article 2.9, paragraph 2, second sentence of the Act;
2. The regulation of the consequences of participation in, or termination of, participation in, an experiment that may deviate from the statutory regulations and for which the Minister must grant permission. The Executive Board submits a proposed decision to the HMR for advice regarding which programmes a binding study recommendation applies, as well as the rules for issuing a study recommendation, insofar as these rules apply to the entire university of applied sciences (Article 7.8b, paragraphs 3 and 6 of the WHW).

12 Policy and regulations regarding students

1. The Executive Board requires the approval of the HMR for any proposed decision to establish or amend the Teaching and examination regulations (TER) referred to in Article 7.13 of the WHW, including the frameworks for the programme-specific parts of the OER, more specifically the subjects mentioned below:
    a. The standard number of times per academic year that students are given the opportunity to take tests and final examinations;
    b. The additional rules regarding limiting the validity of successfully completed tests (Article 7.10, paragraph 4, of the WHW);
    c. the manner in which students with a disability or chronic illness are reasonably given the opportunity to take examinations;
    d. the public nature of oral examinations, subject to the authority of the Examination Board, which may decide otherwise in exceptional cases;
    e. the period within which the results of an examination are announced and whether and in what manner this period can be deviated from;
    f. the manner in which and the period during which those who have taken a written examination have access to their assessed work;
    g. the grounds on which the Examination Board may grant exemptions from taking one or more examinations for previously successfully completed examinations or exams in higher education, or for knowledge or skills acquired outside of higher education;
    h. where necessary, that successfully completing examinations is a condition for admission to take other examinations;
    i. where necessary, the requirement to participate in practical exercises with a view to admission to take the relevant examination, subject to the authority of the Examination Board. to grant this obligation, with or without the imposition of alternative requirements,
    j. monitoring study progress and providing individual study guidance.
2. The Executive Board requires the approval of the student category of the HMR for any decision it intends to make regarding:
    a. The establishment or amendment of the policy for student facilities, insofar as the policy affects the entire institution;
    b. The regulations regarding the consequences for students in the event of:
        i. Termination, significant reduction, or expansion of the institution's activities or a significant part thereof;
        ii. Merging of the institution with another higher education institution;
        iii. Entering into, terminating, or significantly changing a long-term partnership with another higher education

institution;
iv. A fundamental change in the institution's organization;
v. Participation in or termination of participation in an educational project or experiment;

c. the determination or amendment of the policy regarding the expenditure of funds raised by students for the benefit of the institution.
d. the establishment or amendment of the policy referred to in Articles 7.51 to 7.51g and the rules referred to in Article 7.51h of the Higher Education and Research Act (WHW) with regard to the profiling fund;

3. The Executive Board submits a proposed decision to the HMR for advice regarding:
   a. the establishment or amendment of the additional rules regarding the financial support referred to in Article 7.50, third paragraph, of the Act;
   b. the determination of the policy with regard to the measures referred to in Article 7.57h of the Act (and mentioned in the Inholland house rules), including full or partial denial of access to the buildings and grounds of the institution and termination of registration;
4. The Executive Board submits a proposed decision to the student category of the HMR for advice regarding:
   a. The regulations established by the Executive Board for the selection criteria and the selection procedure regarding a study program or training program as referred to in Article 6.7a, paragraph 1, sub b, of the WHW, for which the Minister, at the request of the Executive Board, has granted permission to use specific selection criteria and charge higher tuition fees;
   b. The study programs designated by ministerial regulation as referred to in Article 7.26 of the WHW, for which additional requirements may be imposed in addition to the prior education requirements;
   c. The study programs as referred to in Article 7.53 of the WHW that, due to limited teaching capacity, have a numerus fixus for initial enrollment;
   d. The qualitative admission requirements for an (initial) master's program as referred to in Article 7.30b, paragraph 2, of the WHW.
   e. The rules established by the Executive Board regarding selection, as referred to in Article 7.9b, paragraph 1, of the WHW (explanation: rules for the selection of students for a special track within a program aimed at a higher level of knowledge);
   f. The rules established by the Executive Board with regard to study choice advice and study choice activities, as referred to in Article 7.31b, fourth paragraph, of the Higher Education and Research Act (WHW) (explanation: this concerns study choice advice and activities for students who have registered for a programme no later than 1 May);

13 Human Resources Policy

1. The Executive Board requires the approval of the staff category of the HMR for any proposed decision on matters of general interest for the specific legal status of the university's staff, including at least:
   a. establishing or amending the policy regarding the formation of the institution's various staff categories, as well as the policy regarding the appointment and dismissal of members of the Executive Board and other staff;
   b. arrangement of the consequences for staff in the event of:
      i. Termination, significant reduction, or expansion of the institution's activities or a significant part thereof;
      ii. Merger of the institution with another higher education institution;
      iii. Entering into, terminating, or significantly changing a long-term partnership with another higher education institution;
      iv. A fundamental change in the institution's organization;
      v. Participation in or termination of participation in an educational project or experiment.
   c. Establishment or modification of possible work regulations for staff and of the design and organisation of work consultations, insofar as the decision is of general application to all or an entire category of staff members;
   d. Establishment or modification the working hours regulations;
   e. Establishment or modification the staff leave regulations;

   f. Establishment the annual schedule;
   g. Establishment or modification rules regarding staff training and continuing education;
   h. Establishment or modification of the job structure;
   i. All matters that the collective labor agreement for higher professional education stipulates must be further regulated in consultation between the Executive Board and the staff section of the HMR.
2. The appointment advisory committee established by the Executive Board for the appointment of a university of applied sciences Faculty Dean or head of staff must include at least one member from the staff section of the HMR. This member has no voting rights and monitors the process, but can ask questions and issue recommendations.
3. The Executive Board submits a proposed decision to the student category of the HMR for advice:
   a. Regarding general personnel and appointment policy, unless it concerns a matter that is already substantively regulated in a statutory provision or by virtue of a collective labor agreement (Article 10.20a, paragraph 2(a), WHW); (Article 37, paragraph 1(b))
   b. for which the Executive Board requires the approval of the staff category of the HMR pursuant to Article 10.20a.
4. The Supervisory Board shall request prior advice from the HMR for any decision to be taken by the Supervisory Board regarding:
   a. The public profiles of the members of the Supervisory Board (Article 10.3d, paragraph 4, of the WHW). One member of the Supervisory Board is appointed on the recommendation of the HMR. This recommendation contains at least two names.
   b. The appointment of the members of the Supervisory Board, based on an anonymous presentation, drawn up using the public profiles referred to in subparagraph a.
   c. The profiles of the members of the Executive Board (Article 10.2, paragraph 3, in conjunction with Article 9.3, paragraph 2, of the WHW).
   d. The appointment or dismissal of members of the Executive Board (Article 10.3d, paragraph 2, subparagraph a, of the WHW). To appoint a member of the Executive Board, the Supervisory Board establishes a selection committee, which must include at least one member of or on behalf of the student section and one member of the staff section of the HMR. Before proceeding, the HMR will be consulted confidentially about this proposed decision at a time when it can have a significant impact on the decision-making process. The HMR's advice will be provided confidentially.

14 Working and study conditions

The Executive Board requires the approval of the HMR for any decision it intends to take in this regard:

1. the establishment or amendment of rules in the field of working conditions, including at least:
   a. The content and approach of the risk inventory and evaluation (RI&E);
   b. The tasks and person of the prevention officer;
   c. The choice of and contract with the occupational health and safety service (including the occupational health and safety physician's access to the workplace);
   d. The organization of the internal occupational health and safety service;
   e. The regulations for access to the occupational health and safety physician;
   f. The regulations regarding the right of employees to a second opinion in the event of a dispute with the occupational health and safety physician;
   g. The performance of pre-employment medical examinations (to the extent permitted under the Medical Examinations Act);
   h. Policy and procedures regarding personal protective equipment;
   i. Organization of the occupational health and safety service;
   j. The obligations regarding hazardous installations (safety report, etc.);
2. the establishment or amendment of rules regarding safety, health and welfare.

15 Finance and housing

1. The Executive Board requires the approval of the HMR for any decision it intends to take in this regard:
    a. Adoption or amendment of the policy regarding the budget system to be used, as laid down in the framework letter;
    b. Adoption of the annual budget, with attention paid to the intended distribution of resources across the policy areas of education, research, accommodation and management, investments and personnel, and the amount of the institutional tuition fee, as referred to in Article 7.46 of the WHW;
    c. Adoption or amendment of the policy regarding the institution's accommodation, as well as new construction, renovation, and relocation of the institution or part thereof with a construction cost of five million euros or more;
2. The Executive Board submits a proposed decision to the HMR for advice regarding:
    a. Establishing or amending the policy regarding the expenditure of the institution's resources and the annual budget;
    b. Establishing or amending the policy regarding the maintenance of the institution's buildings;
3. The Executive Board submits to the student category of the HMR for advice a proposed decision regarding:
    a. the policy regarding institutional tuition fees, as referred to in Article 7.46 of the WHW;
    b. the regulations regarding the reimbursement of statutory tuition fees upon termination of registration or death, as referred to in Article 7.48, paragraph 4, of the WHW;

16 Co-determination

The Executive Board requires the approval of HMR for any decision it intends to take in this regard:

1. Establishing or amending the choice of participation systems (Article 10.16a, paragraph 1, WHW);
2. The Executive Board shall submit any amendment to these regulations as a proposal to the HMR and shall not adopt it until the proposal, whether amended or not after consultation, has received the approval of at least two-thirds of the members of the HMR.
3. Making a request to the Minister for permission to deviate from the statutory rules for participation in exceptional circumstances (Article 10.37, WHW);
4. Adopting or amending the regulations governing the facilities made available to the HMR;

Part 4 Information and initiative rights

17 Right of information

1. At the beginning of the academic year, the Executive Board provides the Advisory Council (HMR) in writing with basic information regarding the composition of the Executive Board, the organization within the university, the division of tasks between the Executive Board and the organizational units as referred to in Article 8 of the Governance and Management Regulations, and the main points of the policy already adopted.
2. The Executive Board informs the HMR in writing at least once a year of the policy pursued by the Executive Board in the past year and of the policy intentions for the coming year regarding the university in the financial, organizational, and educational areas.
3. The Executive Board shall immediately inform the HMR of any intentions involving significant changes to long-term cooperation with such an institution.
4. The Executive Board shall immediately inform the HMR of any intentions regarding the matters described in the institutional plan. This includes, in any case, all major decisions, such as changes to the foundation or objectives, termination of the institution or a significant part thereof, the establishment or termination of a program, the transfer or

conversion of the institution or a significant part thereof, entering into a merger with another higher education institution, as well as entering into, terminating, or significantly changing long-term collaboration with such an institution.

5. The Executive Board shall provide the Advisory Council (HMR) with all information, upon request (and in writing if requested), in a timely manner, that the HMR may reasonably and fairly require to perform its duties, and with all information, upon request, that the HMR reasonably and fairly requires to perform its duties.
6. The Executive Board shall provide the HMR with all information, upon request (and in writing if requested), in a timely manner, that the HMR reasonably and fairly requires to perform its duties. This includes, at least annually, information on the level and content of the employment conditions and agreements per group of employees at the institution, the members of the Executive Board, and the Supervisory Board.

18 Right of initiative

1. The HMR can submit proposals and express its positions to the Executive Board on all matters concerning the university of applied sciences. The Executive Board must respond to a HMR proposal in writing and with reasons within three months. Before issuing such a response, the HMR is given the opportunity to consult with the Executive Board at least once about the HMR's proposal.
2. The HMR has the authority to submit a written request to the Netherlands Institute for Human Rights to investigate whether a distinction is being made as referred to in the General Equal Treatment Act, the Equal Treatment of Men and Women Act, or Article 646 of Book 7 of the Dutch Civil Code.

Chapter 3 Sub-advisory council (DMR)

Wherever the faculty and the Faculty Dean are mentioned below, for the DMR DBI this can be read as: the staff departments and the staff department directors.

Part 1 Design, organization, facilitation and legal protection of participation

1 Organisation of sub-advisory councils

1. Inholland University of Applied Sciences has sub-advisory councils (DMRs). DMRs are established by the Faculty Dean. The composition of the DMRs is regulated in the Election Regulations.
2. A DMR elects a chairperson, one or more deputy chairs, and possibly a secretary from among its members. These members can only be elected by a majority vote in the first round of voting. The job descriptions of these officials are derived from the Rules of Procedure (RvO) adopted by the HMR. From this group of officials, the DMR appoints an executive board (db) of a maximum of four members. Both the student and staff categories must be represented in the db.
3. If none of the candidates for an election to the DMR position obtains an absolute majority in the first round of voting, a second round of voting will take place between the two candidates who received the most votes in the first round. If three or more candidates receive the most votes, they will all proceed to the second round of voting.
4. The person with the most votes in the second ballot will be elected. If two or more people receive the highest number of votes equally in the second ballot, the decision will be made by lot.
5. The DMR uses the Rules of Procedure drawn up by the HMR. These rules may not contain provisions that conflict with the WHW or the participation regulations.

2 Meetings of a sub-advisory council

1. The DMR meets at least six times a year.
2. The DMR and the Faculty Dean meet at least twice a year, if requested, stating reasons and including an agenda, by the Faculty Dean, the DMR, the student representatives, the staff representatives, or by two members of the DMR (one member from the student and one member from the staff), or at the request of the chair of the DMR, or at the request of three DMR members. The consultation with the Faculty Dean is called a consultative meeting. A consultative meeting is held at least twice a year.
   The DMR DBI consults with the staff department director(s).
3. The Executive Board (cvb) consults with the DMRs at least once a year. The consultation is led by one or more members of the cvb. Discussions of the DMR annual reports and the general state of affairs within the institution may be included in this consultation. With the consent of both bodies, the Faculty Dean attends all or part of the meeting.
4. The Faculty Dean shall enable the DMR to meet during working hours as much as possible.
5. At the request of any student or staff committee (Article 10.34 of the WHW), the DMR shall meet with the committee at least once a year to discuss matters of particular concern to the committee in question.
6. The DMR may establish (ad hoc) committees to address topics designated by the DMR. In addition to committees composed entirely of DMR members, mixed committees may also be established. These committees shall consist of at least half DMR members and the remainder shall consist of students and/or staff members. The powers of these committees are further regulated in the RvO of the HMR.
7. The DMR shall provide the committees referred to in the previous paragraph with the opportunity to consult with it at least once a year on matters of particular concern to the committee in question.
8. If a particularly personal interest of one of the DMR members is at stake at a particular meeting or part thereof, the DMR may decide that the member in question will not attend that meeting or part thereof. The DMR will then also determine that the matter in question will be discussed in a closed meeting. Any DMR member with a personal interest must indicate this themselves.
9. Every year, the DMR, together with the Faculty Dean, establishes a meeting schedule for the (consultation) meetings referred to in paragraphs 1, 2, and 5. An additional consultation meeting upon request will be held within fourteen days of receipt of the written request. In cases of urgency, a suitable time will be proposed in consultation between the DMR chair and the Faculty Dean.
10. A meeting is convened by means of written notification to the DMR members and the Faculty Dean, by sending the agenda, the related meeting documents, and, in the case of a consultation meeting upon request, the submitted request. Except in urgent cases, publication will take place at least seven days before the (consultation) meeting.
11. Reports are kept of each consultation meeting. The administrative secretary will send the draft reports of a consultation meeting to the DMR members and the Faculty Dean as soon as possible. The DMR will ensure that the agendas and approved reports of the consultation meetings are sent to the Faculty Dean and published on Iris.
12. The decisions taken by the DMR and the reasons for these decisions will be communicated to the students registered with the faculty and staff affiliated with the dfaculty or campus staff in a manner determined by the DMR.
13. The DMR will send the DMR annual report to the Faculty Dean, the Executive Board, the HMR, and the other district councils and any committees. These will also be made available for inspection by interested parties on the DMR page on Iris.
14. Meetings between the DMR and the Faculty Dean are, in principle, open to students of the relevant faculty and staff of the relevant faculty or campus staff. The DMR may decide otherwise, in particular in the case of information for which a confidentiality obligation applies.

3 Decision-making in a sub-advisory council

1. The DMR makes decisions by a majority vote in a meeting in which at least two-thirds plus one (the quorum) of the DMR members (in the case of a decision involving only the student or staff category: the number of members of the relevant

category) are present, except in the cases mentioned in Article 6 of the election regulations. In the case of a written consultation, two-thirds plus one (the quorum) of the DMR members must have responded. If the required number of DMR members is not present, the matter can be decided on at the next meeting, regardless of the number of attendees.
2. Votes on matters are taken orally, and on persons in writing, unless otherwise decided. Blank votes are not counted. Voting by proxy is not possible.
3. In the event of a tied vote (if the number of votes for and against is exactly equal), the matter will be brought up again at the next meeting. If the votes are tied again, the proposal is deemed rejected.
4. Simultaneously with a proposed decision, the main points of the regulations clarifying the consequences of the decision are submitted to the DMR, insofar as such regulations are subject to the advice or consent of the DMR or one of its divisions. If the DMR has the authority to approve the regulations governing the consequences of a decision, implementation of such a decision will not commence until such approval has been obtained or the Disputes Committee has issued a ruling.
5. The Faculty Dean shall request advice from the DMR at a time such that the advice can have a significant impact on the decision-making process.
6. The DMR, or the relevant category, shall issue its advice to the Faculty Dean within six weeks of dispatch of a proposed decision, or the Faculty Dean shall send the decision on whether to approve or not within that period.
7. The Faculty Dean shall ensure that consultations can be held with the DMR within the period specified in the previous paragraph, for which the DMR shall provide the necessary cooperation.
8. If the DMR does not grant approval within six weeks, the DMR is deemed to have refused it. If the DMR does not issue a recommendation within six weeks, the DMR is deemed to have issued a negative recommendation.
9. The Faculty Dean will decide within six weeks of receiving a negative recommendation, or after the deadline for issuing such a recommendation has expired, whether or not to follow the (fictitious) negative recommendation.
10. The deadlines referred to in the previous paragraphs may be deviated from by mutual agreement of the Faculty Dean and the DMR.
11. In exceptional cases, the Faculty Dean may unilaterally shorten the deadline referred to in paragraph 8 due to urgent necessity. In such a case, the Disputes Committee, when assessing a proposed decision on the dispute that has arisen, may also consider in its consideration whether there was a reasonable objective need to shorten the deadline.

4 Facilitation sub-advisory council

1. The Faculty Dean grants the DMR the use of the facilities available to the Faculty Dean (within the framework of the resources and facilities allocated to the institution by the government) and which the DMR reasonably requires to perform its duties. This includes, but is not limited to, administrative, financial, and legal support and training.
2. The Faculty Dean provides the DMR members with a training budget. The DMR staff members are given the opportunity to attend this training during working hours and with full pay.
3. The DMR may invite one or more experts to advise the DMR orally or in writing. The DMR will provide them with all necessary information. If this results in financial obligations that exceed the available budget, prior consultation with the Faculty Dean is required.
4. The details of the facilitation of DMR members are laid down in a facilitation scheme, which is attached to these participation regulations as an appendix.

5 Confidentiality obligation

1. The DMR members are obligated to maintain confidentiality regarding all matters they learn in their capacity and which the Faculty Dean, the Executive Board, the HMR, or the DMR has imposed upon them or which the DMR members should understand are confidential. The person imposing confidentiality must provide a precise indication of
    a. the information covered by the confidentiality obligation,
    b. the duration of the confidentiality obligation,

c. whether there are persons for whom confidentiality is not required.

2. As long as the confidentiality obligation lasts, this part of the report, the decisions, and the reasons for those decisions will only be made available to the DMR members and to those persons and bodies to whom they may also be provided.
3. Upon request, the person who imposed the confidentiality obligation will decide for which persons the DMR wishes to consult regarding this information an exception will be made, provided that these persons also treat the information confidentially.
4. The confidentiality obligation does not expire upon termination of DMR membership or upon termination of the person's affiliation with the institution.

6 Protection of a sub-advisory council

1. The Faculty Dean ensures that DMR members are not disadvantaged in their position within the university of applied sciences by virtue of their membership. This also applies to prospective and former members, as well as members of an (ad hoc) committee established by the DMR.
2. If a student feels disadvantaged as referred to in the first paragraph regarding a matter for which the Examination Appeals Board or the Council of State has jurisdiction, they must raise this issue with those bodies through a procedure. If the student could not reasonably have discovered the disadvantage within the timeframe for initiating the relevant procedure, as well as in cases where these bodies do not have jurisdiction, they can raise the issue with the DMR's executive board. If a staff member feels disadvantaged as referred to in the first paragraph regarding a matter for which the Appeals Committee referred to in Article 4.7 of the WHW has jurisdiction, they must raise this issue with that committee in the context of a procedure, without prejudice to the jurisdiction of the subdistrict court judge in this matter. If the staff member could not reasonably have discovered the disadvantage within the time limit for initiating the relevant procedure, as well as in cases where this committee does not have jurisdiction, they can raise the issue with the executive board of the DMR.
3. If the executive board of the DMR concludes that disadvantage has indeed occurred, it will consult with the Faculty Dean. Following this consultation, the Faculty Dean will draw up a proposed decision, which will be submitted to the DMR for approval.
4. Termination of employment, other than at the employee's own request, may not be related to the candidate's candidacy for membership, current membership, or former membership of the DMR. Any termination of employment in violation of this will be null and void.

Part 2 Tasks and powers of a sub-advisory council

7 General duties and powers

1. The Faculty Dean discusses the general state of affairs within the faculty with the DMR at least twice a year.
2. The DMR is authorized to invite the Faculty Dean at least twice a year to discuss the proposed policy based on an agenda drawn up by the DMR.
3. The DMR is authorized to discuss all matters concerning the faculty or campus, as further described in Article 18 under Right of Initiative.
4. Each year before April 1st, the DMR reports on its activities and those of any committees referred to in Article 2, paragraph 6, in the past calendar year.
5. The Faculty Dean informs the DMR in writing at least once a year of the policy pursued in the past year and of the policy intentions for the coming year with regard to the faculty and campus in financial, organizational, and educational areas.
6. Furthermore, the Faculty Dean provides the DMR with:
    a. unsolicited (and, if requested, in writing), provide in a timely manner all information that the client may reasonably

and fairly require for the performance of their duties, and
   b. requested (and, if requested, in writing), provide in a timely manner all information that the client may reasonably and fairly require for the performance of their duties.
7. The DMR has the following obligations regarding the safety, health and well-being of students and staff:
   a. the right to make one's opinion known and to be heard;
   b. the right to request the application of the law;
   c. the right to lodge an objection;
8. The DMR may receive solicited and unsolicited advice from all stakeholders within the institution. Deviations from a solicited advice are only permitted if justified.
9. The DMR promotes openness, transparency, and mutual consultation within the faculty and the establishment to the best of its ability.
10. The DMR is also responsible within the faculty and the establishment for generally guarding against discrimination on any grounds and promoting equal treatment, as referred to in Article 10.19, paragraph 4, of the WHW.
11. In exercising its powers under point 10, the DMR has the authority to submit a written request to the Netherlands Institute for Human Rights to investigate whether a distinction is being made as referred to in the General Equal Treatment Act, the Equal Treatment of Men and Women Act, or Article 646 of Book 7 of the Civil Code.

Part 3 Consent and advisory rights of a sub-advisory council per theme

8 Strategic policy

The Faculty Dean requires the approval of the DMR for any proposed decision to adopt or amend the faculty annual plan and/or campus annual plan.

9 Organization and management

1. The Faculty Dean requires the approval of the DMR for any proposed decision regarding:
   a. fundamental changes to the organization of the faculty and/or campus;
   b. significant reduction or expansion of the activities of the faculty and/or campus, or termination, significant reduction, or significant expansion of the activities of a significant part of the faculty and/or campus.
2. The Faculty Dean submits a proposed decision regarding the adoption of the policy on internal communication within the faculty and/or campus to the DMR for advice.

10 Quality assurance, education and research

The Faculty Dean requires the approval of the DMR for any decision the Faculty Dean intends to take regarding the design of the quality assurance system in accordance with Article 1.18 of the WHW, as well as for the establishment or amendment of the proposed policy in light of the results of the quality assessment referred to in the second sentence of the second paragraph of Article 2.9 of the Act;

11 Policy and regulations regarding students

1. The Faculty Dean requires the approval of the DMR for any proposed decision to establish or amend the Teaching and Examination Regulations (TER) referred to in Article 7.13 of the WHW, with regard to the programme-specific parts of the

TER, more specifically the subjects mentioned below:

a. The number (only if there is a deviation from the standard number as established in the framework TER) and sequence of the examinations, as well as the times at which they can be taken;
b. the full-time, part-time, or dual structure of the programme;
c. where necessary, the order in which, the time periods within which, and the number of times per academic year the opportunity to take the examinations is offered;
d. whether the examinations are administered orally, in writing, or in another way, subject to the authority of the Examination Board, which may determine otherwise in exceptional cases;
e. for which special written examinations a longer marking period applies in accordance with Article 131 of the TER. The deadlines within which the results of examinations are announced and how deviations from this deadline can be made are determined by the Executive Board and require the approval of the HMR;
f. where necessary, that successfully completing examinations is a condition for admission to take other examinations;
g. Where necessary, the obligation to participate in practical exercises for the purpose of admission to the relevant examination, subject to the Examination Board's authority to grant exemption from this obligation, with or without the imposition of alternative requirements;
h. monitoring study progress and providing individual study guidance;
i. the actual design of the education;

2. The Faculty Dean requires the approval of the student representatives of the DMR for any decision regarding:
   a. The establishment or amendment of the policy for student facilities, insofar as the policy concerns the faculty;
   b. The regulation of the consequences for students in the event of:
   c. A fundamental change in the organization of the faculty.
3. The Faculty Dean submits a proposed decision to the student category of the DMR for advice regarding:
   a. The regulations established by the Faculty Dean for the selection criteria and the selection procedure relating to a degree programme or study programme as referred to in Article 6.7a, paragraph 1, sub b, of the WHW, for which the Minister, at the request of the Executive Board, has granted permission to use specific selection criteria and charge higher tuition fees;
   b. The qualitative admission requirements for an (initial) master's programme as referred to in Article 7.30b, paragraph 2, of the WHW;
   c. The rules established by the Faculty Dean regarding the selection process, as referred to in Article 7.9b, paragraph 1, of the WHW;
   d. The rules established by the Faculty Dean regarding study choice advice and study choice activities, as referred to in Article 7.31b, paragraph 4, of the WHW (explanation: this concerns study choice advice and activities for students who applied for a program no later than May 1).

12 Human Resources Policy

1. The Faculty Desn requires the consent of the staff sub-category of the DMR for any proposed decision regarding matters of general interest concerning the special legal status of the staff within the faculty, including in any case:
   a. Establishment or modification of the policy regarding the formation of the various categories of staff within the faculty, as well as the policy regarding the appointment and dismissal of staff;
   b. Arranging the consequences for staff in the event of:
      i. The termination, significant reduction, or expansion of the activities of the faculty or a significant part thereof;
      ii. A fundamental change in the organisation of the faculty;
      iii. The establishment or modification of potential work regulations for staff and the design and structure of work meetings, insofar as the decision is generally applicable to all or an entire category of staff members;
      iv. The establishment of the faculty's annual schedule.
2. The appointment advisory committee established by the Executive Board for the appointment of a Faculty Dean or staff

department director must have at least one member from the staff category of the DMR. This member has no voting rights and monitors the correctness of the process, but can ask questions and issue recommendations.

3. The Faculty Dean submits a proposed decision to the student category of the DMR for advice:
    a. Regarding general personnel and appointment policy, unless the matter is already substantively regulated by a statutory provision or by virtue of a collective labor agreement (Article 10.20a, paragraph 2(a), WHW); (Article 37, paragraph 1(b));
    b. for which the Faculty Dean requires the approval of the staff category of the DMR.

13 Working and study conditions

The Director of a staff department requires the consent of the DMR DBI for every proposed decision regarding the establishment or amendment of rules in the field of working conditions, including in any case:

a. the content and approach of the risk inventory and evaluation (RI&E) of a location;

b. the duties and person of the prevention officer of a location;

c. organisation of emergency response of a location.

14 Finance and housing

1. The Faculty Dean requires the approval of the DMR for any proposed decision regarding the adoption of the annual budget, with particular attention to the intended allocation of resources across the education and research policy areas.
2. The Faculty Dean submits to the DMR for advice any proposed decision regarding the adoption or amendment of the policy governing the allocation of resources for the faculty and/or campus, as well as the annual budget.

Part 4 Information and initiative rights

15 Right of information

1. At the beginning of the academic year, the Faculty Dean provides the DMR in writing with basic information regarding the composition of the management team for the dfaculty and the campus and the organization within the faculty and the campus.
2. The Faculty Dean informs the DMR in writing at least once a year of the policy pursued by the University Director in the past year and of the policy intentions for the coming year regarding the faculty and the campus in financial, organizational, and educational areas.
3. The Faculty Dean provides the DMR, both unsolicited (and in writing upon request), in a timely manner with all information the DMR may reasonably and fairly require to fulfill its duties, and, upon request, with all information the DMR reasonably and fairly deems necessary to fulfill its duties.

16 Right of initiative

The DMR can submit proposals and express its positions to the Faculty Dean on all matters concerning the faculty and/or the campus. The Faculty Dean must respond in writing and with reasons to a DMR proposal within three months. Before the Faculty Dean issues such a response, the DMR is given the opportunity to consult with the Faculty Dean at least once about the DMR's proposal.

Chapter 4 Programme Committee

Part 1 Design, organization, facilitation and legal protection of participation

1 Organisation of the programme committee

1. The Executive Board has delegated the authority to establish programme committees to the Faculty Dean in the Governance and Management Regulations. The composition of the program committee is regulated in the Election Regulations.
2. A programme committee is established for each programme registered in the Registration of Institutions and Programs (formerly CROHO). All forms, variants, and locations of a programme fall under the same programme committee. After approval by the DMR, the Faculty Dean may decide to establish a joint program committee for two or more related programs.
3. The programme committee appoints a chairperson and, if applicable, a secretary from among its members.
4. The names of the programme committee members, stating their position, contact details, and term of appointment, are published on Iris.
5. The programme committee may draw up internal regulations/Rules of Procedure. These regulations may not contain provisions that conflict with the WHW or the regulations of the Advisory Council.

2 Programme committee meetings

1. The Programme Committee meets at least five times per academic year, based on an agenda proposed by the chair and, if applicable, the secretary.
2. The meeting dates, times, and locations are determined by the chair at the beginning of the chair's term of office and, if applicable, the secretary's term of office for that period, and are published on Iris.
3. Meetings of the Programme Committee are, in principle, open to students and staff of Inholland University of Applied Sciences. The Programme Committee may decide otherwise, particularly in the case of information subject to confidentiality as described in Article 5 of these regulations.
4. The Programme Committee also meets:
    a. At the request of the Executive Board or the Faculty Dean, stating the reasons. The person submitting the request will be invited to attend the meeting.
    b. At the request of the chair of the Programme Committee, stating the reasons, including a proposed agenda;
    c. At the request of at least two-thirds of the members of the Programme Committee, stating the reasons, including a proposed agenda.
5. A meeting upon request will be held within fourteen days of receipt of the written request by the chairperson, unless this proves impossible.
6. The Faculty Dean will enable the Programme Committee to meet during working hours whenever possible.
7. Reports will be kept of each meeting. The Programme Committee will ensure that the reports of the meetings are sent to the relevant Dean of the Faculty and Education Manager of Education ot Research Manager and are published anonymously on Iris.

3 Decision-making Programme Committee

The Programme Committee makes decisions by a majority vote in a meeting in which at least two-thirds plus one of the Programme Committee members are present, except in the cases mentioned in Article 5, paragraph 2 of the election regulations. In the case of a written consultation, two-thirds plus one of the Programme Committee members must have responded. If the required number of Programme Committee members is not present, the matter can be decided on at the next meeting, regardless of the number of attendees. The next meeting will not be held on the same day. Any prospective members do not have voting rights at the meeting.

4 Facilitation Programme Committee

1. The Faculty Dean shall permit the Programme Committee to use the facilities available to it and which the Programme Committee reasonably requires to perform its duties. This includes, but is not limited to, administrative, financial, and legal support and training.
2. The Faculty Dean shall provide the members of the Programme Committee with a training budget. The training budget shall be jointly determined by the Faculty Dean and the Programme Committee. The staff category of the Programme Committee shall be given the opportunity to attend this training during working hours and with full pay.
3. The details of the facilitation of Programme Committee members are laid down in a facilitation scheme, which is appended to these participation regulations.

5 Confidentiality obligation

1. The OC members are obligated to maintain confidentiality regarding all matters they learn in their capacity and which have been imposed upon them by the Faculty Dean the Executive Board, the HMR, or the DMR, or whose confidential nature the OC members should understand. The person imposing confidentiality must provide a precise indication of
    a. the information covered by the confidentiality obligation,
    b. the duration of the confidentiality obligation,
    c. whether there are persons for whom confidentiality is not required.
2. As long as the confidentiality obligation lasts, this part of the report, the decisions, and the reasons for those decisions will only be made available to the Programme Committee members and to those persons and bodies to whom they may also be provided.
3. Upon request, the person who imposed the confidentiality obligation will decide for which persons the Programme Committee wishes to consult regarding this information an exception will be made, provided that these persons also treat the information confidentially.
4. The confidentiality obligation does not expire upon termination of Programme Committee membership or upon termination of the person's affiliation with the institution.

6 Legal Protection of the Programme Committee

The Executive Board ensures that members of the Programme Committee are not disadvantaged in their position within the university of applied sciences by virtue of their membership. This also applies to prospective and former members.

Part 2 Tasks and powers of the Programme Committee

7 General duties and powers

1. The Programme Committee is authorized to invite the Faculty at least twice a year to discuss the proposed policy based on an agenda drawn up by the Programme Committee.
2. The Faculty Dean holds general consultations twice a year with the chairs and, if applicable, the administrative secretaries of the Programme Committees within their faculty.
3. The Executive Board holds consultations twice a year with the chairs of the Programme Committees. The consultation referred to in the previous sentence may be held per faculty; this is at the discretion of the Executive Board.
4. The Programme Committee shall prepare a written annual report on its activities before October 1st. The Programme Committee shall ensure that all those involved in the program(s) have access to this report.

8 Implementation of the right to advice

1. When a request for advice is made, care is taken to ensure that:
    a. The advice is requested at a time when it can have a significant impact on the decision-making process;
    b. The Programme Committee is given the opportunity to consult with the Faculty Dean before issuing the advice;
    c. The Programme Committee is notified in writing as soon as possible of how the issued advice will be followed; and
    d. If the Faculty Dean does not wish to follow the advice, or does not wish to follow it in full, the Programme Committee is given the opportunity to consult further before the final decision is made.
2. Recommendations will be issued within six weeks of the request, unless the person requesting the recommendation has agreed to a longer period or the program committee has agreed to a shorter period. If this recommendation is not issued within the period referred to in the previous sentence, it is deemed not to have been issued.
3. Copies of recommendations to the Executive Board regarding the institution-wide Teaching and Examination Regulations (TER) are sent by the Programme Committees to the Faculty Dean, the relevant DMR, and the HMR. Other recommendations are sent to the Dean of the Faculty, the DMRI, and the Education Manager and Research Manager.
4. The person to whom a written recommendation from the Programme Committee is addressed must submit their reasoned written position on the recommendation to the Programme Committee within four weeks of receipt. If this position is not issued within the period referred to in the previous sentence, it is deemed not to have been issued.
5. If and to the extent that the advice of the Programme Committee is not followed, the body to which the advice is addressed will inform the relevant Programme Committee of this within four weeks, giving reasons, and will in any case send a copy to the relevant DMR.

Part 3 Consent and advisory rights of the training committee per theme

9 Quality assurance education

1. The Programme Committee is responsible for advising on promoting and safeguarding the quality of the programme.
2. The Programme Committee has the right, upon request or on its own initiative, to advise the DMR and the Faculty Dean on all other matters concerning the education in the programme in question. The Programme Committee forwards these recommendations to the DMR for information.
3. The Faculty Dean will, in any case, give the Programme Committee the opportunity to advise on the program's quality policy, the content of accreditation scans and/or (self-)evaluations for internal and external audits, and improvement plans

based on internal and external audits.

4. The Programme Committee has the right to discuss the midterm review report and the visitation report. If the Programme Committee makes proposals in this regard, the Faculty Dean will respond within two months of receipt.

10 Policy and regulations regarding students

1. The Programme Committee has the right of approval regarding the subjects in the Teaching and Examination Regulations (TER) referred to in Article 7.13, paragraph 2, under a1, b, c, d, e, g, and v. This concerns the following subjects:
    a. The way in which the education in the relevant program is evaluated,
    b. the content of the specializations within a program,
    c. the qualities in terms of knowledge, understanding, and skills that a student must have acquired upon completion of the program,
    d. where necessary, the organization of practical exercises,
    e. the study load of the program and each of its component study units,
    f. to which programs Article 7.5d applies,

    The Programme Committee has the right to advise on other topics from the OER.
2. Every year before October 1, the Programme Committee assesses the manner in which the Teaching and Examination Regulations are implemented.

11 Working with units of learning outcomes

If the Executive Board intends to offer a programme consisting of units of learning outcomes, the teaching staff category of the relevant Programme Committee has the right to approve that intention.

Part 4 Information and initiative rights

12 Right of initiative

1. The other bodies of the university of applied sciences will provide the Programme Committee, both unsolicited and in writing upon request, with all information the Programme Committee may reasonably and fairly require to perform its duties, and, upon request, with all information the Programme Committee deems reasonably and fairly necessary to perform its duties.
2. The Programme Committee will receive the program's annual plan and will be given the opportunity to discuss its progress.

13 Right of initiative

The Programme Committee can submit proposals and express its positions to the Faculty Dean on all matters relating to the programme. The University Director must respond to the Program Committee's proposal in writing and with reasons within three months. Before the University Director issues such a response, the Program Committee will be given the opportunity to consult with the University Director at least once about the Program Committee's proposal.

Chapter 5 Dispute Regulations

1 National Commission for Disputes in Higher Education Co-determination

1. Inholland University of Applied Sciences is affiliated with the Disputes Committee for Higher Education Participation as referred to in Articles 9.39 and 10.26 of the WHW.
2. An appeal against a decision of the Disputes Committee may be lodged with the Enterprise Chamber of the Amsterdam Court of Appeal in accordance with the provisions of Articles 9.46 and 10.26 of the WHW.

2 Dispute regarding the right to consent

1. If a proposed decision requires the approval of the advisory council/programme committee and this approval is not obtained in the second instance (after mediation), a dispute arises.
2. If the Executive Board (cvb) is the body with decision-making authority, the Supervisory Board (rvt) will investigate whether an amicable settlement is possible.
3. If the Faculty Dean/secretary of the cvb (on behalf of the staff director) is the body with decision-making authority, the cvb will investigate whether an amicable settlement is possible.
4. A Participation Council (DMR) or Program Committee (OC) can request the HMR or DMR to assist them in mediation.
5. If mediation proves impossible, the participation body in question, as referred to in paragraph 1, or the body with decision-making authority, will submit the dispute to the Disputes Committee after consulting the EB or HMR, respectively. Until the Disputes Committee has made a ruling, the decision in question cannot be implemented.

3 Dispute advisory authority

1. If a proposed decision must be submitted to the advisory council/programme committee for advice and no positive recommendation is received in the second instance, a dispute exists.
2. If the dispute concerns the failure to follow, or the partial or complete implementation of, the advice of a participation body, the implementation of the decision will be suspended for four weeks, unless the body in question has no objections to immediate implementation.
3. If the Executive Board (cvb) is the body with decision-making authority, the rvt will investigate whether an amicable settlement is possible.
4. If the Faculty Dean/secretary of the Executive Board (on behalf of the staff director) is the body with decision-making authority, the Executive Board will investigate whether an amicable settlement is possible.
5. A DMR or Programme Committee can request the HMR or DMR to assist them in mediation.
6. If mediation proves impossible, the relevant participation body referred to in paragraph 1 or the relevant body with decision-making powers shall submit the dispute to the Disputes Committee after consulting the Executive Board or the HMR respectively.

4 Dispute interpretation

1. If the Executive Board and HMR disagree on the interpretation of the provisions of or pursuant to the WHW, or the provisions of these regulations, the rvt will submit a proposed interpretation or application decision to the HMR within four weeks of becoming aware of the disagreement.

2. If the Faculty Dean or secretary of the Executive Board (on behalf of the staff director) and the DMR/DMR SBI or the programme committee disagree on the interpretation of the provisions of or pursuant to the WHW, or the provisions of these regulations, the Faculty Dean or secretary of the Executive Board (if it concerns the DMR DBI), or the DMR or the Programme Committee may, within four weeks of becoming aware of the disagreement, request the Executive Board to issue an interpretation or application decision on this dispute. The Executive Board will submit the interpretation or application decision to the HMR.
3. If the proposal referred to in paragraphs 1 and 2 does not receive the required approval in the second instance, a dispute arises.
4. Before the DMR or the Programme Committee initiates a dispute, consultation will take place with the Faculty Dean/head of staff, unless the relevant administrative body has indicated that it does not require such consultation. If such consultation has not taken place within four weeks of the DMR/Programme Committee inviting the relevant body for consultation, consultation is deemed to have taken place.
5. The Executive Board or the HMR requests the Supervisory Board to investigate whether an amicable settlement is possible.
6. If an amicable settlement is not possible, the Executive Board or the HMR will submit the dispute to the Disputes Committee.

Chapter 6 Evaluation

The Executive Board is required to evaluate the the regulations of the advisory councils every five years and submit a proposal to the HMR for reorientation of the provisions regarding the right of consent and the right to advise.

Appendix 1 Information on (early) interim elections

1 Introduction

Following a case involving a DMR, the election committee in September 2022 reviewed the provisions of the participation regulations and agreements made between the executive board and the HMR regarding (early) interim elections. This document presents the results/summary of these findings using several scenarios.

2 Scenarios

a. The DMR is not fully staffed and consists of more than half of its members, with both sections being represented.

   Based on Article 8, paragraph 4 of the regulations fot the advisory councils, interim elections are organized. In 2019, the HMR and the Executive Board agreed to organize interim elections once a year, namely in March.

b. The DMR is not fully staffed and consists of half of its members, with both categories being represented.

   Part of the agreement made between the HMR and the Executive Board in 2019 is that if the number of members of a DMR is less than half plus one, early interim elections can be held in September. At the time, it was expected that this agreement would be incorporated into the regulations of the advisory councils in the short term. Because these regulations have not been amended to date, the option of early interim elections is not widely known within the organization. Therefore, the election committee requested the Executive Board to amend the regulations of the advisory councils as a matter of urgency.

c. The DMR has less than half its members, or one category is not represented.

In this case, pursuant to Article 3, paragraph 1 of the regulations for the advisory councils, the HMR and the Executive Board will consult to find a suitable solution. The regulations for the advisory councils stipulate, as a safety net, that the responsibility for participation should be assigned to the relevant category of the HMR. The election committee notes that this safety net is a suggestion and that the regulations for the advisory councils allow the HMR and the Executive Board to reach another suitable solution.

While it is up to the Executive Board and the HMR to reach a suitable solution in this scenario, the election committee strongly recommends considering (early) interim elections, as the election committee believes that holding elections best aligns with the principle enshrined in the WHW (Higher Education and Research Act) that members of participation bodies are elected.

d. Guests

Article 4, paragraph 3, of the HMR regulations for the advisory councils stipulates that sub-advisory councils may invite experts to provide oral or written advice. A broad interpretation of this article allows district councils to temporarily appoint guests. These guests can then contribute ideas and discussions to the sub-advisory council, but are not formally part of the sub-advisory council and therefore do not have decision-making authority on requests for advice or approval. The election committee is aware that sub-advisory councils have used and are using these options.

3 Summary

	Scenario A: **Midterm elections in April***	**Scenario B:** **Early midterm elections in September***	**Scenario C:** **Appropriate solution by the cvb-HMR**
HMR (20 members)	11 or more members present; both categories represented.	With 10 members present; both categories represented.	If 9 members are present or if one category is not represented.
DMR GEW (16 members)	If there are 9 or more members present, both categories are represented.	If there are 8 or more members present, both categories are represented.	If there are 7 members present or if one category is not represented.
DMR BRC (14 members)	If there are 8 or more members present, both categories are represented.	With 7 members present; both categories represented.	If there are 6 members present or if one categorie is not represented.
DMR NTE (12 members)	If there are 7 or more members present, both categories are represented.	With 6 members present; both categories represented.	If there are 5 members present or if one categorie is not represented.
DMR DBI (7 members)	If 5 members present	If 4 members present	If 3 members present

* Unless regular elections are held within six months.

Appendix 2 Overview of TER approval and advisory rights

The Enhanced Governance Act granted the Programme Committee the right to approve several components of the Teaching and Examination Regulations (TER). This overview clarifies which approval and advisory rights these are.

Reading Guide: The overview below shows the components the law distinguishes regarding the TER (column 1). The second column indicates where the relevant component is included in the Inholland TER (TER-Bachelor and AD). The third, fourth, and fifth columns specify the approval and advisory rights of the HMR, DMR, and OC, respectively. The fifth column indicates whether the OC has approval or advisory rights on these components.

Parts TER according to WHW	Translation/location in TER Inholland	HMR	DMR	OC
a. content of the training: the content of the training and the associated examinations,	The programme-specific information in the Programme TER describes the programme objectives and the examinations. Articles 10-17, 20-23, 27, 28 (admission to DT and DU), 29-31a (admission to main phase), 35 (internship), 36 (graduation), 40 (admission to electives within the programme), 89, 171-178 and Appendix: Annual programmes and the descriptions of the teaching units and examinations.			Advice
a1. evaluation: the way in which the education in the relevant course is valuated,	Included in the programme-specific information of the Programme TER. Article 24.			Approval
b. graduation tracks: the content of the specializations within a program,	The programme-specific information in the Programme TER describes the content of graduation tracks and specializations. Articles 12, 36, 38 and 39.			Approval
c. final qualifications: the qualities in terms of knowledge, understanding and skills that a student must have acquired by the end of the course,	The required competencies are described in the programme-specific information in the TER. Article 5.			Approval
d. practical exercises: where necessary, the organisation of practical exercises,	The programme-specific information in the Programme TER describes the structure of the practical exercises. Articles 114-116			Approval
e. study load: the study load of the programme and each of its component educational units,	The programme-specific information in the Programme TER describes the study load of the programme and of the individual educational units.			Approval
f. binding study recommendation: the additional rules on the binding study recommendation, referred to in Articles 7.8b, sixth paragraph, and 7.9, fifth paragraph,	The programme-specific information in the Programme TER describes the study load of the programme and the individual study units. Article 6 and Appendix: Annual Programs			Advice
g. study load master's programmes: to which university master's programmes Article 7.4a, eighth paragraph (study load master's programmes) has been applied	*Not applicable; only applies to master's programmes at universities*			Approval *(only for university master's programmes)*

Parts TER according to WHW	Translation/location in TER Inholland	HMR	DMR	OC
h. test opportunities: the number and sequence of the examinations as well as the times at which they can be taken,	The Framework TER contains general rules regarding h. Articles 95-103 of the Programme TER	Approval		Advice
	The programme-specific information in the Program TER lists the exams, their sequence, and their dates. Article 20, Appendix: Annual Programs		Approval	Advice
i. Program type: full-time, part-time, or dual program structure. **y. Accelerated pre-university education (VWO) track:** the study load for an accelerated pre- university education (VWO) track.	The Framework TER describes the available formats (Articles 14 and 15 of the Programme TER) and the program-specific information includes the formats in which the program is offered. It also specifies the study load of the accelerated pre-university education (VWO) program. Article 6 and Appendix: Annual Programs	Approval		Advice
	The programme-specific information in the TER lists the formats in which the program is offered. Article 6, Appendix: Annual Programs		Approval	Advice
j. time periods and frequency of tests: where necessary, the order in which, the time periods within which and the number of times per academic year that the opportunity is offered to take the tests and examinations,	The Framework TER describes general rules regarding the topics in j. Articles 95-97 of the Programme TER The Programme-specific information in the Programme TER specifies when the exams will take place (Appendix: Annual Programs).	Approval		Advice
k. validity period: the additional rules referred to in Article 7.10, fourth paragraph	The Framework TER describes general rules regarding the topics in k. Articles 146-148 TER	Approval		Advice
	The programme-specific information in the Programme TER lists the rules established pursuant to k. Articles 22 and 23 Programme TER		Approval	Advice
l. assessment formats: whether the examinations are taken orally, in writing or in another way, without prejudice to the authority of the examination board to determine otherwise in special cases,	The Framework TER describes various ways in which examinations can be administered. Articles 92-94 of the Programme TER	Approval		Advice
	The programme-specific information in the Programme TER lists the exam formats. Appendix: Annual Programs		Approval	Advice
m. additional facilities during tests: the way in which students with a disability or chronic illness are reasonably given the opportunity to take the tests,	Articles 106-109 Programme TER	Approval		Advice
n. publicity of oral examinations: the publicity of oral examinations, without prejudice to the authority of the examination board to determine otherwise in special cases,	Article 93 sub b Programme TER	Approval		Advice

Parts TER according to WHW	Translation/location in TER Inholland	HMR	DMR	OC
o. test result terms: the term within which the result of an examination is announced as well as whether and in what manner this term can be deviated from,	Articles 129-134 of the Programme TER and the description of the teaching units	Approval		Advice
p. inspection of examinations: the manner in which and the period during which the person who has taken a written examination has access to his or her assessed work,	Articles 133 and 149 - Programme TER	Approval		Advice
q. access to assessment questions and assignments in examinations: the manner in which and the period during which information can be obtained about questions and assignments set or given in the context of a written examination and about the standards on the basis of which the assessment was made,	Articles 149-150 of the Programme TER	Approval		Advice
r. exemptions: the grounds on which the examination board may grant an exemption from taking one or more examinations for previously successfully completed examinations or exams in higher education, or for knowledge or skills acquired outside higher education,	Articles 155-166 Programme TER	Approval		Advice
s. traffic lights: where necessary, that successfully completing examinations is a condition for admission to take other examinations,	The TER Framework stipulates that conditions may be imposed for admission to further education. These are known as traffic lights. Articles 29-31 TER	Approval		Advice
	The programme-specific information describes which examinations must be successfully completed before admission to further education is possible. Articles 31a, 35, 36, 37, and 39 and description of study units.		Approval	Advice
t. attendance requirement: where necessary, the obligation to participate in practical exercises with a view to admission to take the relevant examination, without prejudice to the authority of the examination board to grant exemption from this obligation, with or without the imposition of alternative requirements,	The Framework TER stipulates that participation in practical exercises may be made mandatory. Article 115	Approval		Advice
	The programme-specific information in the TER lists the practical exercises for which attendance is mandatory. Appendix: Annual Programs		Approval	Advice
u. study guidance: monitoring study progress and individual study guidance	Articles 51-53 TER	Approval		Advice
v. selection of honours programmes: if applicable: the manner in which the selection of students for a special programme within a programme, as referred to in Article 7.9b, takes place, and	For example, excellence or honors programs. The programme-specific information in the Program TER states whether these requirements apply to the program. Articles 16-17 Programme TER			Approval

Parts TER according to WHW	Translation/location in TER Inholland	HMR	DMR	OC
x. **teaching methods:** the actual design of education.	The programme-specific TER section lists, among other things, teaching methods and contact hours. It also includes a description of the educational units and exams.		Approval	Advice

Appendix 3 Facilities Regulations for Advisory Councils

These Facilities Regulations for Advisory Councils was adopted by the Executive Board on 7 July 2026, following the consent of the HMR on 3 July 2026. The effective date is 1 September 2026. Only in exceptional cases and in consultation with the Executive Board are exceptions to this effective date possible.

Facilities Regulations for the University of Applied Sciences Advisory Council

Basic principles of the HMR Facilities Regulations:

- The activities/duties for the members of the HMR are described in a separate task description. The aforementioned task description shall be appended as an annex.
- The time allowance for staff members is provided within their appointment.
- Student members shall receive financial remuneration per month (12 months).
- The chairperson and the members of the Executive Committee shall be allocated additional hours on account of the leading role they are expected to fulfil in the participatory bodies.
- The HMR may establish a maximum of four committees, of which at least half must have chairpersons from the student body.
- Travel time is covered by the established time allowance (staff members) and financial remuneration (student members).
- The HMR shall draw up a training plan. The training shall take place within the hours allocated to the HMR. The training activities shall be organised in such a way as to cause minimal disruption to current business. All members of the HMR (both staff members and student members) are expected to attend these training sessions.
- In addition to the remuneration, the members of the student body of the HMR are entitled to be excused from timetabled educational activities in order to fulfil their duties as a member of the HMR.
- The HMR and its committees shall be supported by an official secretary.
- The Executive Board shall permit the HMR to use the facilities at its disposal which the council reasonably requires for the fulfilment of its duties; in addition to secretarial support, this shall in any case include financial and legal support and training.

The facilities for **staff members** of the HMR:

Chairperson	0.40 FTE
Executive Committee member	0.25 FTE
Committee chairperson	0.25 FTE
Staff member	0.20 FTE

The facilities for **student members** of the HMR:

Chairperson	€1,000.00 per month
Executive Committee member	€600.00 per month
Committee chairperson (4 x)	€600.00 per month
Student member	€500.00 per month

Official secretary	0.9 FTE
Training and external advice	€40,000

Facilities Regulation for Sub-advisory councils

Basic principles for Sub-advisory councils:

- The activities/duties for the members of the Sub-advisory councils (DMR) shall be described in a separate role description. This role description shall be included as an appendix.
- The time allowance shall be provided within the scope of the appointment.
- Student members shall receive financial remuneration per month (for 12 months).
- The chairperson shall be allocated additional hours in view of the leading role they are expected to fulfil in the representative body.
- Travel time is included in the established time allowance (for staff members) and the financial remuneration (for student members).
- The DMR shall draw up a training plan. The training shall take place during working hours with retention of salary. The training activities shall be organised in such a way as to cause minimal disruption to ongoing business. All members of the DMR (both staff and student members) are expected to attend these training sessions.
- The chairperson of the DMR shall form an executive committee with at least one member from the student section. The reverse arrangement may also be chosen. In that case, the member from the staff section shall receive 0.1875 FTE.
- The DMR may establish a maximum of four committees, of which at least half must have chairpersons from the student section.
- The chairperson of the DMR shall also be one of the committee chairpersons (within their allocated time of 0.3 FTE).
- In addition to the remuneration, members of the student section of the DMR are entitled to be excused from scheduled educational activities in order to fulfil their duties as a member of the DMR.
- The DMR and its committees shall be supported by an official secretary.
- The Faculty Director shall permit the DMR to use the facilities at its disposal that the council reasonably requires for the fulfilment of its duties, which, in addition to official support, shall in any case include financial and legal support and training.

Facilitation for **staff members** of the DMR:

Chairperson	0.30 FTE
Executive Committee member	0.19 FTE
Committee Chairperson	0.19 FTE
Staff member	0.15 FTE

The facilitation for **student members** of the DMR:

Chairperson	€500.00 per month
Executive Committee member	€300.00 per month
Committee Chairperson	€300.00 per month
Student member	€250.00 per month

Official Secretary	0.25 FTE
Training and external advice	€ 10,000

Facilities Regulation for Programme Committees

Principles for the facilitation of the programme committee:

- The Faculty Dean shall establish the other facilities for the programme committee, which shall in any case include administrative, financial, and legal support and training.
- The administrative support shall consist at a minimum of secretarial duties and shall also focus on the tasks to be performed by the committee as a participatory body and on the committee's role within the dynamics of the degree programme, and shall be provided through the assignment of the role of official secretary.
- The university of applied sciences shall, through coordination, maintain an overview of the members of the programme committees, the persons fulfilling the role of official secretary, and the training provided to programme committees.
- The activities/tasks for the members of the programme committee shall be described in a separate task description. The aforementioned task description shall be attached as an appendix.
- Compensation in hours shall be provided within the scope of the appointment.
- Student members shall receive a financial remuneration per month (12 months).
- The chairperson shall be allocated additional hours in view of the leading role they are expected to fulfil in the participatory body.
- Travel hours are covered by the established compensation in hours (staff members) and financial remuneration (student members).
- The members of the student section of the programme committee are entitled, in addition to the remuneration, to be excused from scheduled educational activities in order to perform their duties as a member of the programme committee.
- The programme committees shall be supported by an official secretary.
- The Faculty Dean shall permit the programme committee to use the facilities at its disposal which the committee reasonably requires for the performance of its duties; in addition to administrative support, this shall in any case include financial and legal support and training.

The facilitation for **staff members** of programme committees:

Chairperson	0.10 FTE
Secretary	0.06 FTE
Staff member	0.05 FTE

The facilitation for **student members** of programme committees:

Chairperson	€250.00 per month

Secretary	€150.00 per month
Student member	€125.00 per month

Official secretary	0.1 FTE
Training and external advice	To be agreed with the Faculty Dean

Addendum: Organisation of decentralised advisory councils during the transition to faculties and new staff departments

1 Reason

As part of the restructuring of Inholland University of Applied Sciences, a transition is taking place from six domains to three faculties and from five staff departments to three. This structural change has direct consequences for the organisation of the Sub-Advisory Councils. Until the first elections of the sub-advisory councils in March 2027, the faculty councils are composed of members of the domains that have merged into the respective faculties. Until the elections, the DMR DBI consists of the DMR SBI supplemented by staff members from the domain councils that fall under one of the three staff department in the new organisational structure.

2 Principles

2.1 Participation follows authority

For the submission of proposed decisions to the advisory councils, it is important to determine who the appropriate consultation partner is within the participation structure. When decision-making authority is reserved to the Executive Board, the proposed decision will be submitted to the Central Advisory Council (HMR).

When decision-making authority has been mandated or delegated to a Faculty Dean, the proposed decision will be submitted to the Faculty Advisory Council (DMR).

The temporary DMRs are authorized to provide advice and consent on decisions submitted by Faculty Deans and staff department directors in the context of the new organizational structure. This includes, for example, decisions regarding the organizational design of a faculty or a staff department and the associated personnel implications.

2.3 Term of office of Transitional DMRs

The Transitional DMRs shall function from 1 January 2026 until the moment the faculties and new staff departments are established and the transition actually takes place. This period is provisionally scheduled for 1 April 2026, with the possibility of extension until 1 September 2026 if the transition takes longer.

3 Composition and procedure of the Transitional DMRs

3.1 Faculties

The temporary merged DMRs for the faculties are formed by all members of the DMRs of the domains that have merged into the relevant faculty, with the exception of elected staff members who fall under a staff department in the new organisation.

3.2 Staff Departments

The temporary DMR DBI consists of the current DMR SBI, supplemented by staff members from the sub-advisory councils of the domains that fall under the staff departments in the new organisation.

3.4 Executive Board

The temporary Advisory Councils elect a chairperson and a vice-chairperson from among their members.

4 Legal safeguarding

This addendum is submitted to the HMR for approval and will be added as an addendum to the Co-determination Regulations.

5 Future structure

Consent HMR: 3 July 2026
Decision CvB: 7 July 2026

3.8 Rules of Procedure for the Examinations Appeals Board 2026-2027

2026-2027

Established on the 2nd of June 2026
Agreement Central Representative Advisory Council on the 29th of May 2026

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3.8 Rules of Procedure for the Examinations Appeals Board

Adopted by the Executive Board on the 2nd of June 2026, after consent given by the Advisory Council (HMR) on the 29th of May 2026.

General Provisions

1 Terms

The following terms and definitions shall apply in these rules of procedure:

a. Board: the Examinations Appeals Board referred to in Section 7.60(1) of the WHW;
b. Chair: the chair of the relevant chamber of the Board;
c. WHW: the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*);
d. Student: a student or other interested party whose interests are directly affected by a decision;
e. Institution: Inholland University of Applied Sciences, which is maintained by the Netherlands Higher Education Foundation (*Stichting Hoger Onderwijs Nederland*);
f. Executive Board: the Executive Board of Inholland University of Applied Sciences as referred to in Section 1.1, under y, of the WHW;
g. Respondent: the body at Inholland University of Applied Sciences that made the contested decision or that has competence in relation to the decision.

2 Composition and Appointment

1. The Board shall consist of 12 members, who shall also be deputy members.
2. The board is divided into three chambers according to Article 7.60, third paragraph of the WHW; namely, a chamber at the Amsterdam location, Haarlem, and Rotterdam. The Groningen location falls under the Amsterdam chamber. The Alkmaar location falls under the Haarlem chamber, and the locations in The Hague, Delft, and Dordrecht fall under the Rotterdam chamber.
3. Each chamber shall have three members: one chair (who shall also be a member), one lecturer member and one student member.
4. The chair, the lecturer member and the student member shall also be deputy members of another chamber in the same capacity. Agreements to this end shall be made via the secretaries.
5. The chairs, any deputy chairs and secretaries of the chambers shall be able to come together to engage in consultation on matters relating to the Board. The chairs shall appoint a chair from their number for this meeting. The chair of a chamber shall represent the chamber in question in relation to resolutions passed at meetings of this nature, after having heard the case put forward by the other members of the chamber in this respect.
6. The Executive Board shall appoint the chair, the deputy chair and the other members and deputy members for a period of three years and, where students are concerned, for a period of two years. They shall be eligible for reappointment immediately.
7. The chair and the deputy chair shall be required to meet the requirements governing eligibility for appointment as the

judge of a district court, as referred to in Section 5 of the Judicial Officers (Legal Status) Act (Wet rechtspositie rechterlijke ambtenaren).

8. In derogation from Subsections 1 and 4, it shall be possible, at the request of a chamber, for deputisation to be effected by appointing deputy members for the chamber in question that are not members of another chamber too. A deputy of this nature shall also be permitted to act as a deputy for another chamber.

3 Removal

1. The Executive Board shall remove members and deputy members where requested to do so by the members and deputy members in question.
2. When the chair reaches the age of 70, he or she shall be removed with effect from the month following the month in which he or she reaches the age of 70.
3. Members and deputy members shall be removed where they have ceased to have the capacity that formed the ground for their appointment as members or deputy members of the Board.
4. Members and deputy members shall be removed where they are unsuitable to carry out their duties due to illness or shortcomings or where they have been convicted of a crime by a court judgement that has become final and conclusive. Before removal is granted on this ground, the individual in question shall be notified of the intention to remove him and he shall be given the opportunity to present his case in this respect.

4 Remuneration for Members of the Board

The members and deputy members of the Board, not being members of staff employed by the institution, shall receive a remuneration to be determined by the Executive Board.

5 Secretariat

1. The Executive Board shall provide for a secretariat for the Board and shall appoint secretaries to assist the Board. The Executive Board shall be able to appoint one or more members of staff in addition to the secretary.
2. When performing his duties, a secretary shall observe the instructions provided by the chair in question.
3. The secretariat has its office in The Hague, at Theresiastraat 8, Room 3.140; P.O. Box 95597, 2509 CN The Hague, e-mail: geschillen@inholland.nl.

6 The Powers Conferred on the Board

1. Students shall be able to lodge appeals with the Board against:
    a. the decisions referred to in Sections 7.8b (3) and (5), and 7.9(1) of the WHW;
    b. decisions taken on successful completion of the programme, as referred to in Section 7.9d of the WHW;
    c. decisions, not being decisions of a general purport, taken in accordance with the provisions under or pursuant to Title 2, prior education requirements and admission requirements, Chapter 7, Education, of the WHW, with a view to admission to examinations;
    d. decisions taken pursuant to the supplementary examination referred to in Sections 7.25(4) and 7.28(4) of the WHW;
    e. decisions by the examinations boards and examiners for the institution;
    f. decisions by the committees referred to in Section 7.29(1) of the WHW, and\
    g. decisions taken pursuant to Section 7.30a and 7.30b of the WHW with a view to admission to the programmes referred to in that section.

2. A decision shall be equated with a refusal to decide. Where a decision has not been taken within the period permitted for this purpose by law or has not been taken within a reasonable time in the absence of a period of this nature, this shall be equated with a refusal to decide.

7 Information Requirement

The various bodies, members of staff and examiners for the institution shall provide the Board with the information that it deems necessary for the performance of its task.

Lodging an Appeal

8 Grounds

Appeals may be lodged on the ground that a decision is contrary to the law.

9 Period; Submission

1. An appeal shall be lodged in the form of a substantiated notice of judicial appeal within six weeks of the date on which the decision in question is sent, issued or announced to the student. Where the appeal lodged pertains to a refusal to decide, the appeal shall be lodged within a reasonable period of time.
2. Where a notice of judicial appeal has been submitted after the expiry of the period stated in Subsection 1, inadmissibility on this ground shall not apply where the student demonstrates that he lodged his appeal as soon as he could reasonably be required to do so.
3. Notices of judicial appeal shall be addressed to the Examinations Appeals Board and shall be sent or submitted to Disputes. Disputes has its office in The Hague, at Theresiastraat 8, Room 3.140; P.O. Box 95597, 2509 CN The Hague.

   It shall also be possible to submit a notice of judicial appeal digitally, via the e-mail address for Disputes, geschillen@inholland.nl.
4. Immediately after receipt of a notice of judicial appeal, Disputes shall record the relevant receipt date on the notice of judicial appeal, which it shall then forward to the secretary for the Board. The secretary shall issue the student with confirmation of receipt.
5. Where a notice of judicial appeal has been submitted to an institutional body other than Disputes, the Board shall be able to presume that the provisions of Subsection 1 have been met nevertheless.
6. In the event of incorrect submission as referred to in the Subsection above, the relevant confirmation date shall be recorded on the notice of judicial appeal, after which it shall immediately be forwarded to Disputes together with the documents submitted with it, subject to the simultaneous notification of the sender of the aforementioned.

10 The Content of Notices of Judicial Appeal

A notice of judicial appeal shall have been signed by the student in question and shall contain:

a. the name and address of the student or the name and student number of the student;
b. details about the body or examiner that made the decision against which the appeal has been lodged;
c. a clear description of the decision against which the appeal has been lodged, together with submission of a copy thereof,

where possible, or, where the appeal has been lodged against the refusal to decide, a clear description of the decision that should have been taken in the opinion of the student;

d. the grounds on which the appeal is based;
e. the date.

11 The Rectification of Omissions

1. The secretary shall ascertain whether a notice of judicial appeal meets the provisions of Sections 9 and 10. Where the secretary is of the opinion that the notice of judicial appeal does not meet the said provisions, he shall immediately notify the student of this in writing, informing him of the omission and of the period in which he will be able to rectify the omission in question.
2. Where a student fails to rectify the omission in question within the period referred to in the previous Subsection, the appeal may be declared non-admissible, subject to application of the relevant provisions of these Rules of Procedure.

Amicable Settlement

12 Amicable Settlement; Defence

1. Before handling an appeal without prejudice to the provisions of Section 15, the Board shall send the notice of judicial appeal to the respondent, inviting it to ascertain in consultation with the student whether it is possible to achieve an amicable settlement of the dispute in question. Where an appeal has been lodged against a decision by an examiner, the invitation referred to in the previous sentence shall be sent to relevant examinations board. The chair shall be able to decide to omit this procedure.
2. The respondent shall notify the Board of the outcome of deliberations within three weeks and shall submit all relevant documents to the Board when doing so.
3. Where it has been found that an amicable settlement is not possible, the notice of judicial appeal shall be processed by the Board, for the purpose of which the respondent shall include a statement of defence with the documents referred to in the previous Subsection and shall do so within the three-week period referred to in the said Subsection.

   The chair shall also be able to decide that a statement of defence may be submitted later, before a date that he considers to be reasonable. The secretary shall ensure that a copy of the statement of defence is immediately sent to the student too.

Processing Appeals

13 Challenges

1. Where it has been found that an amicable settlement as referred to in Section 12 is not possible, the secretary shall notify the parties of which members of the Board will handle the appeal, which it shall do as soon as possible.
2. Within three working days of the receipt of the notification referred to in the previous subjection, the parties shall be able to individually challenge each of the members of the Board in relation to facts or circumstances that could impede the

formation of an impartial decision by the member in question.

The other current members of the Board shall decide whether or not the challenge in question will be permitted as soon as possible.

The challenge shall be permitted where votes are tied.

3. Where the challenge referred to in the previous Subsection is allowed, the chair shall ensure that the member in question is immediately replaced by a deputy member.

14 Preliminary Inquiry

1. Where it is found that an amicable settlement is not possible, the chair shall initiate a preliminary inquiry, where necessary.
2. The chair shall have the power:
    a. to call upon a party or parties to provide further information for the purpose of the preliminary inquiry; the chair can also request parties to provide information in writing within a certain period;
    b. to invite experts to contribute to the preliminary inquiry for the same purpose; the chair shall also be able to invite experts to provide the Board with written advice within a certain period;
    c. to request the respondent and other administrative bodies to provide him with written information within a period of time to be determined by the chair and to send him the documents held by him or at their disposal respectively.
3. When applying the provisions of the previous Subsection, the chair shall ensure that all of the parties involved in the dispute are notified of the information and documents obtained in this manner.

15 Hearing, Hearing Date and Notice to Appear or Written Settlement

1. The chair shall decide on the place and time applicable for a particular hearing. The secretary shall notify the parties of the hearing immediately and shall issue them with a notice to appear, which will enable them to present their cases. In the notice to appear, parties shall receive the documents relating to the case, where these are not already in the possession of the parties. The Board shall observe a period of at least ten days when issuing its notice to appear.
2. It shall not be necessary to allow parties to present their cases where:
    a. an appeal is clearly not admissible;
    b. an appeal is clearly ungrounded, or
    c. the parties have declared that they do not wish to utilise their right to present their cases.
3. the situation referred to in Subsection 2, written settlement shall be effected by the Board. The chair shall set a final date for any submission of further documents, as well as the date on which a decision will be made.

    The provisions of Sections 17 and 27 shall apply mutatis mutandis.

16 Document Submission

1. The parties shall be able to submit further documents up to three days before the hearing.
2. Where it has been decided that parties will not present their cases and where a party has indicated that it wishes to submit further documents, the Board shall give the party in question the opportunity to do so within a period to be determined by the Board.

The Hearing

17 Public Hearings

An appeal shall be heard in a public hearing of the Board, during which parties shall also be heard in public, except where the Board decides otherwise at the request of one of the parties or, for serious reasons, on its own initiative.

18 The Tasks Conferred on the Chair

1. The chair shall open, lead and close hearings.
2. The chair shall hear the parties, witnesses and experts and shall give each the opportunity to explain their individual positions.
3. Except where prescribed otherwise in these Rules of Procedure, the chair shall decide in the last instance on how any disputes arising during a hearing are to be heard.

19 Authorised Representatives and Witnesses

1. At hearings, it shall be possible for parties to be represented by an authorised representative or assisted by a counsel.
2. Where requested by one of the parties, the witnesses and experts brought by the party in question may be heard. The parties shall be required to notify the Board in writing of the names of these individuals four days before the hearing at the latest.
3. In the situation referred to in Subsection 2, the costs incurred by witnesses and experts shall be borne by the party who has brought the witnesses and experts in question.
4. The Board shall be able to summon witnesses and experts to appear at a hearing, whether at the initiative of the Board or at the request of the parties. In the first situation, the Board shall bear the costs, while costs shall be borne by the request party in the second situation.

20 Non-appearance

Where a party has failed to appear at the hearing, the chair shall check whether the party in question has been summoned properly. Where this is the case, it shall be possible to proceed with the hearing of the case without the party in question. The same shall apply where both parties have failed to appear at the hearing.

21 The Submission of New Documents during a Hearing

Pursuant to Section 16 of these Rules of Procedure, the parties may submit further documents up to three days before the hearing.

If new documents are brought into the proceedings during the hearing, the chair shall decide whether these documents shall be included in the proceedings.

22 Amending Appeals and the Defence

The parties shall be able to amend the content of an appeal or defence, as well as the grounds on which these are based, until the time at which the hearing ends, except where the Board is of the opinion that the other party shall be unreasonably disadvantaged by the amendment in question.

23 Staying Hearings

The Board shall be able to stay a hearing, whether on its own initiative or at the request of one of the parties. The Board shall establish a new date for the hearing.

24 Further Inquiry

1. Where it is found that the inquiry has not been exhaustive, the Board shall be able to decide to continue the hearing in the hearing in a manner and at a time to be determined at a later date. Parties may also be issued with instructions in relation to the proof to be provided.
2. When facts or circumstances become known that may be of substantial importance for the decision to be taken on a notice of judicial appeal, the parties shall be notified of this and shall be given the opportunity to respond in writing or to present their cases in this respect.

25 The Joinder of Third Parties

1. On its own initiative or where requested to do so by one of the parties, the Board shall be able to issue a written notice to appear to third parties whose interests are directly affected by a dispute. Each third party shall become a party to the proceedings by virtue of the notice to appear.
2. Without prejudice to Subsection 1, anyone whose interests are directly affected by a dispute shall be able to request the permission of the Board to intervene or to become a party to the proceedings.

   Where the aforementioned request is allowed, the individual who made the request shall become a party to the proceedings.
3. The Board shall recommend the measures necessary to ensure the proper course of the proceedings in the situations referred to in Subsections 1 and 2.
4. The Board shall be authorised to consolidate cases that deal with a related subject and separate consolidated cases.

Decisions

26 Date of the Decision

1. Before closing the hearing in the hearing, the chair shall state when a decision is to be rendered. The Board shall decide within 10 weeks, calculated from the date after that on which the period for the submission of the notice of judicial appeal expires.
2. The period shall be suspended with effect from the date on which a student has been asked to rectify an omission as

referred to in Section 11 of these Rules of Procedure, until the date on which the student has rectified the omission or until the period of time allowed for this purpose has expired unutilised.

3. A further postponement shall be possible where the student agrees to this and the interests of other interested parties are not damaged as a result or agree to a further postponement.

27 Deliberations and the Decision

1. The Board shall deliberate and decide in the same composition present at the hearing. The Board shall base its decision solely on what was put forward at the hearing and on the documents received before the hearing or submitted to the proceedings during the hearing.
2. The Board shall decide by majority vote.
3. Where the Board deems it well-founded to do so, it shall reverse a decision, whether fully or in part. The Board shall be able to determine that a case is to be decided on again or as yet where a decision has been refused, or that the examination, the awarding of a degree certificate, the entrance examination, the additional examination or any component thereof, shall be conducted again, subject to conditions to be imposed by the Board. The Board shall be able to decide that the legal consequences of the decision reversed or the reversed part thereof shall be upheld, whether fully or in part.
4. Where necessary, the respondent whose decision has been reversed shall render a new decision, which it shall do with due observance of the decision rendered by the Board. The Board shall be able to set a time limit for this in its decision.

28 Procedural Requirements for Decisions

1. Decisions rendered by the Board shall be dated and shall contain:
    a. the name and place of residence of the parties, or the name and student number of the student and the name of the authorised representative(s);
    b. the grounds on which the decision is based;
    c. an explanation;
    d. a decision;
    e. the names of the members of the Board that rendered the decision;
    f. the grounds on which it was decided not to ask parties to present their cases, which grounds shall be in accordance with Section 16(2).
2. Decisions shall be signed by the chair and the secretary and a copy thereof shall be sent to the parties and shall be made available to interested parties. The Board shall be able to decide to omit the names of the parties involved in the copies issued to interested parties.

29 Provisionally Enforceable Decision

1. In cases in which the interests of the student demand an immediate provisionally enforceable decision, a student shall be able to request the chair of the Board to grant injunctive relief through the submission of a reasoned application in anticipation of the decision in the main proceedings. The chair shall also be able to grant an immediate provisionally enforceable decision on its own initiative.
2. The chair shall decide on a request of this nature after the applicant and the body or examiner in question have presented their cases or have been summoned. The chair shall be able to decide not to hear the parties.
3. The provisionally enforceable decision shall lapse as soon as the Board has decided in the main proceedings, provided no other time has been indicated in this respect in the decision rendered by the Board.
4. If a request for a provisional measure is granted, the student is not entitled to compensation for legal costs. This is different if the contested decision is revoked due to an illegality attributable to the administrative body.

30 Revision

Each of the parties shall be able to request the Board to revise the decision rendered based on facts that emerge at a later date or circumstances that could have led to a different decision had they been known earlier.

31 Lodging an Appeal with the Higher Education Appeal Tribunal

It shall be possible to lodge a written appeal with the Higher Education Appeal Tribunal against a decision on a notice of judicial appeal within six weeks of the date on which the Board rendered its decision. For further information, see the website of the Council State, Student Affairs: www.raadvanstate.nl/studentenzaken.

32 Archiving

The secretary shall ensure that decisions rendered by the Board are kept in the (digital) archive maintained by the Board, together with all documents relating to these decisions.

33 Final clause

The chair shall decide on cases not provided for by these Rules of Procedure, where necessary after consultation with the other members of the Board.

3.9 The Whistleblower Regulations 2026-2027

2026-2027

Established on the 2nd of June 2026
Agreement Central Representative Advisory Council on the 29th of May 2026

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3.9 The Whistleblower Regulations

Chapter layout



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III. Data Protection, Registration, Retention Period, and Legal Protection
IV. Final Provisions

I Applied Legal and Regulatory Frameworks

- Whistleblower Protection Act
- Collective Labour Agreement for Universities of Applied Sciences, Article V-1, Paragraph 3

1 Definitions

IIn this regulation, the following terms are defined as:

1. Hogeschool Inholland: The Foundation for Higher Education Netherlands, legally registered in The Hague.
2. Competent Authority: One or more of the external organizations and institutions, as designated in the Whistleblower Protection Act, where a report can be made.
3. Reporter: The person who reports a suspected wrongdoing or violation and who:
    a. Performs or has performed work-related activities for Hogeschool Inholland under an employment, payroll, secondment, temporary agency work, contract, work experience placement, or internship agreement; or
    b. Will perform work-related activities for Hogeschool Inholland, such as applicants or other persons whose work relationship has yet to commence; or
    c. Performs, has performed, or will perform work-related activities for Hogeschool Inholland through a working relationship with a supplier, contractor, or subcontractor of Hogeschool Inholland; or
    d. Is or was enrolled as a student at Hogeschool Inholland.
4. Suspicion of a wrongdoing() or a breach of Union law() (short: breach): The reasonably grounded suspicion of a reporter that within Hogeschool Inholland, or at another organization or company with which the reporter has come into contact personally through work or study at Hogeschool Inholland, there is a wrongdoing or breach of a right with one or more of the following characteristics:
    a. There is (a risk of) violation of a legal provision or internal rules;
    b. There is (a risk of) violation of European Union (EU) law through an act or omission;
    c. There is a danger to public health;
    d. There is a danger to the safety of individuals;
    e. There is a danger of environmental damage;
    f. There is a danger to the proper functioning of the organization due to improper conduct or omission.
5. Protected group:

- Under the Whistleblower Protection Act, mandatory protection (see item 6) applies to:
    a. Reporters of suspected wrongdoings of public interest and/or breaches of EU law, both for internal reports and reports to a competent authority;
- In addition to the reporter of a suspected wrongdoing or breach, the following persons who assist the reporter in reporting the suspicion of a wrongdoing or breach of EU law are also part of the protected group, such as:
    b. The person(s) handling the report;
    c. Confidential advisors;
    d. Internal investigators;
    e. Advisors consulted by the reporter (e.g., legal aid insurer or union representative);
    f. Family members of the reporter; and
    g. Colleagues of the reporter, provided they have a working relationship with the person against whom the report is directed.
- Hogeschool Inholland's whistleblower Policy also extends to the protection of the Whisteblower Protection Act to reporters of integrity violations().

6. Legal Protection:
    a. All persons in the protected group (see item 5) are protected against retaliation and are safeguarded from legal proceedings, provided the report is made correctly;
    b. If a person in the protected group claims to have been retaliated against by Hogeschool Inholland is a legal proceeding, the burden of proof is reversed. Hogeschool Inholland must then prove that there has been no retaliation against the person in the protected group;
    c. Reporters cannot be held liable for defamation of breach of confidentiality, including those mentioned in article E-2 of the collective labor agreement for universities of applied sciences (cao hbo), if thet reasonably believed that their disclosure was necessary to reveal a wrongdoing or breach of EU law, or an integrity violation.

Footnotes

(1) A wrongdoing is an act or omission that jeopardizes the public interest.

(2) A breach of Union law is an act or omission that violates certain EU legislation, which does not necessarily jeopardize the public interest.

(3) An integrity violation refers to an incident where (there is suspicion that) the norms and values of Hogeschool Inholland are violated. This regulation does not apply to an alleged violation of scientific integrity (refer to the Complaints Procedure for Scientific Integrity of Hogeschool Inholland for that matter). The difference between an integrity violation and a wrongdoing is that the public interest is (not yet) at stake in the former, whereas it always is in the latter.

II Procedure

2 Initiating a report, internal reporting point, and external reporting points

1. To ensure independence, Hogeschool Inholland has authorized the Dutch Compliance Institute to receive internal reports on behalf of Hogeschool Inholland. The Dutch Compliance Institute serves as the internal reporting point (see ***appendix 1*** for the contact details of the internal reporting point). An internal report may be made orally or in writing, in person, by phone or voice message, or by letter or email.
2. A reporter is not obligated to make an internal report to the Dutch Compliance Institute (Nederlands Compliance Instituut) first. If a reporter deems it necessary, they may directly approach an external reporting point (see ***appendix 2*** for an overview of competent authorities acting as external reporting points).
3. For the consideration of the reporter, making an internal report to Hogeschool Inholland allows the institution to address

the wrongdoing or breach earlier and take measures to stop it. In case of uncertainty, a reporter can always seek advice from the House for Whistleblowers (Huis voor Klokkenluiders) at www.huisvoorklokkenluiders.nl

4. From the moment of reporting, both the reporter and the protected group are protected against retaliation by Hogeschool Inholland.

3 Handling of internal reports

1. The reporter receives an *acknowledgment of receipt within seven days.*
2. The details of the report, including the date it was made, are documented in writing by the internal reporting point with the agreement of the reporter.
3. The highest possible confidentiality is maintained during the registration, handling, investigation, and outcomes of the report (see also Article 7).
4. Unless the report concerns actions or omissions of the Executive Board (College van Bestuur), the internal reporting point promptly informs the Chair of Executive Board by sending a copy of the report and its registration.
5. If the report concerns actions or omissions of Executive Board, the internal reporting point informs the Chair of the Supervisory Board (Raad van Toezicht) about the report.

4 Investigation following the report

1. The internal reporting point advises the Chair of the Executive Board or the Chair of the Supervisory Board on how to handle the report, such as recommending to initiate an investigation based on the report of (suspected) wrongdoing or breach.
2. The Chair of the Executive Board or the Chair of the Supervisory Board promptly considers the advice and informs the internal reporting point about how the report will be handled.

5 Feedback on report

Within a reasonable period, but no later than three months after the acknowledgment of receipt, the reporter is informed in writing by or on behalf of the Chair of the Executive Board, or where applicable, the Chair of the Supervisory Board, about the action taken regarding the report and, if applicable, the next steps.

III Data protection, registration, retention period and legal protection

6 Data protection

1. The chair of the Executive Board, or where applicable, the Supervisory Board Chair, determines to whom and when information regarding the report, its handling, investigation, and outcomes will be disclosed, with confidentiality obligations applying to those involved in the process.
2. The reporter has the right to protection of their personal data. If it is necessary for the handling of the internal report to disclose the identity of the reporter to those handling the report, the internal reporting point obtains prior consent from

the reporter for this purpose.

7 Registration and retention period

1. The report, as well as the investigation results, handling, and other documentation related to the report, are registered, processed, and stored in a secure environment, and the file is only accessible to designated handlers.
2. The data mentioned in paragraph 1 of this article are not stored longer than necessary. The file is destroyed no later than five years after the completion of the report, unless the Chair of the Executive Board, or where applicable, the Chair of the Supervisory Board, sees reason not to close the file yet. In such cases, the reasoning is added to the file.

8 (Legal) protection

1. The reporter who, in accordance with the provisions of this regulation, has reported (suspected) wrongdoing or breach shall not be disadvantaged in any way solely as a result of the report.
2. In addition to the reporter, other individuals within the protected circle, as defined in Article 1, Section 5, also enjoy the legal protection described in Article 1, Section 6.

IV Final provisions

9 Final provisions

1. The Whistleblower Policy of Inholland was established by the Executive Board on the 2nd of June 2026, after obtaining approval from the General Participation Council (HMR) on the 29th of May 2026.
2. This Whistleblower Policy replaces the Whistleblower Policy of Hogeschool Inholland that came into effect on the 1st of September 2023.
3. The Executive Board will annually inform the General Participation Council (HMR) in writing about the implementation of the Whistleblower Policy of Inholland for the past year and share its expectations regarding the operation of the Whistleblower Policy in the coming year.
4. The Whistleblower Policy will be published on the public website of Hogeschool Inholland (www.inholland.nl) as well as on the Iris intranet, ensuring that anyone who has performed, is performing, or will perform work-related activities for Hogeschool Inholland, as well as anyone who has been, is, or will be enrolled as a student at Hogeschool Inholland, can access the Whistleblower Policy.
5. This policy may be cited as the "Whistleblower Policy of Hogeschool Inholland" and will come into effect on the 1st of June 2024.

Appendix 1 Internal Reporting Point - Contact

Information

Internal Reporting

It is preferable to first report a suspicion of misconduct to your own organization. This gives your organization (employer) the opportunity to address the report immediately and to end any misconduct as quickly as possible, while also taking measures to prevent future misconduct. However, it is not mandatory to report internally first. If, for any reason, you prefer to go directly to an external reporting point, you may do so. You can submit your report to an authority competent in the suspected misconduct, such as an inspection service or supervisory authority. If you choose to report directly externally, you will receive the same protection as you would with an internal report.

To report a suspicion of misconduct internally, you can contact the Dutch Compliance Institute (NCI), which has been authorized by Inholland University of Applied Sciences to act as an independent internal reporting point.

The contact details of the Dutch Compliance Institute (NCI) are:

Website:

Meldpunt (compliance-instituut.nl)

Email:

meldpunt-klr.inholland@compliance-instituut.nl

Postal and Visiting Address:

Jan Leentvaarlaan 61-63

3065 DC Rotterdam

Location:

An appointment at the above address is possible. It is also possible to make an appointment at a location of Inholland University of Applied Sciences.

Phone:

- Primary contact: Adinda Lammens, 06-572 99 264
- Secondary contact: Joëlle Sliedrecht, 06-539 80 395

Anonymous Reporting:

Anonymous reporting is possible. This can be done by:

- Sending a letter, or
- Sending an email from a temporary email address that the reporter creates themselves.

Independence:

The Dutch Compliance Institute advises Inholland University of Applied Sciences on the handling of the report. If an investigation is recommended, the Dutch Compliance Institute does not carry out this investigation itself.

Appendix 2 External Reporting Points - Contact

Information for Competent Authorities

Direct External Reporting

It is preferable to first report a suspicion of misconduct to your own organization. This gives your organization (employer) the opportunity to address the report immediately and to end any misconduct as quickly as possible, while also taking measures to prevent future misconduct. However, it is not mandatory to report internally first. If, for any reason, you prefer to go directly to an external reporting point, you may do so. You can submit your report to an authority competent in the suspected misconduct, such as an inspection service or supervisory authority. If you choose to report directly externally, you will receive the same protection as you would with an internal report.

For externally reporting a suspicion of misconduct, you can contact the following competent authorities:

- **Huis voor klokkenluiders (HvK):**

  Ik vermoed een misstand | Huisvoorklokkenluiders.nl
- **Autoriteit Consument en Markt (ACM):**

  Bescherming klokkenluiders | ACM.nl
- **Autoriteit Financiële Markten (AFM):**

  Bescherming klokkenluiders | AFM.nl
- **De Nederlandsche Bank N.V. (DNB):**

  Contact en veelgestelde vragen | DNB.nl
- **Inspectie gezondheidszorg en jeugd (IGJ):**

  Melden over uw werkgever (klokkenluidersmelding) | IGJ.nl
- **Nederlandse Zorgautoriteit (NZa):**

  Meldpunt misstanden bij zorgaanbieders of zorgverzekeraars (klokkenluiders) | NZa.nl
- **Autoriteit Nucleaire Veiligheid en Stralingsbescherming (ANVS):**

  Overtreding of misstand melden | ANVS.nl
- **Autoriteit persoonsgegevens (AP):**

  Autoriteit Persoonsgegevens
- **Inspectie Leefomgeving en Transport (ILT)**

  Home | ILT.nl
- **Nederlandse Arbeidsinspectie (NLA):**

  Home | NLA.nl
- **Nederlandse Voedsel- en Warenautoriteit (NVWA):**

  Home | NVWA.nl

Each of the above authorities has its own area of expertise in which they are authorized to investigate reports. If there is no specific supervisory authority authorized, the Huis voor klokkenluiders may conduct an investigation into a report.

3.10 Rules of Procedure of the Objections Advisory Committee 2026-2027

2026-2027

Established on the 2nd of June 2026
Agreement Central Representative Advisory Council on the 29th of May 2026

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3.10 Rules of Procedure of the Objections Advisory Committee

Adopted by the Executive Board on the 2nd of June 2026, after consent given by the Inholland Advisory Committee on the 29th of May 2026.

Introduction

The Education Guide sets out the rights and obligations of students of Inholland University of Applied Sciences. These Rules of Procedure of the Objections Advisory Committee form part of the Education Guide.

1 Terms

In these Rules of Procedure, the following terms shall have the following meanings:

a. Objections Advisory Committee (hereinafter: the Committee): Disputes Advisory Committee pursuant to Section 7.63a of the Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW), charged by the Executive Board with processing notices of objection submitted to the Executive Board or the faculty director and which issues recommendations in this regard to the Executive Board or the faculty director;
b. Body: department or employee of Inholland that has taken the decision in respect of which an objection may be submitted;
c. WHW: the Dutch Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek);
d. Student: student or other interested party whose interests are directly affected by a decision;
e. Inholland: Inholland University of Applied Sciences, which is maintained by the Netherlands Higher Education Foundation (Stichting Hoger Onderwijs Nederland);
f. Executive Board: the Executive Board of Inholland University of Applied Sciences, as referred to in Section 1.1, under y, of the WHW;
g. The Higher Education Appeals Tribunal (CBHO): an independent body that hears cases in the field of higher education, based in The Hague.

2 Composition

1. The Committee shall comprise at least nine members, who shall also be deputy members.
2. The board is divided into three chambers according to Article 7.60, third paragraph of the WHW; namely, a chamber at the Amsterdam location, Haarlem, and Rotterdam. The Groningen location falls under the Amsterdam chamber. The Alkmaar location falls under the Haarlem chamber, and the locations in The Hague, Delft, and Dordrecht fall under the Rotterdam chamber.
3. Each chamber shall have three members: one chair (who shall also be a member), one lecturer member and one student member.
4. The chair, the lecturer member and the student member shall also be deputy members of another chamber in the same capacity. Agreements to this end shall be made via the secretaries.
5. The chairs, any deputy chairs and the secretaries of the chambers shall be able to come together to engage in consultation on matters relating to the Committee. The chairs shall appoint a chair from their number for this meeting. The chair of a chamber shall represent the chamber in question in relation to resolutions passed at meetings of this nature, after having heard the case put forward by the other members of the chamber in this respect.
6. The Executive Board shall appoint the chair, the deputy chair and the other members and deputy members for a period of three years and, where students are concerned, for a period of two years. They shall be eligible for reappointment

immediately.

7. In derogation from Subsections 1 and 4, it shall be possible, at the request of a chamber, for deputisation to be effected by appointing deputy members for the chamber in question that are not also members of another chamber. A deputy of this nature shall also be permitted to act as a deputy for another chamber.

3 Removal

1. The Executive Board shall remove members and deputy members where requested to do so by the members and deputy members in question.
2. When the chair reaches the age of 70, he or she shall be removed with effect from the month following the month in which he or she reaches the age of 70.
3. Members and deputy members shall be removed where they have ceased to have the capacity that formed the ground for their appointment as members or deputy members of the Committee.
4. Members and deputy members shall be removed where they are unsuitable to carry out their duties due to illness or shortcomings or where they have been convicted of a crime by a court judgement that has become final and conclusive. Before removal is granted on this ground, the individual in question shall be notified of the intention to remove them and shall be given the opportunity to present their case in this respect.

4 Remuneration for Members of the Committee

The members and deputy members of the Committee, not being members of staff employed by Inholland, shall receive a remuneration to be determined by the Executive Board.

5 Secretariat

1. The Executive Board shall provide for a secretariat for the Committee and shall appoint secretaries to assist the Committee. The Executive Board shall be able to appoint one or more members of staff in addition to a secretary.
2. In performing their duties, the secretaries shall observe the instructions provided by the chair in question.
3. The secretariat has its office in The Hague, at Theresiastraat 8; P.O. Box 95597, 2509 CN The Hague, geschillen@inholland.nl.

6 Powers conferred on the Committee

1. The Committee shall make recommendations to the Executive Board or the faculty director regarding objections from students to decisions by bodies or employees, taken in pursuance of the WHW and regulations based on the WHW, other than those specified in Section 7.61 of the WHW.
2. A refusal to decide shall be equated with a decision. Where a decision has not been taken within the period permitted for this purpose by law or has not been taken within a reasonable time in the absence of a period of this nature, this shall be equated with a refusal to decide.
3. A student whose interests are directly affected may submit a notice of objection. Those who are enrolled at Inholland other than in pursuance of the WHW or other statutory regulations, e.g. those enrolled on post-higher professional courses and types of contract education, cannot submit a notice of objection in accordance with these Rules of Procedure.

7 Procedure for submitting an objection

1. The objection may be lodged by a student or their authorised representative. It shall be lodged in the form of a substantiated notice of objection.
2. The notice of objection shall be submitted within six weeks of the date on which the student is notified of the decision in question.
3. Where the notice of objection is submitted after the expiry of the period stated in Subsection 1, inadmissibility on this ground shall not apply where the student cannot reasonably be deemed to have been in default.
4. Notices of objection shall be addressed to the Objections Advisory Committee and sent or submitted to Disputes. Disputes has its office in The Hague, at Theresiastraat 8; P.O. Box 95597, 2509 CN The Hague. It shall also be possible to submit a notice of objection digitally, via the email address for Disputes, geschillen@inholland.nl.
5. On receipt of a notice of objection, Disputes shall record the date of receipt on the notice of objection, which it shall then forward to the secretary for the Committee. The secretary shall issue the student with confirmation of receipt.
6. Where a notice of objection has been submitted to a university of applied sciences body other than Disputes, the Committee may still deem the provisions of Subsection 1 to have been met.
7. In the event of incorrect submission as referred to in the Subsection above, the relevant date of receipt shall be recorded on the notice of objection, after which it shall immediately be forwarded to Disputes, together with the documents submitted with it, with simultaneous notification of the sender.
8. The notice of objection shall contain:
    a. the name, address, email address and telephone number of the student;
    b. the date on which the objection was lodged;
    c. a clear description of the decision to which the objection relates, together with submission of a copy thereof, where possible. Where the objection relates to a refusal to make a decision, it should include a clear description of the decision that should have been taken in the student's opinion;
    d. the grounds on which the objection is based..
9. The submission of a notice of objection shall not suspend the effect of the decision to which the objection relates, unless provided otherwise under or pursuant to statutory provisions.
10. The secretary shall ascertain whether a notice of objection meets the requirements. Where the secretary is of the opinion that the notice of objection does not meet the requirements, they shall immediately notify the student of this in writing, informing them of the omission and of the period in which they will be able to rectify the omission in question.
11. Where a student fails to rectify the omission in question within the period referred to in the previous Subsection, the objection may be declared non-admissible.

8 Requirement to attempt an amicable settlement

1. Before processing an objection, the Committee shall send the notice of objection to the body to which the objection relates, inviting it to ascertain in consultation with the student whether an amicable settlement of the dispute in question is possible.
2. The body shall notify the Committee of the outcome of deliberations within 15 working days and shall submit all relevant documents to the Committee when doing so.
3. It shall not be necessary to ascertain whether an amicable settlement is possible if, in the chair’s opinion, the objection is clearly not admissible, is clearly well-founded or is clearly unfounded.
4. The chair may decide not to require the parties to endeavour to reach an amicable settlement if, in the chair's opinion, such an attempt would be pointless or would cause disproportionate harm to the student. In this event, the chair shall specify a period within which the statement of defence must be submitted.
5. Where it has been found that an amicable settlement is not possible, the notice of objection shall be processed by the Committee.

9 Urgent cases

1. In urgent cases, on request, the chair of the Committee may stipulate that the Committee issue its recommendations to the Executive Board or the faculty director as quickly as possible.
2. The chair shall determine within five working days of receipt of the objection whether the case is urgent, and shall notify the student and the Executive Board or the faculty director as quickly as possible. The Executive Board or the faculty director shall then reach a decision within twenty working days of receipt of the objection.

10 Preliminary inquiries and statement of defence

1. Where it is found that an amicable settlement is not possible, or where the chair has ruled that attempts to reach an amicable settlement are not required, the Committee shall ask the body that took the decision in respect of which the objection has been submitted to submit a statement of defence. Said body shall forward its defence to the Committee within 15 working days of receipt of this request.
2. The chair may decide that the statement of defence can be submitted later, within a period they deem reasonable.
3. As well as the statement of defence, the chair may, on their own initiative, obtain any information and request any documents they deem necessary. The bodies shall provide the Committee with any information that it may require in order to perform its duties.

11 Hearing

1. As soon as the chair believes that the relevant facts have been fully clarified by the preliminary inquiries and that the evidence required to enable a decision to be made has been included in the documents, the secretary shall forward the documents to the student, asking them to advise the Committee whether they wish to present their case. The student shall be given five working days to respond to this request.
2. If the student has indicated that they wish to present their case, the chair shall decide on the place and time of the hearing. The secretary shall immediately issue the parties with a notice to appear at this hearing. This notice shall be issued at least ten working days before the hearing.
3. Within three working days of receipt of the notice to appear referred to in the previous Subsection, the parties shall be able to individually challenge each of the members of the Committee in relation to facts or circumstances that could impede the formation of an impartial decision by the member in question. The other current members of the Committee shall decide whether or not the challenge in question will be permitted as soon as possible. The challenge shall be permitted where votes are tied. Where the challenge referred to in the previous Subsection is allowed, the chair shall ensure that the member in question is immediately replaced by a deputy member.
4. If a party is assisted by a counsel or represented by an authorised representative, the secretary for the chamber shall send all documents relating to the notice of objection to that individual.
5. If interested parties so request, the Committee shall make the notice of objection and other documents relating to the case available for inspection at the hearing. At the request of an interested party or otherwise, where there are compelling reasons for keeping them confidential, the Committee may decide not to apply the requirement to make the notice of objection and other documents available for consultation. Notification shall then be given of the application of this provision.
6. Objections shall be heard in a hearing of the Committee. Unless provided for otherwise by a statutory provision, the Committee shall decide whether the hearing will be public.
7. It shall not be necessary to allow a student to present their case where:
    a. the objection is clearly inadmissible;
    b. the objection is clearly unfounded;
    c. the student has not indicated that they wish to exercise the right to present their case, as set out in Subsection 1 of

this Section;

d. the objection has been met in full and the interests of other interested parties cannot be adversely affected as a result.

8. At a hearing, parties may be represented by an authorised representative or assisted by a counsel. They may also bring witnesses and experts to the hearing, provided that they notify the Committee and the other party in writing of the names of these individuals four working days before the hearing at the latest.
9. The Committee shall decide whether the hearing will be public or otherwise.
10. The Committee shall be able to summon witnesses and experts to appear at a hearing, whether at the initiative of the Committee or at the request of the parties.
11. Where a party has failed to appear at a hearing, the chair shall ascertain whether the party in question has been summoned properly. Where this is the case, it shall be possible to proceed with the hearing of the case in the absence of the party in question. The same shall apply where both parties fail to appear at the hearing.
12. A convened hearing cannot proceed unless all the summoned members of the Committee, plus the chair, are present.
13. The chair:
    a. shall open, lead and close hearings;
    b. shall give each of the parties the opportunity to explain their individual positions;
    c. shall ensure that the case to be heard during the hearing duly results in a recommendation;
    d. except where prescribed otherwise in these regulations, shall decide on the manner in which any disputes arising during a hearing are to be heard.
14. A) Where, during the course of a hearing, the Committee produces documents on its own initiative, the parties shall be given the opportunity to read these documents and to make their opinion on these documents known.

    B) If written documents are submitted by the parties during the hearing, the chair decides on the handling of these documents.

15. The parties may ask each other questions through the chair.
16. The parties shall be able to amend the content of an objection or defence, as well as the grounds on which these are based, until the time at which the hearing ends, except where the Committee is of the opinion that the other party would be unreasonably disadvantaged by the amendment in question.
17. The chair may suspend a hearing, on their own initiative or at the request of one of the parties, specifying the date on which the hearing will resume or how the parties will be notified to this effect.
18. The chair may decide not to allow further questioning of witnesses or experts if, in their opinion, the facts have been sufficiently clarified by previous witnesses and experts.
19. If the chair is of the opinion, before the hearing of the Committee ends, that the inquiries have not been exhaustive, they may decide to suspend the hearing. A decision to suspend the hearing in this way may go hand in hand with the issuing of instructions to the parties regarding the proof to be provided.

12 Recommendation and Decision

1. The Committee shall base its recommendation on the documents that were submitted and on the deliberations of the hearing. The Committee shall decide on the recommendation to be issued by majority vote. In the event of a tie in a vote, the chair's vote shall prevail. Where required by the minority, a minority position shall be made clear in the recommendation.
2. The Committee shall issue a recommendation to the Executive Board or the faculty director regarding the objections submitted to it.
3. The recommendation shall be in writing and shall include a report of the hearing. A copy of the recommendation shall be sent to the student and to the body to which the objection relates.
4. If the Committee finds that the objection is justified, the contested decision shall be reviewed on that basis.
5. Where the review so requires, the Executive Board or the faculty director shall revoke the contested decision and shall replace it with a new decision where necessary.

6. The decision of the Executive Board or the faculty director shall be announced within ten weeks of receipt of the notice of objection, without prejudice to the decisions based on the proceedings, by sending it or handing it to those to whom it applies. Where the original decision was not addressed to one or more interested parties, the decision of the Executive Board or the faculty director shall be announced in the same way as the original decision was announced.
7. If the decision on the objection differs from the Committee's recommendation, the reason for this shall be specified in the decision.

13 Appeal

Students may lodge an appeal against a decision of the Executive Board or the faculty director with the Council of State, Student Affairs. The time limit for lodging an appeal is six weeks. The time limit for lodging an appeal shall commence from the day after the day on which the decision of the Executive Board or the director was announced. For more information, see the website of the Council of State: www.raadvanstate.nl/studentenzaken.

14 Other Provisions

1. The secretary shall ensure that the recommendations made by the Committee, including related documentation, are filed in the Committee's archives.
2. The Committee shall produce a report of its activities on an annual basis.
3. The chair shall decide on cases not provided for by these regulations, where necessary after consultation with the other members of the Committee.
4. The General Administrative Law Act does not apply to interim measures regarding reimbursement of legal costs within the context of the Higher Education and Research Act. If a request for interim measures is granted, the student is not entitled to reimbursement of legal costs. This is different if the contested decision is revoked due to an unlawful act attributable to the examination board.

15 Inwerkingtreding

These Rules of Procedure were adopted by the Executive Board on the 2nd of June and shall enter into force on 1 September 2026.

3.11 Code of conduct for student counsellors 2026-2027

2026-2027

Established on the 2nd of June 2026
Agreement Central Representative Advisory Council on the 29th of May 2026

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3.11 Code of conduct for student counsellors

Adopted by the Executive Board on the 2nd of June 2026, after consent given by the Inholland Advisory Committee on the 29th of May 2026.

Introduction

The Inholland University of Applied Sciences has a Student Counselling Service. Student counsellors have an informative, mediating, advisory and guiding role. Among other things, the Student Counselling Service provides help, information and advice to students in the field of study, education, legislation and regulations (internal/external), facilities and student support. All this has the aim of promoting optimal study progress. The Student Counselling Service is also the point of contact for help with objections and appeals. It represents student interests in the broadest sense of the word and has a position of trust for students. To this end, the position of the Student Counselling Service within the organisation is as independent as possible.

Because of the vulnerability of people in personal contacts, the privacy of personal information and the necessary independent attitude of the student counsellor in representing the interests of the student, a code of conduct is important in the context of due care and privacy.

The code is therefore a guideline against which the professional conduct of the student counsellor can be tested.

This not only creates clarity for the student counsellor, but also ensures that the student asking for help knows what to expect from the student counsellor.

1 Definitions

In this Code of Conduct, the following terms have the following meanings.

1. Student counsellor: the person who has been appointed as student counsellor at Inholland University of Applied Sciences as referred to in Article 7.34, paragraph 1 (d), of the Higher Education and Research Act (*Wet op het Hoger Onderwijs en Wetenschappelijk onderzoek* (*WHW*)) , and who has the task of informing, advising, supervising and, where necessary and possible, representing the interests of students in order to promote optimal study progress, and who also fulfils a signalling and advisory role within the University of Applied Sciences in his field of work.
2. Student: the person who is enrolled as a student in a study programme at the University of Applied Sciences, as well as prospective students and former students who have an interest.
3. Service contact: all contacts between the student counsellor and the student in order to obtain or provide information, advice, guidance or help.

2 Scope

The Code of Conduct applies within Inholland University of Applied Sciences.

3 Position

The student counsellor functions independently but is accountable for his performance to his immediate superior.

4 Material provisions

A student counsellor has such a workspace that third parties cannot take cognizance of the course and content of the service contact between a student and the student counsellor. In addition, the student counsellor has an internet connection at his disposal so that he can view and use his files and the *DGRS* (= student counsellors registration system).

5 Purpose

1. The service contact with the student should be aimed at promoting optimal study progress for the student.
2. The student counsellor has an eye for the interests of the student and is an expert in the field of facilities: directly in education and indirectly in the educational, study and living environment of the student.
3. The student counsellor has a solicited and unsolicited signalling and advisory role within the University of Applied Sciences.

6 General principles

1. The student counsellor performs his duties within the framework of the statutory regulations and the regulations applicable within the University of Applied Sciences.
2. The duties of the student counsellor do not include acting as a representative of the student, for instance in legal or other proceedings.
3. The service contact with the student and colleagues must meet the requirements of expertise and due care that, under the given circumstances, can be demanded of the student counsellor. The student counsellor must be able to justify his performance to his immediate superior.
4. In recognition of the fact that the service contact can also relate to aspects of the student's private domain, the student counsellor must exercise the restraint that should reasonably be dictated by respect for the student's person. The student counsellor respects the student's privacy and does not unnecessarily include it in the service contact.
5. In the contact with the student counsellor, the student will, where possible, be held highly accountable for his self-activity and own responsibility.
6. Where necessary and possible, the student counsellor refers the student to other experts or consults them.
7. The student counsellor is responsible for the maintenance and development of his expertise, taking into account recent developments in the field of duties of the student counsellor.
8. Under no circumstances will the student counsellor abuse the superiority he has over a student by virtue of his position and expertise.
9. The student counsellor may not accept gifts from a student that exceed a relatively small value. The student counsellor must also refrain from making gifts to the student.
10. The student counsellor must refrain from conduct that can reasonably be expected to harm the objectives of the position.

7 General tasks

1. The student counsellor's task is to provide assistance by informing, mediating, guiding and advising students. In doing so, the student counsellor takes an independent stance. The primary objective is always to promote optimal study progress.
2. To this end, the student counsellor provides information and education to individual students and groups of students.
3. If necessary, the student counsellor consults with internal bodies, such as Examination Boards, programme managers/team managers, Faculty Deans, Central Student Administration, the SAC, the Student Success Center, International Office and other Inholland bodies on policy when it concerns student guidance, student interests and student facilities.

8 Confidentiality

1. The student counsellor is obliged to observe secrecy with regard to what has become known to him in the performance of his duties.
2. Confidential information about a student may only be provided to third parties if and insofar as the student has given explicit and demonstrable permission to do so.
3. The student may inform the student counsellor that he withdraws his permission to further provide confidential information to third parties.
4. The student counsellor may breach his obligation of confidentiality if one of the situations mentioned below applies. In all of the cases below, the student counsellor will consult with his immediate superior and at least one other colleague.
    a. The student counsellor must be in a state of conscientious distress by maintaining confidentiality, in a situation where failure to breach the duty of confidentiality can or will cause demonstrable and serious damage and/or danger to third parties;
    b. The student counsellor considers it likely that damage to the student himself and/or others can be prevented or limited by breaking the confidentiality;
    c. The student counsellor is restricted in his defence in a complaint lodged against him by the person to whom he is obliged to maintain confidentiality. The student counsellor, when breaking the confidentiality, takes into account that he does not unnecessarily or disproportionately harm the interests of the person to whom he is obliged to maintain confidentiality.
5. If it concerns criminal offences, the student counsellor is obliged to point out to the student that the confidentiality in this respect is limited by law.
6. The obligation of confidentiality remains even after termination of the service contact.
7. The student counsellor has the right, even without the consent of the student concerned, to discuss anonymised information about the student with third parties, provided that this information exchange takes place within the framework of optimising the service contact or increasing the expertise of the student counsellor, and the student counsellor furthermore makes every effort to protect the student's privacy.
8. Information about the student may only be used in publications, lectures or education for the purpose of promoting expertise if it is made unrecognizable and untraceable in advance.
9. Within the framework of the binding study recommendation procedure (see the relevant article in the Education Guide), the urgent study recommendation procedure, and the Modern Migration Policy Act (*Wet modern migratiebeleid (MoMi)*) (see the relevant article in the Education Guide), the student counsellor advises the student/ binding study recommendation committee. The study advice indicates whether and to what extent the student's personal circumstances are relevant to the study delay, without further announcing the nature of the circumstances. The student can consult the advice via Peoplesoft. When a student appeals against the issued study advice, the Board of Appeal for Examinations is also entitled to access the study advice issued by the dean.
10. If third parties ask the student counsellor to actively approach students in the context of, for example, research, projects or meetings, the Student Counselling Service cannot cooperate in this because of the confidential position of the student counsellors.

9 Student counsellors registration system (DGRS)

1. The student counsellor keeps records of all his contacts with students in the student counsellors registration system (*DGRS*) so that he can adequately guarantee the progress (if any) or transfer of the contact and, if necessary, account for the service contact. When the student counselor draws up a Student Counsellor's Statement or a Special Provision Advice, these are stored in DGRS.
2. The DGRS is set up and managed in such a way that confidentiality and protection of the student's privacy are guaranteed.
3. The DGRS is only accessible to student counsellors.

4. The student is entitled to a copy of his file in the DGRS when it concerns reports of the conversations between the student counsellor and the student in question. The student is not entitled to inspect those notes or documents in his file that relate to the privacy of third parties or that have been provided confidentially to the student counsellor by third parties.
5. A student file in the DGRS will be kept for at least fifteen years from the first moment of enrolment of a student at an Inholland study programme.

10 Service contact

1. A student has the right to make use of the services of a student counsellor who, in principle, is linked to the location of the study programme followed by the student.
2. After the student has made contact, the student counsellor will make every effort to contact the student within a reasonable period of time and, where necessary, to ensure further contact.
3. When making contact, the student counsellor will, if necessary, draw the student's attention to the existence of this Code of Conduct and, if requested, provide further information about its contents.
4. If the student counsellor knows the student directly or indirectly from a personal point of view, the student counsellor will refer the student in question to a colleague student counsellor.
5. In principle, the student is allowed to involve third parties in the service contact if, in the opinion of the student counsellor, this does not impede the contact.

11 Termination of service contact

1. The student counsellor has the right to terminate the service contact. In that case, he will explain his decision to the student, and possibly advise the student on the follow-up and -arrange for an adequate referral.
2. The student counsellor can terminate the service contact with a student if there is an important reason, insofar as this is due to the student's behaviour and attitude. The student counsellor may also break off contact if the student has failed repeatedly to follow the advice of the student counsellor.
3. A student has the right to refrain from continuing the service contact with a student counsellor. The student counsellor will confirm to the student in writing or by email that the student has renounced the service contact.

12 Complaints procedure

If a student is of the opinion that a student counsellor has acted in violation of this Code of Conduct and that he is therefore directly affected in his interest, he may submit a complaint about this to the student counsellor's manager for the location concerned via the Complaints Procedure on Iris, if joint consultation has not led to a satisfactory result.

13 Has come into force

This Code of Conduct, called 'Code of Conduct for Student Counsellors at Inholland University of Applied Sciences', was adopted by the Executive Board and came into effect on 3 October 2018.

3.12 Regulations decentralized selection 2026-2027

2026-2027

Established on the 2nd of June 2026
Agreement Central Representative Advisory Council on the 29th of May 20226

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3.12 Regulations decentralized selection

Adopted by the Executive Board on the 2nd of June 2026, after consent given by the Inholland Advisory Committee on the 29th of May 2026.

1 Definitions

1. The terms used in the Higher Education and Research Act (Whw) and the Higher Education Application and Admission Regulations (Ratho) also apply to these regulations.
2. The placement of new students in numerus fixus programmes takes place entirely decentrally at each institution. These regulations govern the qualitative selection procedure and selection criteria of Inholland University of Applied Sciences.

2 University of Applies Sciences-wide principles

1. The design and implementation of selection for bachelor's programmes with limited capacity must comply with the following principles:
    a. An evidence-based approach is used, meaning that existing research is used or new research is conducted, aimed at identifying indicators that can predict student success and the variance in student success as accurately as possible. The programme regularly monitors whether the set of indicators (selection criteria) and the selection method (selection methodology) prove to be a sufficiently good predictor. This focuses on the following questions:
        i. How can student success be predicted; what factors explain the variance in student success?
        ii. To what extent do these factors differ depending on the student's socio-economic or cultural background, or the secondary education system in which they participated?
    b. This means examining whether the selection criteria and methods used disadvantage certain groups of students.
    c. Based on this research, the selection focuses on qualifications that are important for academic success, and qualitative selection criteria and methods are used with the best possible predictive value for success in the (various phases and different domains of the) relevant study program.
    d. The number of qualitative selection criteria is at least two.
    e. The selection methodology strikes a good balance between the pursuit of high quality and diversity of the intake and diversity in the majors and/or the professional field.
    f. The Faculty Dean ensures that those conducting the selection are sufficiently equipped and trained to carry out the selection properly.
    g. The program provides the most transparent information possible about the selection procedure and the selection criteria.
2. On behalf of the Executive Board, the Faculty Dean is responsible for the selection and placement of students. The Faculty Dean makes decisions on behalf of the Executive Board pursuant to these regulations.

3 Registration period

1. Applications for a numerus fixus programme are possible via Studielink from October 1st to January 15th. This period applies to all institutions.
2. Candidates who have not submitted an application for enrollment via Studielink by January 15th cannot participate in the selection procedure.
3. Hardship clause: In the event of a late application and the candidate can demonstrate or sufficiently demonstrate that the cause was not their fault, the Faculty Dean of the programme, acting on behalf of the Executive Board, may decide to

consider the candidate for participation in the selection procedure. To this end, the candidate must send a written and clearly substantiated request with supporting attachments as soon as possible after January 15th to decentraleselectie.mondzorgkunde.gsw@inholand.nl (for the Dental Hygiene programme) or to selectie.vaa@inholland.nl (for the Midwifery programme). Examples of circumstances or arguments that are not taken into account when assessing late registration for a fixed-restriction program include:

a. residence abroad;
b. a study recommendation or binding study recommendation for the programme followed so far.;
c. your level of motivation to pursue the programme;
d. a family tradition of pursuing such a programme;
e. arguments why you disagree with the selection system or regulations;
f. arguments regarding study delays and related financial aspects;
g. having completed the propaedeutic year of a similar programme abroad or the problems associated with studying abroad;
h. having been exempted from the entire or partial propaedeutic examination;
i. a negative decision by another institution regarding registration for a numerus fixus programme or the selection process.

4. A candidate who should have been eligible for proof of admission in the previous intake year within the context of the handling of a complaint or objection/appeal must have registered within the aforementioned period prior to the academic year, but does not need to participate in the selection again.

4 Welke opleidingen en het aantal plaatsen

The Executive Board determines, for each programme, the maximum number of students who can be enrolled for the first time in the propaedeutic phase or the first period of the programme with a study load of 60 credits, based on programme capacity. This number of places includes places reserved for candidates who should have been eligible for a certificate of admission in the previous intake year, (see 14 Decision after objection).
In addition, at the Minister's direction, the Executive Board limits the number of places for a programme based on labor market needs.
The university of applied sciences will submit the number of places to DUO (the Education Executive Agency) before December 1st of the calendar year preceding the academic year for which the initial determination is made.
The overview of the university of applied sciences' numerus fixus programmes and the maximum number of places can be found here. Participation is free of charge.

5 Participation in the selection procedure and the use of a participation attempt

1. The candidate who submits an active application for a programme with a selection procedure on or after January 16, or who is admitted to the selection procedure following a request as referred to in Article 4, paragraph 3, uses a participation attempt.
2. The candidate who does not participate or does not fully participate in the selection procedure will not receive a ranking number. The Faculty Dean responsible for the programme will reject the candidate's enrolment request. In this case, the candidate still uses one participation attempt.
3. The candidate does not use a participation attempt if:
    a. The application for the programme with a selection procedure is withdrawn via Studielink no later than January 15;
    b. The candidate fails to pass their final exam or other qualifying examination for access to higher education. In such cases, the candidate may request the cancellation of their application via Studielink no later than August 31. The university's Central Student Administration will process the request by October 1. Withdrawn applications submitted on time do not count towards the allowed number of application attempts per candidate.

4. If fraud is detected during the selection process, the candidate will be excluded from selection. The candidate will not receive a ranking number and will use one participation attempt.

6 Number of participation attempts per candidate

A candidate may apply to a maximum of two numerus fixus programmes nationwide per academic year. These programmes may also be the same programme at two different institutions.
However, for the Dental Hygiene and Midwifery programs offered by Inholland University of Applied Sciences, a candidate may only apply to one institution per academic year. This also applies to the Medicine, Dentistry, and Physiotherapy programmes. In addition, applicants may apply to another numerus fixus programme.

Over multiple years, a candidate may apply a maximum of three times nationwide for the Midwifery programme and two times for the Dental Hygiene programme. Participation in the lottery system from the 2000-2001 academic year through 2015-2016 counts towards the maximum number of applications.

The university of applied sciences does not use a lower number of applications for the selection process for the same program at the university of applied sciences, unless the Faculty Dean of the programme determines a lower number. Over several years, a candidate may therefore, if no exception applies to the relevant numerus fixus programme, apply to that programme at the university of applied sciences a maximum of three times, as long as a numerus fixus programme is in place. Any lower number that applies will be included in the overview mentioned in point 3 above.

7 Determination whether selection will take place

1. If, on January 15th, there are fewer applications via Studielink than the established maximum number of places (taking into account places reserved for complaints and objections/appeals), no selection will take place and all candidates will receive confirmation of admission. Candidates will still be subject to the rules of the study choice check and must meet the other conditions for admission and registration. These include: prior education requirements, any diploma evaluation, the 21+ test, the language test, the deficiency test, and the selection (instead of the study choice check) for the Music, Sports Science, and Midwifery programs due to additional requirements.
2. If, on January 15th, the number of applications exceeds the established maximum number of places, a selection will take place. For information on the unexpected failure to obtain the diploma or certificate that grants access to higher education, see the article 12 Candidate fails to obtain diploma.

8 Selection procedure

1. The selection by the university of applied sciences will take place until April 15th.
   By that date, the Central Student Administration, on behalf of the Faculty Dean, will submit the final ranking to Studielink.
2. Selection activities can begin before January 15th for candidates who registered early. All candidates who registered on time (or who fall under the hardship clause) will be invited to participate in the selection.
3. The Faculty Dean determines whether the selection procedure for a programme consists of multiple rounds and how this works. This information is included in the overview mentioned above.
4. All candidates will be selected based on at least 2 types of qualitative criteria (see further article 16 Selection criteria and selection method).
   The actual selection outcome is communicated to the candidate by the university of applied sciences and does not yet include a ranking number.
5. The Faculty Dean determines the date or dates on which the selection activities for a programme at the university of applied sciences will take place. The dates are included in the overview and confirmed in the invitation (or corrected if

necessary).

9 Determination of selection round results and ranking number

1. The programme's Faculty Dean determines the ranking. All candidates who participated in all selection components are ranked numerically based on their results.
2. Candidates with the lowest unique ranking number are eligible for admission, up to a maximum of the number of available places. Number 1 is the lowest number and represents the best score.
3. If the programme also has a selection based on additional requirements, and this selection is combined with the numerus fixus selection, and a candidate does not meet the additional requirements, they will remain outside the numerus fixus ranking, contrary to the procedure described in the previous paragraph, and will not be eligible for a ranking number or admission.
4. The Faculty Dean responsible for a programme reserves places for the candidates referred to in artikel 3 paragraph 4, as well as at least three places per program due to the outcome of a new objection, appeal, or complaint procedure (Article14 Decision after objection). However, the admission certificates for these places will also be issued before the award deadline. If the outcome is not yet known and a candidate is found to be eligible for an admission certificate, an admission certificate will be offered in the following academic year. This also applies if the number of reserved places proves insufficient.
5. Candidates who did not participate, or only partially participated, in the components to which they were invited will not be included in the ranking and will therefore not be assigned a ranking number.

10 Announcement selection results and proof of admission

1. On April 15th, Studielink will announce the results to the individual candidates on behalf of the university of applied sciences. The candidate will receive a notification with their ranking number and, if placed, a confirmation of admission. The university of applied sciences will provide the candidate with the reason for the ranking number and whether or not the confirmation of admission has been offered.
2. From the moment the candidate receives the confirmation of admission, they have two weeks to accept it via Studielink in the prescribed manner. A confirmation of admission that is not accepted within two weeks will expire. In that case, the candidate with the lowest ranking number, who has not yet received a confirmation of admission, will receive a confirmation of admission. This process of issuing confirmations will continue until all confirmations have been issued or until August 15th.
3. A candidate who receives more than one confirmation of admission must make a choice. If a candidate receives a second confirmation of admission and accepts it within two weeks, the first confirmation of admission will expire (after the deadline for accepting the first confirmation has passed).
4. The confirmation of admission is valid for the upcoming academic year. Only the late announcement of the outcome of an objection, appeal or complaint procedure can lead to proof of admission for the following academic year.

11 Date on which (additional) prior education requirements are demonstrated

1. The candidate with a proof of admission must demonstrate, as soon as possible but no later than 30 September, that they meet the prior education requirements and any additional prior education requirements. This must be done via the university of applied sciences' Central Student Administration. Below is a brief summary of these requirements. For a full description, please visit the Inholland website > Online inschrijven hbo > Vooropleidingseisen > Toelatingseisen vooropleiding.

   Prior Education Requirements

This refers to the certificate or diploma that grants access to higher education, such as an mbo level 4, a havo or vwo diploma, or an equivalent Dutch or foreign qualification.

Additional Prior Education Requirements

These include, among other things, the correct subject cluster (profile) and specific required subjects in the case of a havo or vwo diploma, requirements for unrelated transitions from an mbo-4 programme, and special requirements for admission to the Primary Teacher Education programme.

2. If the candidate does not meet the requirements by 31 August, their proof of admission will be revoked. However, they may still request a postponement from the university of applied sciences by that date by sending an email to csa@inholland.nl — for instance, if they are awaiting the results of a resit examination. The Central Student Administration will then set a new deadline by which the candidate must still fulfil the requirements.

12 Candidate fails to obtain diploma

1. Candidates who fail to obtain their diploma, including the additional entry requirements, may submit a request to the CSA manager to cancel the used participation attempt(s) in a selection procedure. This request should be submitted by email to centralestudentenadministratie@inholland.nl.
2. Candidates must submit a request as referred to in paragraph 1 before September 1st. The request will be processed no later than October 1st.
3. Candidates submitting a request as referred to in paragraph 1 must include proof that they have failed.

13 Admission in a subsequent year

A candidate who has accepted proof of admission from another institution may submit a request for enrollment for a subsequent academic year. The request must be accompanied by one or more supporting documents demonstrating that the candidate has met at least the requirements for a positive study recommendation for the same or a related program at the other institution.

14 Decision after objection

1. If, following an objection, it is decided to issue a certificate of admission to the candidate, this certificate of admission applies to the academic year for which the application for enrollment was submitted.
2. Notwithstanding paragraph 1, a certificate of admission for the subsequent academic year may be issued if:
    a. no certificates of admission are available or will be issued for the academic year to which the application for enrollment pertained;
    b. a decision is made on the objection after the start of the academic year, i.e., after September 1;
    c. the candidate themselves requests a certificate of admission for the subsequent academic year.

15 Objections and complaints

1. A decision that is open to appeal will specify the steps to be taken to file an appeal. The maximum deadline for filing an appeal is six weeks, but it is strongly recommended to submit an appeal as soon as possible to prevent placement for the upcoming academic year from being denied even if the decision is positive. An appeal can still be filed after a negative decision. The steps to be taken are also specified.
2. Notices are not decisions and therefore not open to appeal or objection, for example, the notification that a candidate has reached the maximum number of applications and therefore cannot apply.
3. If the decision is not open to appeal or objection and the candidate believes they have not been treated properly, they can

file a complaint by sending an email to decentraleselectie.mondzorgkunde.gsw@inholand.nl (for the Dental Hygiene programme) or to selectie.vaa@inholland.nl (for the Midwifery programme). The candidate must describe the complaint as clearly as possible and attach relevant documents. The treatment will take place in compliance with the legal protection as included in the chapter General Rights and Obligations of the Education Guide.

16 Selection criteria and selection method

1. Only candidates who have applied for the upcoming academic year via Studielink by January 15th are eligible for selection. Candidates will participate in the selection process for the programme selected during their application via Studielink.
2. Those who are currently enrolled in the programme or were previously enrolled in the programme at the university of applied sciences or another institution during any academic year are not eligible to participate in the selection process.
3. Each program uses at least two types of selection criteria. For example, a combination of one or more requirements related to cognitive characteristics and one or more requirements related to non-cognitive characteristics.
4. In addition to the criteria, the method is also described for each programme.
5. Caribbean candidates (Caribbean Netherlands, Aruba, Curaçao, and Sint Maarten) and international candidates, if they are not yet residing or resident in the Netherlands at the time of selection, may participate remotely in part or all of the selection process. The selection criteria remain the same, but the method may vary due to the distance.
6. The actual selection result will be communicated to the candidate by the university of applied sciences and will not yet include a ranking number. The selection criteria and selection method for each course, as determined by the Faculty Dean responsible for the course, can be found here.

Bachelor TER 2026-2027

2026-2027

Established on the 16th of December 2025
Agreement Central Representative Advisory Council on the 12th of December 2025

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PART 1. INTRODUCTION

1. Contents of the TER

These Teaching and Examination Regulations provide studenten with information about teaching and testing of the B Example (RIO no.: 99999). In this document, we refer to the Teaching and Examination Regulations as 'the TER'.
The TER also contains the rules that apply to teaching and testing.

The TER concerns teaching in the programme in all forms and variants, for both the September and February intakes.

As well as regular studenten (further referred to simply as 'studenten'), higher education programmes can include external studenten. Enrolment as an external student only entitles the student to take tests, not to attend classes. The TER only applies to studenten. The provisions relating to testing and examinations also apply to external students.

2. Reading Guide

We expect studenten to be familiar with the contents of the TER. That does not mean that everyone has to learn the text by heart, but studenten who have general questions or problems should first check to see whether the TER can clarify the matter. Studenten can do a quick check for information by using the table of contents or the index. Note: the index does not indicate every single place where a word or concept is mentioned, but it does point to the place where the definition or key information can be found.

The TER applies to all studenten, regardless of when they first enrolled. This means that what was written in last year's TER does not automatically apply this year. Changes may have been made. Studenten who have to repeat or make up a component from a previous year therefore cannot assume that everything will still be the same. It is important to check the content, procedures and rules for this year in good time.

As much as possible, we explain the concepts that we use in this TER within the part of the text that deals with that concept. But we sometimes need to use a concept that we haven't already explained. In that case, you can use the index to find the definition of the concept.

The TER consists of ten parts. Most of these are further divided into chapters. All topics covered by the chapters have a heading in bold. These headings appear in the table of contents. These components (articles) are numbered sequentially, from Article 1 to Article 185.

PART 2. THE EXAMINATION BOARD AND THE TER

3. The Examination Board

The programme has an Examination Board. More information on the Examination Board can be found on Iris.
Chapter 2 of the Education Guide contains a comprehensive explanation of the duties and powers of the Examination Board.

The university believes it is important to have professionally run Examination Boards which:

- are conscious of their independent and expert task of keeping a 'watchful eye' over the programmes, to ensure they are at an appropriate level of higher professional education;
- perform their work in accordance with the applicable laws and regulations; and
- occupy a strong position as an independent advisory body for the Dean of the Faculty and programme management.

The TER describes the duties and powers of the Examination Board just as they are described in the Dutch Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, or WHW).
In individual cases, the Examination Board may decide to deviate, with reasons, from a rule in this TER.

Studenten must always submit a request for a deviation. Via this link studenten can read how and to whom they can submit requests. If there are special or personal circumstances, studenten should mention these as soon as possible to the student counselor.

The Examination Board handles requests only if they are submitted within the specified timeframe. If no timeframe is specified, studenten may submit requests at any time. Requests should be submitted as soon as possible. The Examination Board needs time to properly consider requests.

The Examination Board will specify the requirements that requests must meet and the supporting documents that must be included with requests.

For some matters, the TER specifies a timeframe within which an Examination Board will make its decision. The timeframe is expressed in working days. 'Working day' means any day from Monday up to and including Friday. The following days are not working days:

- public holidays set by the government;
- days on which the university is closed, as specified in the annual calendar.

For other requests and complaints, the decision-making timeframe is specified in the digital form which studenten must use to submit their request or complaint.

If a request is incomplete or was not submitted in the correct manner, the timeframe will start to run only when:

- the request has been correctly submitted;
- and the student has supplied all necessary information.

4. Disagreeing with a decision made under the TER

In Chapter 2 of this Education Guide and on Iris, under Knowing & Arranging, Objection and Appeal, studenten can find a list of decisions by the Examination Board, an examiner or the Dean of the Faculty, against which a student can lodge an appeal or objection. It is also explained what 'objection' and 'appeal' mean and what the procedure is.

For all decisions that are subject to objection or appeal, the process and timeframes for submitting an objection or appeal are specified.

PART 3. TEACHING

Chapter 1. Objectives and professions for which students are trained

5. Objectives, professional requirements and degree

The programme trains studenten to develop initial ability into professionalism. The programme has been set up in such a manner that the studenten can achieve the objectives with regard to knowledge, attitude, understanding and skills. Hereinafter, we refer to these four attributes as 'final qualifications'.

On receipt of the degree certificate, the degree Bachelor of Science for the programme will be awarded to the student.

i Vul hier de informatie over de concrete doelstellingen van de opleiding en over de beroepen waarvoor wordt opgeleid.
Als er sprake is van wettelijke beroepsvereisten, dan kan dat hier worden beschreven.
Voeg hier ook de eindkwalificaties (leeruitkomsten) toe of verwijs naar de plaats waar student deze kan vinden.

Chapter 2. Form and structure of the programme

6. Language of instruction and study load

The language of instruction of the B Example programme is English.
The study load of a programme is expressed in credits. Each credit represents an average of 28 hours of study. The credits are the same as the European Credits. The European Credit Transfer and Accumulation System (ECTS) is used in European higher education institutions.

The study load is:

i Vul hier in welke studielast bij jouw opleiding van toepassing kan zijn

7. Foundation phase and main phase

The Bachelor's programme is divided into a foundation phase and a main phase.

In the foundation phase, studenten discover the content of the programme, the profession and what final qualifications are necessary for the programme. The purpose of the foundation phase is orientation, referral and selection. The foundation phase ends with the foundation examination. Studenten pass the foundation examination if they have completed all units of study of the foundation phase successfully. See also Article 9. Units of study.

The main phase follows after the foundation phase. The main phase ends with the final examination. Studenten pass the final examination if they have successfully completed all units of study in the main phase.

8. Joint foundation year

i Maak een keuze. Wanneer er een gemeenschappelijke propedeuse is vul dan de naam van deze opleiding in. Eerste 2 opties voor bacheloropleidingen, laatste 2 opties voor Ad-opleidingen.

9. Units of study

The programme is divided into course units. A course unit consists of educational activities that:

- aim to impart knowledge, skills, insight, attitude, and reflection;
- are interrelated and form a coherent whole.

The study load of a course unit is expressed in whole credits.
A course unit may be divided into modules.
A module is a part of a course unit to which an assessment applies.

The student concludes a unit of study with one or more assessments. Please also refer to Articles 93. Oral tests and 94. Other types of tests.

The size of the unit of study is a maximum of 30 credits.

In addition to these traditional units of study, a programme may also use so-called units of learning outcomes. A unit of learning outcomes is a unit of study that comprises a coherent body of knowledge, understanding, and skills which a student can acquire in a learning-path-independent manner and mastery of which can be demonstrated in a learning-path-independent manner. Programmes that opt to use units of learning outcomes are required to facilitate at least one learning path (a unilaterally programmed curriculum offered by the programme), for which the available learning activities for students have been specified.

In the description of the Units of study in the appendix of this TER, the programme indicates whether there are units of learning outcomes.

If the student is taking one or more units of learning outcomes, and intends to make use of the option for a learning-path-independent approach thereto, the programme shall, in consultation with the student, establish a study plan for a maximum of 30 credits.

A study plan shall state:

- the unit or units of learning outcomes to which the study plan applies;
- how the student intends to acquire the knowledge and skills of a unit of learning outcomes;
- how the student will be supervised;
- how mastery of the unit or units of learning outcomes will be demonstrated and assessed;
- the tripartite agreement for work-study programmes.

i Verplicht in te vullen als de opleiding werkt met eenheden van leeruitkomsten. Hier aangeven hoe en binnen welke temijn het studieplan wordt vastgelegd.

Specify here how and within what period the study plan is established.

Chapter 3. Basic curriculum, specialisation, graduation tracks and obtional subjects

10. Basic curriculum

Every programme has a basic curriculum. This consists of the units of study that are mandatory for all students. In addition to the basic curriculum, studenten are presented with a range of additional optional subjects.

A Bachelor's programme can have specialisations or graduation tracks, or both. Programmes can also have different forms and variants.

11. Specialisation

12. Graduation tracks

i Let op: Afstudeerrichtingen zijn onderdeel van het opleidingenoverzicht van het CvB. Het invoeren of afschaffen van een afstudeerrichting kan alleen middels een CvB besluit.

13. Optional subjects

Inholland University op Applied Sciences has the following options in regards to optional subjects:

A Elective options outside the own programme

- Cross-program elective education within Inholland University of Applied Sciences:
  This concerns multi- or interdisciplinary elective education. More information can be found here. Information about admission for this is described in article 39.
- Kies Op Maat:
  With Kies Op Maat students can follow minors at an institution other than Inholland University of Applied Sciences. Kies Op Maat offers a wide range of education from more than 30 Dutch educational institutions. Inholland students can use Kies op Maat provided that there is room in the curriculum and the examination board has approved it (see article 39. Admission to elective education outside the programme for more information). The range of minors and more information can be found on the Kies Op Maat website.
- Study Abroad:

Admission to elective options outside one's own programme is described in Article 39.

B Elective units of study within the own programme

i Het gaat hier om losse onderwijseenheden die niet als een heel pakket aangeboden worden!

Admission to elective units of study within the own program is described in Article 40.

C Elective packages within the own programme

Admission to the elective packages within your own program is described in Article 41.

14. Form: full-time, part-time, dual

Programmes are offered in full-time form, in part-time form and/or in dual form.

- With a **full-time programme,** the teaching is arranged so that studenten spend 1,680 hours per year on their studies, spread over 42 weeks.
- A **part-time programme** is set up so that the studies can fit in with a job, in the evenings or for a few hours in the daytime. Sometimes requirements apply to the job. Studenten cannot follow a part-time programme if they do not meet these

requirements.

- With a **dual programme**, studenten work during their studies, or during parts of their studies. Their work is part of the programme, the 'professional component'. Studenten get credits for this part, provided they get a good evaluation.

The structure of the curriculum and the content of the units of study may differ between the various forms. But the final qualifications (learning outcomes) that studenten ultimately achieve and the total study load are the same for all forms.

i Vul hier in welke vormen de opleiding kent.

Voorbeeldtekst bij duale vorm:
De omvang van het beroepsdeel van de opleiding bedraagt < X > credits. De reden hiervoor is...
De tijd die binnen het beroepsdeel bij de werkgever wordt doorgebracht bedraagt tenminste <X> klokuren voor alle perioden.

Bij geen duaal- of deeltijdsvorm:
De opleiding kent alleen de voltijdsvorm.

15. Programme variants

Programme variants can, for example, be a different language stream, a shortened program or a variant with distance learning.

The variants for the B Exampleprogramme are:

i Geef aan welke varianten de opleiding kent. Bijvoorbeeld:

- Een **verkort traject** voor studenten met vrijstellingen. Daarbij is het programma van de opleiding zo, dat deze studenten hun opleiding in minder dan vier jaar kunnen afmaken. De totale studielast is 240 credits. Dit is inclusief de vrijstellingen.
- Een **versneld traject** voor studenten die zijn toegelaten tot de vwo-route. Daarbij is de totale studielast 180 credits, met daarbinnen een propedeuse van 45 credits.
- Een variant waarbij **Engels** de voertaal is. Geef zo nodig aan of deze variant een eigen OER heeft (TER).
- Daarnaast zijn er opleidingen die deelnemen aan het experiment **flexibel onderwijs**. Het kan hier gaan om deeltijdopleidingen of duale opleidingen.

Of: De opleiding kent geen varianten.

The structure of the curriculum and the content of the units of study may differ between the variants, but the final qualifications (learning outcomes) that studenten ultimately achieve are the same for all variants.

16. Honours programme

i Geef aan of je wel of geen honoursprogramma aanbiedt.

Zo ja, vul vervolgens ook onderstaande informatie in:

- wat de inhoud van het programma is;
- hoe de selectie gaat;
- wat de extra studielast is;
- wat de relatie is tot het reguliere programma.

17. Additional programmes

i Vul hier in of er een aanvullend programma is. Zo ja, vul dan ook de volgende informatie in:

- wat de inhoud is;
- hoe de selectie gaat;
- wat de extra studielast is;
- wat de relatie is tot het reguliere programma.

18. Transition from Bachelor's to Master's programmes

i Als er doorstroommogelijkheden zijn, geef dan naast de verwante masteropleidingen ook aan of er afspraken zijn met de aanbiedende instelling. Deze afspraken kunnen gaan over een afstudeerrichting of keuzeonderonderwijseenheden.

19. Transition from the Associate degree programme to Bachelor's programmes

Chapter 4. Programme structure, content and evaluation

20. Terms and calendar

i Beschrijf hier voor elk jaar van de opleiding het jaarprogramma ingedeeld naar perioden, of verwijs naar een andere vindplaats van deze informatie.

Geef een overzicht van de onderwijseenheden.
In het eerste jaar van de opleiding staan er geen onderwijs en toetsen in het programma na de 4e onderwijsperiode. De reden hiervoor is dat wij na het eerste jaar uiterlijk op 31 juli een studieadvies moeten uitbrengen.

In het jaarprogramma staat ook of de onderwijseenheid bij het basisprogramma, het uitstroomprofiel of de afstudeerrichting of de keuzeonderwijseenheden hoort.

21. Curriculum obsolescence and updating

The programme curriculum is updates regularly. The changes may be minor or major. Examples of minor changes include, but are not limited to, a change in the:

- test format;
- teaching material;
- Content of the workgroups.

We speak of major changes when the unit of study or module is cancelled. An expiration date is always set (see 22. Expiry dates of units of study and modules).

22. Expiry dates of units of study and modules

Major changes result in the setting of an expiry date. The expiry date is the last date on which the unit of study or module, with the associated test(s), will form part of the programme curriculum.

If a module has an expiry date, the entire unit of study will expire on that date. Modules that are part of that unit of study but are not scheduled to expire will be incorporated into other units of study. The same applies to any test results or exemptions associated with the module. That other unit of study may be an existing unit of study or a new unit of study.

If a module is incorporated into another unit of study, a new weighting of its test will be set for the purpose of determining the final grade for that unit of study. See also Article 127. Grade for a unit of study.

23. Expiry date, transition period and validity period

i Onderwijsaanbod op grond van het oude onderwijs:

Student hoeft niet het gehele onderwijsaanbod opnieuw aangeboden te krijgen. Het onderwijsaanbod moet voldoende zijn voor student om zich voor te kunnen bereiden op de toets. Denk ook aan studenten die door PO het onderwijs niet hebben kunnen volgen. Hierbij is het mogelijk dat maatwerk moet worden aangeboden.

NB: Het is belangrijk is om, bij het vervallen onderwijs, oude toetscodes te verwijderen, zodat hier geen verwarring kan ontstaan.

The expiry date will be the last day of an academic year. We will announce the expiry date by no later than the first day of the next academic year. Depending on the timing of the announcement, a transition period may be added to the expiry date, by adding '+2 yrs'.

If a unit of study or a module is dropped, we speak of a major curriculum change. In the case of major curriculum changes, the old course and the associated tests must be offered two years after the expiration date.

Is there no expiration date? Then we speak of a minor curriculum change and the old course and the associated tests must be offered for one more year. In the event that the education does not change in content, then there is no need to use a remedial year.

If studenten have completed all the teaching for an expired course, then, within the transitional period, they are entitled to the previous course offering in preparation for the assessments offered during that period.

If studenten do not complete the entire unit of study within the transition period, they will have to attend the replacement classes instead, and sit the replacement tests.

If an expiry date has an associated transition period, the tested knowledge, understanding or skills may be demonstrably obsolete. If this is the case, it will be stated under the module or unit of study in question.

Studenten who had already completed this component of the unit of study must bear in mind that their test results will have limited validity. See also Article 146. Limited validity period for tests and exemptions and following.

If students do not succeed in completing the entire programme within the validity period applicable to them, they will have to attend the replacement classes instead, and sit the replacement tests.

In exceptional cases, the above provision may be deviated from by means of a request to the Executive Board.

i Optioneel: Toepassen bij opleiding in afbouw

The program / the part-time / the dual / the formal form of the program / the variant.... / the Associate degree program is being phased out (at location x, y,...) with effect from <date>. That means that studenten who enrolled before that date and have not interrupted their enrollment may complete the study within the phase-out period. The phase-out period by: (if necessary, split per location, variant).

24. Evaluation of the programme

i Geef hier de wijze waarop het onderwijs concreet wordt geëvalueerd of vermeld de vindplaats hiervan.

PART 4. ADMISSION

Chapter 1. Admission to the foundation phase

25. General rules of admission

The rules on admission to the programme are set out in the Rules on enrolment and deregistration of Inholland University of Applied Sciences. This document can be found on the website and on Iris and is briefly discussed in Chapter 2 of this Education Guide. If prescribed by the WHW, these rules are included in the Rules on enrolment and deregistration. This applies at any rate to:

- the entrance examination;
- the examination for persons aged 21 years or older who do not meet the admission requirements (21+ examination);
- the prior education and entrance requirements for studenten who do not come from a country in the European Economic Area (EEA);
- the requirements for enrolling in a programme that will be partly or entirely taught in the English language.

26. Admission following an interruption in enrolment

Studenten whose programme was interrupted by deregistration and who wish to re-enrol must ask the programme upon re-enrolment which results they have already achieved and to what extent these fit in with the programme as it applies at the time of re-enrolment.

The programme will let these studenten know in writing what additional classes and tests they must take to match up with the tests they have passed and which exemptions they have. The studenten must also comply with the other rules for enrolment and deregistration.

Enrolment for a programme that is being phased out is not possible.

27. Admission to a part-time programme

i Als er sprake is van een deeltijdse vorm dan ook aangeven welke eisen worden gesteld aan de werkkring.

28. Admission to a dual programme and work-study agreements

i Geef aan of de opleiding een duale vorm heeft.

Wanneer er een duale vorm is, geef dan ook aan welke eisen gelden voor het beroepsdeel en voor de onderwijsarbeidsovereenkomst.

Chapter 2. Admission to de hoofdfase

29. Admission to classes and tests of de hoofdfase

i De faculteitsdirecteur mag zo'n besluit alleen nemen als hier een uitvoeringsregeling met beroepsmogelijkheden is opgenomen.

Specificeer hieronder.

To be admitted to de hoofdfase, studenten need either a foundation certificate from the programme or a joint foundation phase exam that also applies to the programme. The Dean of the Faculty may determine in this respect that a student will not be admitted to one or more specialisations or graduation tracks. More information is provided in Article 37. Exclusion from graduation tracks or specialisations.

Generally speaking, admission to the de hoofdfase means that studenten are admitted to all units of study and tests. However, for some units of study additional conditions apply before studenten can take classes or sit tests. More information is provided in (31. Admission to main phase classes and tests without a foundation certificate). Studenten must meet these conditions before they can take part in those units of study.

Careful thought has been given to the structure of the curriculum and the order of the units of study. However, studenten are not required to follow this order.

30. Admission to the main phase with a foundation certificate awarded by another institution of higher professional education

Has the student obtained the foundation certificate at another university (of applied sciences)? In that case, the Examination Board shall assess for which units of study the student is granted an exemption and whether the student is granted an exemption from the entire foundation phase of the degree programme at Hogeschool Inholland. The student is always admitted to the education and assessments of the main phase, unless additional conditions are stipulated in Article 31.

The Examination Board will make its decision within 30 working days after receiving a complete request.

31. Entry and transfer requirements for units of study from the de hoofdfase

i Vul hier de in- en doorstroomeisen voor onderwijseenheden in, die voor de hoofdfase van toepassing zijn.

Voor stage en afstudeerprogramma verwijs naar artikel 35 en 36.

Denk hierbij ook aan in- en doorstroomeisen voor een study abroad, of verwijs naar de studiehandleiding Study Abroad.

En/of geef aan dat er geen in- en doorstroomeisen van toepassing zijn voor de hoofdfase.

Wie neemt de beslissing bij een verzoek tot afwijken van in- en doorstroomeisen?

De opleiding kan hier zelf bepalen wie er over de afwijking van in- en doorstroomeisen beslist. Dit kan de faculteitsdirecteur zijn of de examencommissie. We raden aan dit binnen een faculteit op dezelfde wijze toe te passen, zodat voor studenten en medewerkers duidelijk is waar zij met verzoeken terecht kunnen.

Wettelijk is niet vastgelegd bij wie deze taak is belegd. Over het algemeen is het zo dat de opleiding het algemene beleid bepaalt en de examencommissie de verzoeken tot afwijking hierop. Zo blijft het systeem van 'zorgen en borgen' in balans.

Team Onderwijsgidssupport adviseert daarom deze bevoegdheid bij de examencommissie te beleggen. Op deze manier is dan ook de beroepsmogelijkheid en daarmee de rechtsbescherming van student goed geborgd.
Wanneer de opleiding deze bevoegdheid bij de faculteitsdirecteur belegd, moet onder deze schriftelijke beslissing een beroepsclausule worden toegevoegd, waarin de beroepsprocedure wordt uitgelegd.

The following conditions for admission apply to the following unit of study / units of study: - <unit of study, stating the condition>

- <onderwijseenheid, met vermelding van de voorwaarde>

Chapter 3. Switching

32. Switching between forms and variants

Switching between forms and variants within a programme is allowed. Studenten must comply with the conditions for admission and enrolment that apply to the form or variant to which they wish to switch.

The Examination Board will determine how students' test results and exemptions will be incorporated into the form or variant to which they are switching.

33. Switching between programmes with a joint foundation year

With a joint propedeutisch examen studenten are enrolled in one specific programme and their results are recorded towards that programme.

If studenten switch to another programme with the same joint propedeutisch examen before completing their foundation phase, they retain their results and exemptions from the foundation year programme. These are transferred to the new programme, with the dates on which the results were achieved being maintained.

If studenten switch programmes after receiving a foundation certificate, no new foundation certificate will be awarded for the new programme.

Any warnings issued as part of the binding study recommendation remain applicable after a switch.

If studenten have received a binding study recommendation for one of the programmes with a joint propedeutisch examen, they cannot switch to another programme with the same joint propedeutisch examen.

34. Switching between related programmes and the bacheloropleiding

We speak of a switch between related courses when a student can switch to another related course after a certain period without any delay in their studies.

i Kies één of meer van de opties.

i Geef hier aan welke procedure de student moet volgen om over te stappen of waar hij deze kan vinden.

Chapter 4. Admission to work placements and graduation programmes

35. Work placements

Studenten require permission from the programme to be able to start a unit of study that includes a work placement component. Permission is granted through the signing of a placement contract by or on behalf of the Dean of the Faculty.

If other conditions apply to participation in the unit of study, students must meet these as well before they can participate. The

programme deals with these conditions with leniency.

i Beschrijf hier de voorwaarden voor het starten met een stage. Het gaat er meestal om dat de student eerst klaar moet zijn met andere onderwijseenheden.

Geef hier ook meer informatie over hoe (meedoen aan) een stage werkt en over de eisen voor de inhoud van de stage.

Wie neemt de beslissing bij een verzoek tot afwijken van in- en doorstroomeisen?

De opleiding kan hier zelf bepalen wie er over de afwijking van in- en doorstroomeisen beslist. Dit kan de faculteitsdirecteur zijn of de examencommissie. We raden aan dit binnen een faculteit op dezelfde wijze toe te passen, zodat voor studenten en medewerkers duidelijk is waar zij met verzoeken terecht kunnen.

Wettelijk is niet vastgelegd bij wie deze taak is belegd. Over het algemeen is het zo dat de opleiding het algemene beleid bepaalt en de examencommissie de verzoeken tot afwijking hierop. Zo blijft het systeem van 'zorgen en borgen' in balans.

Team Onderwijsgidssupport adviseert daarom deze bevoegdheid bij de examencommissie te beleggen. Op deze manier is dan ook de beroepsmogelijkheid en daarmee de rechtsbescherming van student goed geborgd.
Wanneer de opleiding deze bevoegdheid bij de faculteitsdirecteur belegd, moet onder deze schriftelijke beslissing een beroepsclausule worden toegevoegd, waarin de beroepsprocedure wordt uitgelegd.

36. Graduation programmes

Studenten require permission from the programme to be able to take a unit of study that is part of a graduation programme. The graduation programme consists of units of study with one or more graduation products.

i Geef hier de benodigde informatie over het afstudeerprogramma of de vindplaats van deze informatie.

Denk aan:
Wat nodig is om toestemming te krijgen en hoe de toestemming wordt gegeven.

Gelden er nog andere voorwaarden om mee te doen aan deze onderwijseenheden? Dan moet de student daar ook aan voldoen voordat hij kan meedoen. Specificeer deze voorwaarden.

Geef tevens meer informatie over hoe (meedoen aan) een afstudeerprogramma werkt en over de eisen voor (de onderdelen van) het afstudeerprogramma.

In deze informatie staat ook hoe de toetsing plaatsvindt en bij welke onderdelen twee examinatoren betrokken zijn.

Geef tevens aan wie beslissingsbevoegd is bij een verzoek tot afwijking.

Wie neemt de beslissing bij een verzoek tot afwijken van in- en doorstroomeisen?

De opleiding kan hier zelf bepalen wie er over de afwijking van in- en doorstroomeisen beslist. Dit kan de faculteitsdirecteur zijn of de examencommissie. We raden aan dit binnen een faculteit op dezelfde wijze toe te passen, zodat voor studenten en medewerkers duidelijk is waar zij met verzoeken terecht kunnen.

Wettelijk is niet vastgelegd bij wie deze taak is belegd. Over het algemeen is het zo dat de opleiding het algemene beleid bepaalt en de examencommissie de verzoeken tot afwijking hierop. Zo blijft het systeem van 'zorgen en borgen' in balans.

Team Onderwijsgidssupport adviseert daarom deze bevoegdheid bij de examencommissie te beleggen. Op deze manier is dan ook de beroepsmogelijkheid en daarmee de rechtsbescherming van student goed geborgd.
Wanneer de opleiding deze bevoegdheid bij de faculteitsdirecteur belegd, moet onder deze schriftelijke beslissing een beroepsclausule worden toegevoegd, waarin de beroepsprocedure wordt uitgelegd.

Chapter 5. Admission to graduation tracks and specialisations

37. Exclusion from graduation tracks or specialisations

Studenten select a graduation track and specialisation from the range offered by their programme. However, the Dean of the Faculty may decide not to allow a student to participate in a graduation track or specialisation, if differences in the nature and content of that graduation track or specialisation justify such a decision.

In making the decision, the Dean of the Faculty takes into consideration the study results, the programme as followed by the student, or both, and the relationship between these and the content of the graduation track or specialisation.

i De faculteitsdirecteur mag zo'n besluit alleen nemen, als hier een uitvoeringsregeling met beroepsmogelijkheden is opgenomen.

Specificeer hieronder.

38. Participation in more than one graduation track or specialisation

If studenten wish to participate in more than one graduation track or specialisation, they must indicate in advance to the Examination Board for which graduation track or specialisation they wish to take the final examination. The choice for one particular graduation track is specified on the certificate. The other choice is extracurricular. This means that this choice is not part of the programme itself. Specialisations are not reported on the certificate. All units of study that the studenten have successfully completed will be included in the list of grades and the diploma supplement.

Chapter 6. Admission to optional subjects

39. Admission to optional subjects outside the own programme

Admission to cross-programme elective education within Inholland University of Applied Sciences is arranged as follows:

i Aangeven hoe de toelating binnen de opleiding geregeld is tot opleidingsoverstijgend keuzeonderwijs binnen de opleiding.

For admission to elective subjects via Kies Op Maat, the student must obtain permission from their own examination board and from the institution offering the minor. For this purpose, a learning agreement is drawn up via kiesopmaat.nl, which must first be approved by the own examination board and then sent to the offering institution for approval. This is followed by the actual registration. The examination board will not grant approval for Kies Op Maat if a student wants to follow an extracurricular minor.

The following applies to admission to Study Abroad:

i Aangeven hoe dit geregeld is of aangeven dat er geen mogelijkheden tot Study Abroad zijn.

40. Admission to optional subjects within the own programme

41. Admission to optional subjects packages within the own programme

i Kies welke optie van toepassing is.

42. Exemption and substitution of optional subjects

Studenten can request an exemption from the Examination Board if they have taken certain tests as part of another programme. In this case, they must choose an optional subject first and then apply for an exemption. Chapter 18. Exemptions, particularly Article 160. Exemptions procedure and evidence, contains more information about how studenten can apply for exemptions and the requirement that they must state the reasons why they need an exemption.

Studenten can also request the Examination Board to grant them permission to take other units of study that allow for national and international mobility. These are known as 'substitute units of study', as explained in Article 167. Request for substitutionand following Articles.

43. Permission by the Examination Board for optional subjects

If studenten choose an optional subject that is not offered by their own programme. Inside or outside Inholland? Or for example for a study abroad? Then they must first discuss the choice with their study counsellor.

They must then submit a request to the Examination Board. In the request, they must indicate:

- how the choice aligns with the profile of their programme in terms of final qualifications (learning objectives) and level;
- how the choice relates to the phase of the programme in which they are making the choice;
- how the choice fits in with their personal goals.

The Examination Board will make a decision within fifteen working days.

44. Changing a selected optional subject

Studenten can change their choice of optional subject at any time up until five weeks at the latest before the start of term. To do so, they must repeat the procedure set out in Articles 42. Exemption and substitution of optional subjects and 43. Permission by the Examination Board for optional subjects. For a study abroad programme, this period may differ depending on the policy of the chosen educational institution.

45. Extracurricular optional subjects

i Studenten die onderwijs volgen buiten het regulier aangeboden studieprogramma van de opleiding kunnen de examencommissie verzoeken het behaalde onderwijs buiten het eigen studieprogramma op te nemen op de cijferlijst. Dit kan middels de omschrijving en beoordelingen van de aanbieder binnen Inholland of een gewaarmerkte cijferlijst van de betreffende instelling.

Studenten can obtain extra credits by taking more optional subjects than provided for in the graduation programme. In this case, they must let the Examination Board know which units of study are extracurricular. These units of study do not form part of the final examination.

Studenten who choose to take extra optional subjects are recommended to take note of the provisions of Articles 175. Degree certificate and 177. Deferral of awarding of the degree certificate when deciding on the order in which to complete the optional subjects. These articles determine when a degree certificate will be awarded and when the awarding of the certificate will be postponed.

PART 5. APPLYING FOR UNITS OF STUDY

Chapter 1. Applying for units of study in the basic curriculum

46. Applying for units of study

Students do not need to apply to take units of study in the basic curriculum. However, applications are sometimes necessary for the organisation of the programme, for instance in the case of field trips. Where an application is required, it will be stated in the unit of study description.

Students will be informed as quickly as possible as to whether they can take the units of study for which they have applied. They will receive this information at least two weeks before the unit of study is due to start.

Students who cannot be placed will be offered an alternative option.

Chapter 2. Applications and placement for optional subject

47. Applying

Students must apply in good time to take optional subjects.

The information provided on optional subjects will specify how and when students can apply.

If a minimum number of students is necessary in order for an optional subject to go ahead, this will be announced in advance. Students will also be notified in advance if there is a cap on student numbers for an optional subject.

Students who were previously admitted to an optional subject but did not start it must apply again, stating ‘previously admitted’ as their reason.

48. Placement

Students who apply for optional subjects in good time and according to the correct procedure will be placed in those optional subjects, unless there are too many or too few applications. For Study Abroad, other guidelines apply for the placement. For more information, check the student handbook Study Abroad, 31. Entry and transfer requirements for units of study from the de hoofdfase, 39. Admission to optional subjects outside the own programme, 40. Admission to optional subjects within the own programme or Article 41. Admission to optional subjects packages within the own programme.

At least six weeks before the start of term, students will be notified whether they have been placed in their optional subjects. If they have not been given a place, they will be notified of the reasons for this, and also how and within what timeframe they can make a new choice.

Note: Placement alone is not always in itself sufficient for a student to be able to take a unit of study. If other conditions apply for participation in the unit of study, students must meet these too.

49. Placement if there are too few applications

If fewer than the minimum number of applications are received, the Dean of the Faculty responsible for that optional subject may decide not to allow the unit of study to go ahead. In that case, the Dean of the Faculty will offer the students who applied for the optional subject one or more alternative options. Where possible, this will include the option of taking the same or a similar optional subject at another location.

50. Placement if there are too many applications

If there are more applicants than the cap, students will be placed in the order in which they applied. Applications for optional

subjects that are not extracurricular will be given priority. See also Article 45. Extracurricular optional subjects. In interdisciplinary optional subject, selection of students by the programme is permitted. This selection is intended to create an interdisciplinary group of students from different programmess. Selection is not permitted among students from a specific programme. Within a program, students are placed in order of application. The Dean of the Faculty will offer students who are not given a place one or more alternative options. This may include the option of taking the same or a similar optional subject at another location.

For Study Abroad, other guidelines apply for the placement. For more information, check the student handbook Study Abroad, 31. Entry and transfer requirements for units of study from the de hoofdfase, 39. Admission to optional subjects outside the own programme or Article 40. Admission to optional subjects within the own programme.

PART 6. STUDY COACHING

Chapter 1. Study coaching

51. Mandatory component of the programme for all students

Every student will receive study coaching and have a study coach.

Study counselling is a mandatory component of the programme. It is related to the student's academic phase. It is also possible to receive advice and counselling regarding personal circumstances – see the Student Counsellor page on Iris.

52. Content of study coaching

At a minimum, study coaching includes:

- guidance on choices during students' studies;
- academic progress;
- the study recommendation.

Students can view their own academic progress electronically.

i Vul hier in welke begeleiding de opleiding biedt en de invulling daarvan. Of geef aan waar student deze informatie kan vinden.

Denk aan:
SLB
praktijk-, onderzoeks-, afstudeer-, en vakinhoudelijkebegeleiding.

Chapter 2. Recording data as part of study coaching

53. Recording data in study coaching

For each student, the study coach will record the agreements made during study coaching sessions. For disabled studenten, the study coach will also record the relevant agreements they have made. The same applies to agreements with studenten enrolled as elite athletes.

Studenten will be given a copy of these agreements on request.

For disabled students, more information is given in Article 107. Disability and for elite athletes in Article 66. Adjusted standards for elite athletes and Chapter 2 of this Education Guide.

Studenten are entitled to view the information recorded about them.

PART 7. STUDY RECOMMENDATION AND BINDING STUDY RECOMMENDATION

Chapter 1. Study recommendation

54. Content of study recommendation

At the end of the first year of enrolment in de propedeutische fase of the Bachelor's programme or the Ad programme, studenten receive a study recommendation in writing from the Faculty Dean relating to the continuation of their studies within the programme or elsewhere. This study recommendation is based on the test results recorded in the PeopleSoft academic monitoring system.

The recommendation may contain a rejection. A rejection must always be preceded by a warning. More information on a warning is given in 77. Warning, and more information about rejections is contained in Articles 56. Quantitative academic performance standard to 63.

The study recommendation applies to all forms and variants of the programme. If a student switches from one form or variant to another and the programmes are different, the Dean of the Faculty will adjust the study recommendation after the switch if necessary.

55. When study recommendations will be issued

The student who enrolled in September will receive the study recommendation by 31 July at the latest. The student who enrolled in February will receive the study recommendation at the latest by the first of March of the second year of enrollment. In the latter case the study recommendation contains a recommendation of the first twelve months of the study, to and including 31 January.

Studenten who enroll on any other date than 1 September or 1 February will receive their study recommendations:

- at the latest on 31 July if they started in the September intake;
- at the latest on 1 March if they started in the February intake.

The standards for the study recommendation are set out in Article 67. Different standard for interim entrants.

Chapter 2. Binding study recommendation in the first year of enrolment

56. Quantitative academic performance standard

a. Level of the quantitative academic performance standard

At the end of the first year of enrolment in the programme, studenten must have obtained at least 30 of the 60 available credits of de propedeutische fase.

b. Quantitative academic performance standard where exemptions have been granted

If studenten have been granted exemptions from the tests for one or more units of study, the quantitative academic performance standard will be 50% (30/60) of the remaining number of credits in the de propedeutische fase. This rule also applies to the accelerated curriculum for students with a pre-university education.

57. Qualitative academic performance standard

In addition to a quantitative performance standard, the programme can also designate a qualitative performance standard. The qualitative performance standard consists of one or more units of study of de propedeutische fase. The failure of completion of these units of study indicates unsuitability for the B Example programme. This may also be a coherent group of units of study, for which a minimum number of units of study from that group must be passed. The scope of the qualitative standard must not exceed 30 credits.

i Vul hier in of er een kwalitatieve norm van toepassing is.
En zo ja, hoe deze kwalitatieve norm is ingevuld.

58. Issuing of binding study recommendation

Studenten must meet the quantitative academic standard and any qualitative academic standard at the end of the first year of enrolment. Together they form the binding study recommendation standard. If the studenten do not meet the standard, they will receive a written rejection. This is a binding study recommendation.

With a joint foundation year, the binding study recommendation applies to all programs where this foundation year is the same. This also applies if the first year of an Ad programme is identical to the foundation year of a bachelor's programme.

59. Binding study recommendation and personal circumstances

The Dean of the Faculty will not issue binding study recommendations where studenten have not been able to comply with the standards for binding study recommendations due to personal circumstances. The procedure for providing evidence of personal circumstances is set out in Articles82. Personal circumstances and85. Definition of personal circumstances.

If the programme has set a qualitative academic performance standard and the student has not achieved that standard, and if the personal circumstances which prevented the student from achieving the quantitative academic performance standard did not present an obstacle to meeting the qualitative standard, the Dean of the Faculty will always issue a negative binding study recommendation.

60. Binding study recommendation and switching out of the accelerated variant

i Geef hier aan of de opleiding een versnelde variant kent door het kiezen van een optie.

Chapter 3. Binding study recommendation after the first year of enrolment

61. Standard for a binding study recommendation after the first year

If a student did not meet the minimum standard (quantitative and possibly qualitative) at the end of the first year and the Dean of the Faculty could not provide a binding study advice, then they must pass the entire first-year program during or by the end of the second year of enrollment or within the given deadline.

This applies to studenten:

- For whom a binding study advice could not be given due to personal circumstances;
- Who did not receive a binding study advice because their enrollment was interrupted. See also article 69. Binding study recommendation following an interruption in enrolment;;
- Who had a significant backlog for the first time at the end of the fourth educational period, and it became apparent that there was a backlog. See also article 77. Warning;

- Whose examination results after the first year clearly indicate the student's suitability. See also article62. When a binding study recommendation will be issued after the first year.

62. When a binding study recommendation will be issued after the first year

The Dean of the Faculty will issue a binding study recommendation upon determination that the student cannot successfully complete the remainder of the first-year programme within the timeframe granted to the student.

The Dean of the Faculty will not give a negative binding study recommendation if the student has not been able to achieve the standard (see Article 61. Standard for a binding study recommendation after the first year) for the binding study recommendation due to proven personal circumstances; see also Article 82. Personal circumstances,it is necessary that the student counsellor issues advice.

The Dean of the Faculty will give a positive recommendation if the test results for the programme after the first year clearly indicate the student's suitability.

63. Extending the timeframe

It is possible that, due to personal circumstances, a student does not receive a binding study recommendation during or at the end of the second year of enrolment but will instead receive a warning stating a timeframe. If it subsequently becomes apparent that the student is unable to meet the standard within that timeframe, the Dean of the Faculty will issue a binding study recommendation at the end of the timeframe specified in the letter. If relevant personal circumstances still exist, the Dean of the Faculty will again take the severity of these circumstances into account. See also Article 82. Personal circumstances.

Chapter 4. Consequences of a binding study recommendation and when enrolment will end

64. Termination of enrolment

Studenten who have received a binding study recommendation from Inholland cannot continue with the programme. Their enrolment will be terminated.

65. When the enrolment will end

If a binding study recommendation is issued after 1 June, the enrolment will end on 31 August.

If a binding study recommendation is issued earlier in the academic year, the enrolment will be terminated at the time immediately after the end of the last day of the month in which the binding study recommendation was issued. If the period between the date of issuing of the recommendation and the last day of the month is six days or less, the enrolment shall be terminated one month later. Example: If February has 28 days, and the binding study advice is dispatched on or after 23 February, the enrolment shall be terminated on 31 March.

Chapter 5. Special cases and binding study recommendation

66. Adjusted standards for elite athletes

An elite athlete is a student who meets the conditions set out in the Student Support Fund Regulations (previously known as the Profile Fund Regulations). These regulations can be found in this Education Guide in Chapter 3.3.

In addition to the provisions of Article 85 h, the Dean of the Faculty may make an agreement with an elite athlete setting adjusted standards for the first year of enrolment. This will be done as soon as possible after enrolment. The Dean of the Faculty will send the student a letter setting out the agreements. The Dean of the Faculty may appoint someone else to make the agreements and send them to the student.

67. Different standard for interim entrants

For interim entrants who are not part of the February intake, the standard will be as follows: <fill in>.

Quantitative academic performance standard

The Dean of the Faculty will determine which credits the student will be unable to achieve upon entering in the interim, in light of the scheduling of the classes and tests. This number will be deducted from the first-year study load. (The first-year study load is 60 credits) The student must achieve50% of the difference in the first year of enrolment. This number will be rounded up.

If the student has exemptions, the percentage will be applied on the total number of credits minus the number of credits for the units of study for which the student has exemptions, and minus the number of credits that the student will be unable to achieve due to the scheduling of classes and tests. This number will be rounded up as well.

Qualitative academic performance standard

If there is a qualitative academic performance standard, the number of credits for the units of study that form part of the standard and that the student cannot achieve due to entering in the interim will be deducted from that standard.

Soon after the intake, the Dean of the Faculty will determine what the quantitative and qualitative academic performance standards will be. The Dean of the Faculty will consult the student first, and then send the student a letter setting out the standards.

68. Binding study recommendation and switching to another programme

If studenten switch to another Bachelor's programme or Ad programme, the rules of the binding study recommendation will again apply to the new programme.

Important note: After receiving a binding study recommendation, studenten cannot switch to a programme with the same foundation exam. It is also not possible, after having received a binding study recommendation, to switch from an Ad programme to a Bachelor's programme (or vice versa) with the same foundation exam. The standards for binding study recommendations are set out in Article56. Quantitative academic performance standard and57. Qualitative academic performance standard.

After receiving a binding study recommendation, studenten cannot transfer credits that they obtained in the old programme to the new programme. However, they can apply to the Examination Board for an exemption from tests if they meet the applicable conditions. See also Articles 155. Exemptions from teststo 162. Waiving further investigation.

69. Binding study recommendation following an interruption in enrolment

If a student from the September intake terminates their enrolment before receiving a binding study recommendation and then re-enrols in a subsequent academic year, the binding study recommendation standard entails that they must pass the foundation examination in that year. When they enrol, the student will receive a warning notifying them of this fact.

Studenten who are deregistered less than two months after enrolment and re-enrol in the same programme in a subsequent academic year will be subject to the same rules around warnings and binding study recommendations as studenten enrolling in the programme for the first time.

If a student from the February intake terminates their enrolment before September of that year and then re-enrols in the same programme on 1 September, generally speaking the same rules will remain applicable to them regarding warnings and binding study recommendations. The quantitative academic performance standard may be adjusted in individual cases. If this is the case, it will be stated in the warning that the student receives at the time of re-enrolment.

If a student deregisters before the end of the academic year, and they could not have met the BSA standard anymore even if they hadn't deregistered, and if there are no personal circumstances as referred to in Article85. Definition of personal circumstances, then a negative binding study recommendation will be issued.

The rules in this Article also apply if a student re-enrols for a programme with the same foundation exam as the programme in which they were previously enrolled.

Chapter 6. Academic progress and international students

70. Studenten to whom these rules apply

The rules in the following Articles (up to and including Article 75) concerning academic progress apply to studenten who:

1. do not come from a member state of the EEA or from Switzerland (these are studenten who require a residency permit); and
2. are covered by the 'Code of Conduct for International Students in Dutch Higher Education'.

These rules are in addition to:

- the rules on academic progress, study recommendations and binding study recommendations in this TER; and
- the academic progress requirements for studenten who receive a knowledge grant from the university under the Student Support Fund Regulations (previously known as the Profile Fund Regulations).

71. Criteria

A student has achieved sufficient study progress in accordance with the Code of Conduct if they have obtained 50% (or more) of the nominal study load for that (part of the) academic year.

72. Procedure for study delay

If the student incurs a study delay during the academic year, the study counsellor shall discuss this with the student. If there are exceptional circumstances as referred to in Article 86. Other special circumstances, the study counsellor shall make a reasonable arrangement with the student to remedy the study delay as soon as possible. The student is obliged to adhere to these arrangements.

73. Procedure at the end of the academic year

If the student has not made sufficient study progress by the end of the academic year (see 71. Criteria), the university of applied sciences shall deregister the student with the Immigration and Naturalisation Service (IND) within one month. The end of the academic year is always at the end of August, including for studenten who enrolled in February. Should the student fail to meet the applicable progression requirement, this is sufficient grounds to determine that they are not suited to the level of the programme. The university of applied sciences shall inform the student of the decision in writing. The letter shall state the procedure for lodging an appeal.

74. Refrainment of notification

The university of applied sciences may refrain from notification in two situations:

- If the study counsellor has made an agreement with the student as mentioned in Article 72. Procedure for study delay. This concerns other special circumstances as stated in Article 86. Other special circumstances. The degree programme shall advise the institutional board on these circumstances.
- the student has been unable to meet the progress standard due to demonstrable personal circumstances. The procedure for demonstrating personal circumstances is set out in Article 87. Procedure for establishing special and personal circumstances. The student counsellor shall advise the institutional board on the personal circumstances. The same personal circumstance may only be applied once during the entire period that the international student is enrolled at the university of applied sciences, unless the ongoing personal circumstances still have a substantial adverse effect on study progress.

75. Records

The university of applied sciences records:

- the insufficient academic progress;
- the personal circumstances;
- the fact that no notification has taken place.

Chapter 7. Procedure for issuing binding study recommendations

76. No binding study recommendations without prior warning

The Dean of the Faculty must first give the student a written warning before issuing a binding study recommendation.

77. Warning

If a student's academic progress has been unsatisfactory during their first or second year of enrolment in the foundation phase, and as a consequence they are in danger of receiving a binding study recommendation, the student will receive a warning from the Dean of the Faculty. The warning will be given in writing.

78. When the warning will be sent

The Dean of the Faculty sends the warning in the first year during the term in which the students' poor academic progress is first noted, or as soon as possible after the end of that term.

If the Dean of the Faculty only notices students' poor academic progress in Term 4, and is unable to issue a warning due to the resits at the end of that term, the students will receive a warning that they must successfully complete the full first-year curriculum in the second year of enrolment. The warning will form part of the study recommendation.

If a student cannot meet the standard for avoiding a binding study recommendation due to personal circumstances, they will receive a warning that the foundation phase must be successfully completed during or by the end of the second year. The warning will form part of the study recommendation.

79. Content of the warning

The warning will indicate the total number of credits that the student must obtain. The warning will also indicate the date by which the student must have obtained these credits.

The terms in which classes for the units of study in question will be run, and the timing of the tests, are taken into account upon setting this date. The rule is that there should be two test opportunities per academic year, unless one of the exceptions in 96. Number of test opportunities per academic yearapplies.

If the student is subsequently given a new deadline due to personal circumstances, this applies only to the two test opportunities for the remaining units of study.

80. Scope of the warning

The warning applies to all forms and variants of the programme.

In the case of a joint foundation exam, the warning applies to all programmes with the same foundation exam.

If the programme is run in multiple locations, the warning applies to all locations.

However, if students switch from one form, variant or location to another, and the curriculum is different, the warning may be adjusted if necessary. If such an adjustment is made during the first year of enrolment, only the standard will be adjusted.

81. Warning in the case of re-enrolment following deregistration

If a student does not receive a warning because they have already deregistered, and if they re-enrol in the same programme, or in a programme with the same foundation examination, they will receive the warning as soon as possible after re-enrolment.

The standards for a 'Binding study recommendation following an interruption in enrolment', as described in Article 69. Binding study recommendation following an interruption in enrolment, will apply to the warning.

82. Personal circumstances

Students may fall behind in their studies due to personal circumstances. Article 85 outlines what those personal circumstances might be. The Dean of the Faculty takes any personal circumstances into account when deciding whether to issue a binding study recommendation. The Dean of the Faculty can only do this if he or she is aware of the personal circumstances. Accordingly,

students must report personal circumstances to the student counsellor. The Dean of the Faculty will always seek advice from the student counselling service before issuing a binding study recommendation. The student counsellor will provide written advice. In the advice, the student counsellor will address:

- whether the student has reported personal circumstances as defined in article 85. Definition of personal circumstances;
- if so, whether the student has delivered proof of the personal circumstances;
- whether the student counsellor can establish a connection between the personal circumstances and the study credit deficit of the student;
- if possible, for how many study credits the student has fallen behind due to the personal circumstances and/or which period or courses the deficit relates to.

The student counsellor will send the advice to the Dean of the Faculty and to the student. The Dean of the Faculty will also consult the study counsellor about students' academic progress and its connection to their personal circumstances.

83. Meeting

Before a binding study recommendation is issued, students will be offered the opportunity to explain their side of the story to the Dean of the Faculty or to someone else assigned to meet with students on behalf of the Dean of the Faculty. Among other things, this meeting will include a discussion of whether the overview of academic results achieved is correct. The participants of the meeting will also look at whether the personal circumstances should be taken into account.

If a student fails to take up an invitation to attend such a meeting, this will be noted in their student file.

Chapter 8. Request for lifting a binding study recommendation

84. Lifting

Students who have received a binding study recommendation may submit a request to the Dean of the Faculty to review the rejection.

Such review by the Dean of the Faculty can take place no earlier than twelve months after the date on which the enrolment was terminated due to the binding study recommendation. In their request, students must provide plausible arguments to show that they will now be capable of successfully completing the programme. These arguments can be based by the students on activities, which may include studies, that the students have engaged in since leaving the programme.

The Dean of the Faculty will not review the rejection if the programme is being phased out or has been discontinued.

Chapter 9. Special and personal circumstances and academic progress

85. Definition of personal circumstances

These are the personal circumstances that may play a role in the decision to issue a binding study advice, as stated in article 54. Content of study recommendation:

a. student illness;
b. physical, sensory or other disabilities;
c. pregnancy of the student;
d. special family circumstances;
e. membership of a representative advisory council, faculty representative advisory council, student committee or programme committee at the university;
f. membership of an accreditation committee, as specified in Chapter 5a of the WHW;
g. membership of the board of a student organisation or other administrative activity, as explained in Article 2(3) of the Student Support Fund Regulations (previously known as the Profile Fund Regulations), which can be found in the Education Guide;

h. competing as an elite athlete;
i. personal circumstances not listed in (a) to (h) above, which, if the board of the university did not take them into consideration, would lead to a significant and unfair disadvantage.

86. Other special circumstances

In addition, the following provisions concerning the academic progress of international studenten (Articles 70. Studenten to whom these rules apply to 75. Records) and the validity period of results (Articles 146. Limited validity period for tests and exemptions to 148. Extension of the validity period by the Examination Board):

1. a programme cannot be completed within the nominal time;
2. activities in the social sphere.

Studenten may also fall behind in their studies in a way that makes them eligible for financial assistance under one of the student financial support schemes as outlined in Chapter 3 of this Education Guide.

87. Procedure for establishing special and personal circumstances

a. Notify the student counsellor as soon as possible

If any of the circumstances set out in Articles 85. Definition of personal circumstances or 86. Other special circumstances arise and cause a student to fall behind with their studies, they should notify the student counsellor as soon as possible, stating:

- the period of time for which the circumstances applied or will apply;
- what the circumstances are and how serious they are; the student must provide evidence;
- the extent to which the student was or will be unable to participate in classes or tests.

All contacts with studenten are recorded in the student counselling information system. If studenten so wish, they can obtain a copy of everything recorded in the system about these contacts.

b. Student Counsellor's Declaration

The student counsellor will draw up a 'Student counsellor's statement' if:

- the student has proven that the personal or special circumstances apply;
- and the student counsellor has determined that the student has, or is expected to have, a study delay due to that circumstance; and the student needs the statement in the context of one of the situations described below under 1 to 6.

This statement includes the date of the first conversation about the circumstance and the points mentioned under a. In addition, the student counsellor can include comments, advice and agreements for the student himself or for discussion with the study supervisor.

Some circumstances are confidential. That is why the student counsellor agrees with the student what will be included in the statement.

The student counsellor draws up the 'student counsellor's statement' in the following situations:

1. For a conversation between the study supervisor and the student. By means of the Student counsellor's statement, the student can demonstrate his personal circumstances and submit the agreements with or the advice of the student dean, e.g. regarding the adjustment of the study plan, to his study supervisor.

   With international studenten for whom this applies, the study supervisor also discusses the progress requirement for the IND. See also article 72. Procedure for study delay.

2. For the purpose of a request for special provisions. On the basis of special circumstances, a student can apply for special provisions with the examination board with a declaration from the student dean. Please note: this does not apply to special provisions for tests. In that case, the dean will draw up a recommendation. See Iris for more information.
3. For the purpose of an application for the Student Support Fund (formerly the Profile Fund), see Student Support Fund Regulation 3.3. Education guide
4. For an appeal against a (negative) binding study advice if the student requests it, see article 6 Rules of procedure Cobex 3.10 Education guide

5. For the purpose of elite athletes to record a study plan or to record study delay
6. In situations other than those mentioned in 1 to 5 of this article in which the student counsellor deems a 'student counsellor's statement' necessary.

In all other cases (including the binding study advice), an advice from the student counsellor will suffice.

88. Confidentiality of personal circumstances

Everyone who is aware of a notification of personal circumstances:

- will handle the information in a confidential manner; and
- will use the information only as part of their duties and for the purpose of implementing the regulations in the Education Guide.

The student counsellor complies with the code of conduct for student counsellors and will give information to the programme only:

- within the scope of the student counsellor's role;
- within the parameters of the agreements the student counsellor made with the student about the confidentiality of the information.

PART 8. TESTS

i In de OER worden de summatieve toetsen opgenomen. Indien een opleiding veel werkt met formatieve momenten en feedback dient daar in de beschrijving van de onderwijseenheden extra aandacht voor te zijn. Het feedbackproces moet kenbaar en inzichtelijk zijn voor de studenten. Het is de verantwoordelijkheid van de opleiding om het feedbackproces zodanig in te richten dat een high stake beslismoment voor de student geen verrassing is.

Chapter 1. Content and administration of tests and publication of test standards

89. Connection to unit of study

i

The final qualifications or learning outcomes and the goals for each test are connected to the unit of study described in Appendix "Descriptions of Units of Study and Tests" , or to a module within that unit of study.

The project task or test questions will clearly and precisely state how students are expected to answer them.

90. Test duration

Studenten will be given sufficient time to complete the test, according to reasonable benchmarks.

91. Test standards

Test standards for practical work and group assignments are published prior to commencement of these assignments.

The test standards are published prior to publishing the test results.

Chapter 2. Types of tests

92. Types of tests

Appendix: Annual Programmes of the TER specifies the types of tests. There are three types of tests, which can be detailed in various ways:

1. Written
   Studenten answer test questions on paper or electronically, or they complete projects on paper or electronically.
2. Oral
   Studenten answer test questions in a meeting (online) with one or more examiner(s).
3. Other
   For the test or project, Studenten perform tasks that will be described clearly by the programme in the descriptions of the units of study. Possibly a written, digital or oral component, or a combination of these, must also be completed.

If necessary, the type of test can be changed during the academic year, with due regard to the participation in the decision-making process. Studenten will be informed of this in a timely manner.

93. Oral tests

a. One student examined orally at a time

In an oral test (online or physical), one student is examined at a time, unless the Examination Board decides otherwise or if testing

is conducted in a different manner. If so, this will be announced before the start of the unit of study.

b. Examiners and public access
Oral tests are conducted by two examiners. This may be different if it is not feasible from an organisational perspective or if the test is administered online. In that case, the oral test must be recorded.

This will not be the case for the parts of a degree programme. These will be administered by two examiners. An oral test is open to the public, because that ensures transparency and allows for monitoring of the conduct of the test. This does not apply if the Examination Board decides otherwise.

c. Rules for conducting tests
Oral tests are conducted by two internal examiners, or by one internal and one external examiner. An external examiner is an independent expert from the professional field.

If an oral test (online or physical) is conducted by a single examiner, an audio or video recording is always made.

d. Protocol
For every oral test, a protocol will be drawn up. The examiners will sign the protocol. If an external examiner was involved in the test, he or she will also sign the protocol. The protocol will be preserved as specified in the university's regulations on retention periods.

If an audio recording of an oral test is made, it will be preserved as specified in the university's regulations on retention periods.

94. Other types of tests

Grounds
Disabled studenten can ask the Examination Board if they can complete tests in a way that accommodates their disability as much as possible. They can also request any additional or adapted materials they may need to be able to complete the test.

Studenten can also ask to complete tests in another form for other reasons. The Examination Board will only grant such requests in exceptional, individual cases.

Adjustments are possible only if they do not change the test goals or the level of the test.

Procedure
Studenten must request an alternative form of test by the start of term at the latest. They should submit their requests in writing to the Examination Board. The letter should set out the reasons for the request and enclose a copy of the advice received from the student counsellor (Click here for more information about advice from the student counsellor).

The Examination Board will make a decision as soon as possible, at any rate no later than fifteen working days after receiving the complete request.

Chapter 3. Timing and frequency of tests

95. Timing of tests
Each unit of study will, if possible, end with one or more tests in the term in which the teaching was delivered. If the teaching was delivered over a whole semester, the test will, if possible, take place in that semester.

If a unit of study is composed of modules, the modules will likewise be completed, if possible, within the term or semester in which the unit of study was delivered.

The Appendix: Annual Programmes states when the tests take place.

96. Number of test opportunities per academic year

For all tests of the programme in the form or variant as followed by the student, they will have two test opportunities per academic year, within normal term time. There are a number of exceptions to this rule.

- There may be only one test opportunity per academic year for tests *after the first year*, for which no resit can be scheduled in the same academic year due to the nature of the study unit. This applies, for example, to work placements in the fourth term.
- For some tests, the programme may indicate that studenten will be given more than two opportunities to complete them.
- The programme may also indicate that it will offer only one test opportunity in each academic year.

i Optionele tekst, specifiek voor de Pabo

For the primary teacher-training Bachelor's programme the studenten can only participate, on the basis of national agreements, in the courses and tests of the main phase if the so-called national entrance test has been completed successfully. This test also forms part of the qualitative academic performance standards in the study recommendation rules: if the student does not meet the qualitative academic performance requirements in time, he will receive a binding study recommendation and he will not be permitted to continue the programme. The student will have passed the national numeracy-mathematics personal skills test (Wiscat) if the student has achieved a score of 120.

The frequency of conducting entrance tests in an academic year has been recorded in national agreements. Specific information is included in the Education Guide and study manual.

Chapter 4. Resits

Please note: The programm B Example uses the test concept of programmatic assessment. We are not talking about resits, but about personalized recovery processes or remediation. Students are given the opportunity to demonstrate compliance with the set standard with additional evidence or documentation. The scope and the purport of the articles below do apply.

97. Timing of resits

The final resit opportunity in the first year will be scheduled before the end of Term 4. This is due to the fact that study recommendations need to be issued in time.

For tests which form part of the curriculum from the second year onwards (see the provison in Part 7), resits can also be scheduled before the start of the new academic year. in other words, in Term 5. There must be sufficient time between the announcement of the first assessment result and the next resit opportunity for review and preparation.

98. Resit when test passed at first opportunity

Studenten who have passed a test are not entitled to a resit. When the unit of study to which the (partial) test belongs has been passed by means of compensation between results of (partial) tests within that unit of study, studenten are also not entitled to a resit of an insufficient (partial) test result.

Does the student wish to take a resit in an exceptional situation. In this case, they must submit a request to the Examination Board, which will make a decision within thirty working days. If the Examination Board grants the request, the highest result that the student achieves will apply.

99. Additional opportunity due to special circumstance

In exceptional cases, the Examination Board may decide to provide an additional test opportunity.

This will only occur if personal circumstances exist as described in Article 85. Definition of personal circumstances, or in other extremely exceptional cases.

Studenten must submit a request to the Examination Board and state the reasons for their request. The student attaches the advice of the student counsellor to the request as supporting justification. The Examination Board will make a decision within fifteen working days.

The programme offers no extra resits after 1 July 2027 for students in their first year. This is because these students will have tot receive their study reccomendation on time.

100. Resits in the context of curriculum obsolescence and updating

Special rules apply to resits if a curriculum is obsolete or being updated. See Articles 21. Curriculum obsolescence and updating to 23. Expiry date, transition period and validity period.

Chapter 5. Bringing forward test opportunities

101. Bringing forward

An Examination Board may permit a student, once in an academic year, to take one or more tests earlier, so that the student can pass the final examination without a disproportionate delay. This is subject to the condition that bringing forward the test opportunity is reasonably possible.

If both test opportunities in the academic year have already passed, the student will be given an extra test opportunity if he meets the conditions mentioned in Article 102. The student must submit a request to the Examination Board and state the reasons for the request.

The Examination Board will make its decision within fifteen working days after receiving the complete request.

102. Conditions for bringing forward test opportunities

For a test opportunity to be brought forward, the student must meet the following conditions:

1. The student must obtain a maximum of 10 credits or outstanding components with a comparable study load before completing his final examination.
2. For the obtaining of the remaining credits, the student is not subject to any attendance requirement for classes, nor is there any obligation to execute group projects.
3. The student cannot attend any classes or complete any tests in the next term or terms, due to the university's timetabling. This is based on the four ordinary terms of the academic year.
4. The student has:
    a. attended the classes associated with the tests;
    b. taken the provided tests; and
    c. tried to pass the tests with adequate preparation.

i Heeft de student minder dan 230 credits voor een opleiding met 240 credits, 173 credits voor een opleiding met 180 credits behaald en wel minimaal 200 respectievelijk 150 credits behaald? En heeft hij nog geen of een beperkt aantal onderwijseenheden van het afstudeerprogramma gehaald? Dan is het bij sommige opleidingen mogelijk een beroep doen op deze regeling. Wanneer dit het geval is, geef dat dan hieronder aan.

If the student has obtained less than 230 credits for a 240 credits programme or less than 173 credits for a 180 credits programme, but did obtain at least 200 credits or 150 credits, respectively, and has not yet completed any, or a limited number, of the units of study in the graduation programme, it is possible in the programme to invoke this provision.

The student can submit a request to that effect to the Examination Board.

Chapter 6. Time, place and duration of tests

103. Test timetable, testing room, materials

In the first two weeks of each term, the Service Point will publish the test timetable that the programme has set on Iris. If there are any changes to testing rooms, these will be announced at least two working days before the test date.

The programme arranges test dates so that they are spaced in an optimal way for students. The period of time in which a written or oral test is taken is called a test session.

In the first two weeks of term, the examiner will publish a list of the materials that studenten may use in the test.

Studenten must also comply with:

- the rules concerning materials set out for the unit of study;
- the provisions regarding these rules in the test session instructions; and
- the instructions given by the Examination Board.

104. Deadline for submitting work

The test timetable will state the deadline for submitting work by the student other than in a test session. If this date is not stated in the test timetable, it will be announced in good time in another manner.

It will also be announced in advance what the consequences are if studenten do not submit work or do not submit it in a timely manner. This does not apply if this information is already included in the appendix Description of units of study and tests.

105. Length of the test session

Written test

A written test session lasts a maximum of 180 minutes. This does not apply if a longer examination session is required due to the nature of the course.

Oral test

An individual oral test session will last a minimum of 15 and a maximum of 60 minutes. This does not apply if the nature of the test session makes a longer timeframe necessary. The appendix Descriptions units of study indicates the length of each test session. If necessary, it also states the reason for the length of a particular test session.

Chapter 7. Special test arrangements

106. Language deficiency

A student with a language deficiency who is following a Dutch-language programme can submit a request to the examination board for extra examination time and/or permission to use a dictionary during examinations. The examination committee can extend the test session by a maximum of 25% or 30 minutes. Tests lasting 60 minutes or less can be extended by a maximum of 15 minutes. More information about this is given in the section "Knowing and Arranging", under the topic "Studying with a language acquisition deficit" and in Chapter 2 of the Education Guide.

107. Disability

The Examination Board may decide to extend a test session for studenten with a disability by up to 60 minutes (or longer if

necessary given the nature of the disability) and/or offer students additional auxiliary materials.

Studenten must personally submit a request to this effect. Before the student submit a request, the student counselor must be asked for advice. The student counselor may draw up an advice per request by the student. The advice will be sent to the Examination Board. More information about the student counsellor can be found here.

108. Alternative test time or location

In very exceptional circumstances, the Examination Board may allow studenten to sit a test at another time or in another location. A disability or a study abroad is an example of exceptional circumstances.

109. Submitting a request for special arrangements

Studenten must submit their requests for special arrangements in writing to the Examination Board at the start of term. If the exceptional situation does not arise until later, studenten must submit their request as soon as possible after the situation arises. Ideally, the Examination Board would then put the special arrangements in place for the current term. If that is not possible because a student has submitted their request too late, the Examination Board will put the special arrangements in place for the next term.

In their letters, studenten must explain the reasons for their request.

If a student has a disability, they must include an electronic or written opinion from the student counsellor. If the student counsellor has accepted a statement from an external expert, the student counsellor must state this in the opinion.

The Examination Board will inform studenten of its decision in writing at the latest within fifteen working days after the submission of a complete request.

Chapter 8. Registering for tests

110. Which tests to register for

Studenten must register for tests each term within the designated registration period. Registration is necessary for:

- written and digital test sessions;
- tests for which studenten must submit work that will be submitted and assessed via the digital environment.

111. What happens if studenten do not register in time

Studenten who fail to register in time can still register at the Service Point in the week following the registration period. They will then be entered through the Service Point.

Without registration, studenten cannot participate. If studenten failed to register due to circumstances beyond their control, they must submit a request to the Examination Board as soon as possible, seeking permission to participate. Such requests must be in writing and must explain the reasons for the request.

The Examination Board will inform studenten of its decision in writing at the latest within fifteen working days after the submission of a complete request.

112. Identical tests

If studenten are enrolled for more than one programme at the university, and these programmes offer the same test, the registration will apply to both programmes. However, there will still be only two test opportunities per year. The result will be recorded under both programmes.

113. Confirmation of registration

Studenten will receive confirmation of registration. Such confirmation does not always mean that studenten may participate. They may participate only if they meet all of the conditions for taking part in the test. These include both the general conditions in this TER and the conditions set out in the appendix Descriptions units of study.

Chapter 9. Participation and attendance requirement

114. Participation in group work

i Kies je ervoor om een aanwezigheidsplicht of een voorwaarde voor deelname op te nemen houdt dan rekening met de reden waarom studenten aanwezig moeten zijn of waarom zij de kennis moeten hebben om verder te kunnen gaan met het onderwijsprogramma. Denk daarbij aan de studeerbaarheid van het programma (aanbod van het onderwijs en de toetsen) , voortgangsbelemmering (gevolgen voor de student), studiesucces (motiverend voor de student) en studentwelzijn. Beschrijf de motivatie in de omschrijving van de betreffende onderwijseenheid en in de handleiding.

The student is obligated to actively participate in group activities. If both the group and the lecturer observe that a group member is not or insufficiently contributing, and if there is no improvement after the member has been addressed and given the opportunity to adjust their behavior within a reasonable timeframe, the lecturer may recommend the exclusion of the respective group member from further participation to the examination board due to inadequate group participation. The lecturer submits the request, accompanied by justification and evidence, to the examination board. The nominated student remains part of the group until the examination board decides on the exclusion.

Before making a decision, the examination board provides the student with the opportunity to present their side, and a report of this is documented. The examination board makes a decision within thirty working days.

115. Attendance, active participation and/or preparation requirements

i Kies je ervoor om een aanwezigheidsplicht of een voorwaarde voor deelname op te nemen houdt dan rekening met de reden waarom studenten aanwezig moeten zijn of waarom zij de kennis moeten hebben om verder te kunnen gaan met het onderwijsprogramma. Denk daarbij aan de studeerbaarheid van het programma (aanbod van het onderwijs en de toetsen) , voortgangsbelemmering (gevolgen voor de student), studiesucces (motiverend voor de student) en studentwelzijn. Beschrijf de motivatie in de omschrijving van de betreffende onderwijseenheid en in de handleiding.

If it is a requirement for a unit of study that studenten be present, actively participate and prepare in advance, the Examination Board may decide, on a proposal from the lecturer concerned, that a studentis no longer allowed to participate. This is only possible if it is included in the appendix Descriptions Units of study.

Before the Examination Board makes its decision, it will give the student an opportunity to tell their side of the story. A report of this meeting will be drawn up.

In exceptional cases, the Examination Board may determine that studenten are not required to be present for all or for certain classes or are not required to prepare all or part of the work. If so, it will set substitute requirements for these studenten. In such cases, studenten must submit a request to the Examination Board, which will make a decision within thirty working days.

116. Consequences of a decision to exclude

A decision by the Examination Board to exclude a student will prevent the student from participating in the next test for the unit of study in question, unless a different penalty is specified in the unit of study description.

Hoofdstuk 10. Assessment

117. Examiner(s)

Every test will be graded by one or more examiners. The Examination Board determines who the examiners will be.

If a test is graded by more than one examiner, the Examination Board will designate one to be the primarily responsible examiner. The primarily responsible examiner consults with the other examiner(s) to decide on the grades and associated feedback. The

primarily responsible examiner then communicates the grades and feedback to the studenten. This is always the case when grading units of study that are part of a graduation programme or of a component of a graduation programme.

118. Grading procedure

The examiner grades the work against the test standards published in writing prior to the test. Studenten have passed a test if the examiner determines that their written or oral work meets the requirements.

119. Grading transparency

Studenten must be able to see from the test standards and the grading procedure how their results were determined.

120. Assessing work placements and graduation products

The procedure for assessing work placements and the graduation programme parts will be documented in writing in a test protocol, together with the associated test forms.

Assessment of a unit of study that is part of a graduation programme or of a component thereof will be done by at least two examiners, unless the {{vindplaatsbeschrijvingonderwijseenheden}} states otherwise. The Examination Board may appoint an internal supervisor as an examiner, but not as the primarily responsible examiner.

The examiner, or where there are multiple examiners, the primarily responsible examiner, is responsible for the final grade awarded for the work placement and for the unit of study that is part of the graduation programme or a part thereof.

When assessing the work, the opinion of an external supervisor serves as advice to the examiner.

121. Assessing the vocational component of dual-form programmes and work placements

For dual-form programmes, the test protocol is appended to the work-study agreement so that the vocational component can be assessed. For work placements, the test protocol is appended to the work placement contract. The appendix contains the feedback and the opinion of the trainee supervisor on the student's performance. The trainee supervisor signs this document and sends it to the examiner.

The opinion of the trainee supervisor serves as guidance for the examiner who is responsible for the test.

Chapter 11. Grades and grading scales

122. Grading in points

Tests are graded on a grading scale from 10–100.

Studenten have passed if they obtain a grade of 55 points or more.

If the grade is less than 10 points, it will be recorded as a grade of 10.

123. Grading in letters

A. Grading a test with either 'Pass' or 'Fail'

For reasons relating to programme content, a test may be given a grade of either ‘Pass’ or ‘Fail’. In the PeopleSoft academic monitoring system a 'Pass' is indicated using the abbreviation 'V' (in Dutch: voldoende) and a 'Fail' is indicated using the abbreviation 'O' (in Dutch: onvoldoende).

B. Grading a test with 'exceeds the standard / meets the standard / does not yet meet the standard'

For reasons relating to programme content, a test may be given a grade of 'exceeds the standard / meets the standard / does not yet meet the standard'. In the PeopleSoft academic monitoring system 'exceeds the standard' is indicated using the abbreviation 'BN' (in Dutch: boven niveau), 'meets the standard' is indicated using the abbreviation 'VN' (in Dutch: verwacht niveau) and 'does not yet meet the standard' is indicated using the abbriviation 'ON' (in Dutch: onder niveau).

124. Submitting a blank test paper

If studenten submit a blank test paper, they will receive a grade of 10, an O (fail, in Dutch: onvoldoende) or ON (does not yet meet the standard, in Dutch: onder niveau) depending on the used grading scheme.

125. Failure to participate in a test opportunity

If studenten do not participate in a test opportunity that applies to them, no result will be recorded in the academic monitoring system; however, they are considered to have used the test opportunity.

The same applies if studenten fail to register or cancel their registration.

Deregistering for a test by studenten is appreciated because it is helpful for organisational reasons to know who will be participating. But if a student doesn't deregister, this will have no effect on the number of test opportunities remaining to them.

i Optioneel voor opleidingen met meer dan twee toetsmomenten per toets. Dit kan worden opgenomen in de beschrijving van de onderwijseenheid.

This is not the case if the student can choose from among multiple test times; this will be stated in {{vindplaatsbeschrijvingonderwijseenheden}}.

126. Converting grades obtained at other universities

If a grade from another university is expressed using a different scale from the one applied by Inholland, the grade will be converted to one that fits within one of Inholland's grading scales. The Examination Board will make rules for this procedure and appoint an examiner to convert the grade.

If the grade is obtained at an international university, a Pass (V) or Fail (O) will be listed instead of a grade. When a student is eligible for a designation as described in article 181. 'With merit' or 182. 'Cum laude' or when they need a certain average grade for further education, the student can request the Examination Board to convert the result from the international university into a grade.

The Examination Board will make a decision within fifteen working days.

127. Grade for a unit of study

The grade for a unit of study is the weighted average of the grades for the modules and tests in the unit of study, based on the ratio of the weights of the modules and tests as defined in the Annual Programmes of this TER.

The main rule when awarding a grade for a unit of study is that students must pass all interim tests (obtaining 55 points or more) in order to be deemed to have passed the unit of study. This means that it is not possible to compensate for failed tests within a unit of study.

Units of study for which the Annual Programmes of this TER states that compensation is possible are an exception to this rule. In that case, the rules that apply to compensation will be indicated for the unit of study. The final grade for a unit of study must, unrounded, always be at least 55 points.

128. Final assessment

Studenten must pass every unit of study.

Chapter 12. Test results

129. Timeframe for issuing results for oral tests and practical assignments

The examiner determines the test results of oral tests and practical assignments after they have been completed. If possible, the examiner will let studenten know the approximate result immediately after the test.
Studenten receive their final results no later than ten working days after the test via the PeopleSoft academic monitoring system.

130. Timeframe for issuing results for written tests

Studenten receive their final results via the Peoplesoft academic monitoring system no later than fifteen working days after the test date or the final submission deadline of the test.

131. Timeframe for issuing results for special written tests

For some types of written tests, studenten receive their final results via the PeopleSoft academic monitoring system no later than twenty working days after the exam date or after the deadline for submission. These types of tests include research reports, work placement reports and theses. If these timeframes apply, this will be indicated under the details of the type of test in the appendix Descriptions units of study.

132. Alternative timeframes

The Examination Board can change the grading timeframes set out in Articles 129, 130 and 131. If they do so, they must state their reasons. The Examination Board will ensure that timeframes in respect of tests that are important for binding study recommendations are such that the recommendations can be issued on time. If timeframes are extended, studenten will be notified immediately.

133. Notification of results

Studenten will receive a message that their results have been recorded in the PeopleSoft academic monitoring system.

The message will advise studenten of their right to access their test work. See also Article149. Right of access. The message will also tell students that they may appeal to the Examination Appeals Board via the digital Complaints and Disputes portal on Iris.

An test date is registered for each test result. If an examination involves a scheduled test session, the date of that session is the test date that is registered. If there is no scheduled test session, the date on which the performance was delivered determines the test date. For work that must be submitted, this is the submission date of the product.

134. Reviewing results

If it becomes apparent, after a report from a student or during follow-up discussion of the test, that a grade is incorrect, the examiner can change the result. The provisions that applied when the examiner determined the first result also apply here.

135. Correction of grades

If the result in the academic monitoring system is not the same as the result previously communicated by the examiner, the student concerned can ask the examiner to change the result. The student must do so within four weeks of the date on which the result was entered in the academic monitoring system. He must submit documents to substantiate the request.

The student may appeal the examiner's decision not to change the result. The appeal should be submitted within six weeks to the Examination Appeals Board via the digital Complaints and Disputes portal on Iris.

136. Submission and retention of work, misplaced work

For every test session, the examiner or an invigilator will establish that studenten are present and have submitted work by recording the fact on the attendance list.

Studenten should ensure that they keep a digital or physical copy of all submitted work outside a test session.

If the examiner is unable to determine a result because the work has been misplaced, the examiner will notify the Examination

Board.

The student will have to take the test again. If necessary, the Examination Board can allow the student an additional test opportunity to do so.

The Examination Board will make a decision within thirty working days.

Chapter 13. Irregularities, fraud and plagiarism

137. Rules relating to tests

The rules that apply to the completion of test sessions can be found:

- in The instructions for test sessions; and
- in appendix Descriptions units of study.

The Examination Board may set additional rules. If so, these rules will be published within the first two weeks after the start of the term. They will also appear on the test cover sheet.

In all tests, studenten must comply with these rules and with the instructions given by the invigilator, the examiner or the Examination Board.

138. Irregularities

If something happens during the test process that is not in compliance with the rules as set out in the TER, the internal rules or the Instructions for test sessions, this is referred to as an irregularity. An irregularity *may* also be fraud or plagiarism, but this is not always the case.

Irregularities may result in a warning being issued. If there is another irregularity after the warning has been issued, it may be decided to declare the test invalid.

As a result of irregularities, it may be determined that the test is invalid for one student, for all students who took part, or for a group of students who took part, even if they were not to blame for the irregularity. This decision will be made if it is no longer possible to conduct an accurate assessment of knowledge, understanding, skills or professional attitude. See also Articles144. Grounds for a declaration of invalidity and 145. Consequences of a declaration of invalidity.

139. Disturbance

If a student causes a disturbance during a test to the extent that it affects other studenten sitting the test, the invigilator may ask the student to leave the testing room. The invigilator will make a note in the protocol. The Examination Board will decide as soon as possible whether the invigilator did the right thing in asking the student to leave. In doing so, it will follow the procedure set out in Article 142. Procedure in the event of irregularities and suspected fraud.

If the student refuses to leave the testing room, the invigilator may decide to allow the student to remain to prevent additional commotion that could affect the other studenten. In this situation, the invigilator will not give the student's work to the examiner but will instead give it to the Examination Board. The invigilator will make a note of the event in the protocol.

The Examination Board will make a decision in the same manner as if the student had actually left the room. If the Examination Board decides that the request to the student to leave was not justified, the examiner will grade the student's work.

If the Examination Board decides that the student's removal was justified, this is considered to be the same as if the student had submitted a blank test paper. The student will be given a grade of 10 (on the grading scale from 10–100), F (Fail) or ON (does not yet meet the standard).

If the Examination Board decides that the student's removal was not justified, the student may sit the test again. The Examination Board will decide when and how that will happen.

140. Fraud/serious fraud

1. Fraud is an act or omission by a student that makes it wholly or partially impossible to conduct an accurate assessment of

their knowledge, understanding, skills or professional attitude. Examples of fraud include, but are not limited to, events when a student:

a. uses materials during the test that they are not permitted to use;
b. cheats during a test;
c. gives information about a test to other people or receives such information, either inside or outside the testing room;
d. makes up and/or falsifies survey or interview answers or research data;
e. uses or reproduces another person's texts, reasoning, data or ideas, as well as text generators or tools, whether or not based on AI software, without fully and correctly referencing the source (plagiarism).

2. Serious fraud includes, but is not limited to, events when a student:

f. falsifies tests, for example by making changes to work after being granted an opportunity to view it;
g. doing the test (or allowing it to be done) wholly or partially by or for another;
h. falsifying and/or forging a signature;
i. if the abovementioned under 1.d. and 1.e. occurs in a section of the graduation programme

Repeated fraud may be designated as serious fraud.

141. Participating in fraud

Participating in fraud is also deemed to constitute fraud. Participating in fraud includes, but is not limited to:

- allowing studenten to cheat;
- giving information to or receiving information from another person during a test;
- giving someone the questions, tasks or model answers before or during a test;
- sitting a test or completing all or part of an assignment in another person's name.

This list of participating in fraud is not exhaustive.

142. Procedure in the event of irregularities and suspected fraud

Report to the Examination Board

If an invigilator or examiner notices irregularities or suspects fraud before, during or after a test – while grading, for example – they will note it in the protocol that is drawn up for each test.

Student rights and obligations

Studenten may be asked to submit all the documents, data or items that may have played a role in the – suspected - fraud. If a student refuses to do so, this will be noted in the protocol.

Studenten may have their comments regarding the event recorded in the protocol. In that event, they may sign the protocol, but they are not required to do so.

The invigilator or examiner will give the Examination Board:

- the protocol;
- supporting documents, if any; and
- the work completed by the student, if necessary.

Postponement of grading

If irregularities or suspected fraud are uncovered before the work is graded, the work of the student involved will not be graded until the Examination Board has made a decision.

Meeting

Before the Examination Board makes a decision, the student has the right to be heard. A report of this meeting will be drawn up. Before the Executive Board makes a decision on a proposal to deregister the student, the student may tell their side of the story. A report of this meeting will be drawn up.

Decision-making
The Examination Board will make a decision within 30 working days about whether fraud has occurred, based on:

- the written documents; and
- what the student said during the meeting.

If fraud is found to have occurred, the Examination Board will determine whether it was serious fraud.

The Examination Board will then decide on the measures to be taken. The possible measures are set out in Article 143.

143. Measures in the event of fraud

Measures in the event of fraud
If fraud has occurred, the Examination Board will take measures that are appropriate to the fraud.

These measures are exclusively the following:

- The Examination Board confirms the measures taken by the examiner or invigilator.
- The student receives a written warning.
- The Examination Board declares the student's test invalid. In that case, the work will not be graded. If the work has already been graded, no grade will be entered in the PeopleSoft academic monitoring system. If there is already a grade in the system, it will be removed. In both cases, the letters ME (Measures of the Examination Board) will be entered.
- The Examination Board decides that the student is not allowed to take part in the next opportunity for the same test.
- The Examination Board decides that the studentis not allowed to take part in any tests for a period determined by the Examination Board. That period will not exceed one year.

Measures in the event of serious fraud
In the event of serious or repeated fraud, the Examination Board may recommend to the Executive Board that the student's enrolment in the programme be terminated. The Examination Board will consult the Dean of the Faculty first.

Chapter 14. Declaring results to be invalid

144. Grounds for a declaration of invalidity

The Examination Board may determine that a result is invalid if, after the result was announced, it was found that any of the following had occurred:

- an irregularity that made an accurate assessment impossible, even if the student(en) were not to blame for the irregularity;
- fraud;
- a ruling by an appeal body.

The Examination Board may also declare a (partial) test invalid if, after careful investigation in accordance with its statutory task, the quality of the (partial) test cannot be guaranteed. Such a decision is taken when, for example, the Examination Board is of the opinion that the quality of the test cannot be guaranteed.

The Examination Board will make a decision within 30 working days after becoming aware of any of the above circumstances.

145. Consequences of a declaration of invalidity

If a result is declared to be invalid, the grade recorded for the student(en) concerned will be replaced with ME (Measure Examination Board). The Examination Board will inform the student(s) of its decision in writing, also informing them of their right of appeal.

If the work is to be re-graded and a new result determined, the Examination Board will instruct an examiner to do so. The new result will be recorded in place of the result that was removed.

Chapter 15. Validity period of completed tests and obtained exemptions

146. Limited validity period for tests and exemptions

A test result has a limited validity period if the following two conditions both apply:

- The test result has an expiry date, which is indicated in Article 23. Expiry date, transition period and validity period of this TER;
- and the knowledge, understanding or skills being assessed are demonstrably obsolete.

i Wanneer er sprake is van vervallen onderwijs kun je dit in een tabel zetten en deze tabel als bijlage aan deze OER toevoegen (zie ook artikel 23 van deze OER). In deze bijlage kun je dan een Overzicht vervallen onderwijs opnemen met daarin de vervaldatum van toetsresultaten en of kennis, inzicht of vaardigheden zijn verouderd. Mail naar onderwijsgidssupport@inholland.nl voor een voorbeeld van zo'n tabel.

147. End of validity period

The validity period for an obsolete test result with an expiry date will end:

- for the foundation phase: three years after the first enrolment;
- for an accelerated programme: two years and eight months after the first enrolment;
- for the main phase of the Bachelor's programme: five years after the first enrolment for the main phase. If the student has an exemption for the foundation phase: five years after the first enrolment.

148. Extension of the validity period by the Examination Board

a. Extension and special circumstances

The Examination Board may extend the validity period for studenten:

- with special circumstances, as described in the Student Support Fund (previously known as the Profile Fund) (see Chapter 3 of this Education Guide);
- and for whom the validity period in Article 147 is too short.

They do not have to comply with the other conditions in Article 85. Definition of personal circumstances.

The Examination Board will ask the student counsellor for advice about:

- whether the special circumstances fall within the scheme; and
- how much of a delay the special circumstances have caused to the student's studies.

b. Extension in other circumstances

If there are any special circumstances other than those referred to above under a), and in the opinion of the Examination Board they have caused a delay in a student's studies that is not adequately compensated for by the validity period for the tests, the Examination Board may extend the validity period. The student in question must submit a request to that effect to the Examination Board.

The student may submit a new request if new special circumstances arise or the circumstances continue.

For the reporting of a study completion delay due to special circumstances and the resulting further activities, the procedure in Article 87. Procedure for establishing special and personal circumstances applies. This is not the case if that procedure already applies based on other rules in the Education Guide.

Studenten must submit the extension request:

- electronically;
- stating reasons why they are asking for an extension;
- and before the validity period expires.

Where a student submits a request late but has a good reason for doing so, the Examination Board will still accept the request for handling.

The Examination Board will make its decision within 30 working days after the complete request is submitted.

Chapter 16. Accessing, discussing and requesting copies of tests

149. Right of access

Studenten are entitled to view and discuss their graded work. They can do so at the latest up to four weeks after notification of the result of a written test via the PeopleSoft academic monitoring system. This also applies to digital tests, digital online tests or work submitted via the digital learning environment.

Programmes determine when and where studenten can view and discuss their work. This may also take place digitally. When they view their work, students can also see the test standards that were used.

The Examination Board may instruct students how to view their work, for example to prevent studenten from disseminating test material.

In the description of the module, it is specified, depending on the type of education and the type of assessment, how the student receives feedback on their performance and actions during the educational process.

150. Right to obtain a copy in the event of a dispute

If a student and an examiner disagree on a result, a copy of the work (or relevant part thereof) which they disagree on will be created. The student needs this copy in order to lodge an appeal. The student must request the copy personally.

Chapter 17. Retention of tests

151. Original retained by the university

The university will always keep the original of important written documents, such as important essays, work placement reports, research reports, theses and components of graduation programmes.

152. Retention period

The university will retain these documents, as well as final research projects, examinations and assignments that studenten have produced in this respect for a minimum of seven years. They may be kept in electronic or hard copy format. The university will retain these documents for longer if that is stated in the university's regulations governing retention periods.

The university will retain other student work and recordings of oral tests which are not covered by the above list of documents for two years. This is in accordance with the university's regulations governing retention periods.

153. Inclusion in university records to comply with statutory obligations

A copy of the documents referred to in Articles 151. Original retained by the university and 152. Retention period will be kept in a file or archive to be used for the work of the university. This will be done only if the documents are deemed to be suitable for this purpose. The documents are necessary in order to comply with statutory obligations, such as a visit/accreditation. They may be consulted if that is in line with the university's objectives.

Does it involve confidential information? Or do others have rights to the work? We respect that, but a work as a whole cannot be confidential.

The university cannot proceed to publish the work without the student's permission. Publication on, for example in the HBO Knowledge Base: www.hbo-kennisbank.nl can only take place after obtaining permission from the student, or by placement by the student himself.

154. Keeping and retaining a (digital) portfolio

Chapter 18. Exemptions

155. Exemptions from tests

The Examination Board may decide that a student does not have to complete any tests for a particular unit of study or a module. This is called an 'exemption'.

156. Unit of study exemptions

Studenten will be given an exemption for a unit of study if they have been granted exemptions for all tests in that unit of study.

157. Exemptions after switching programmes within the university

If studenten switch to another programme within the university, they can take their test results and exemptions with them only if they have applied for exemptions in this respect. The same applies to any results studenten have previously obtained in study programmes at the university that are not government-funded.

158. Exemption criteria

Studenten may be granted exemptions if they:

- have previously passed tests and examinations within the higher education system;
- have demonstrably acquired knowledge and skills outside of the higher education system which are approximately the same as the unit of study/module and associated test(s) in terms of:
    - content;
    - level;
    - required final qualifications.

If a student requests an exemption based on tests completed in a foreign institution, the Examination Board will consider the quality of the institution in its decision. The evaluation of quality will be based on a previous investigation by the university or on the Examination Board's own investigation.

159. Exemptions granted solely based on up-to-date knowledge and experience

The Examination Board will grant exemptions only based on up-to-date knowledge and experience.

Generally, the Examination Board applies a period of five years when considering what 'up to date' is. In other words, the tests or examinations must have been completed no more than five years before the date of the exemption application. The same applies to knowledge and skills acquired outside of the higher education system.

160. Exemptions procedure and evidence

Requests for exemptions must be submitted to the Examination Board in writing (or by email). Studenten must explain the reasons why they are asking for an exemption and enclose supporting documents.

The Examination Board may ask a student to provide further information or additional documents. It may also request any information it deems to be necessary in order to make a decision.

Supporting documents may include:

- copies of certificates bearing the stamp of the relevant organisation;

- transcripts showing tests and examinations, or certificates; the student must provide a full description of study or degree programmes or relevant components thereof. The same applies to results previously achieved as a contract student in the same programme at the university;
- copies of theses, articles, reports or coursework that:
    - have been written by the student; and
    - have been assessed and certified by an authorised body;
- a stamped copy of an APL report issued in accordance with the APL Quality Code by an accredited APL provider. The report must clearly show that the student has the knowledge and skills required for the requested exemption; the student must also provide the associated documents if the Examination Board asks for them.

The Examination Board will make a decision on a complete exemption application within 30 working days. The Examination Board may extend this timeframe once, by a maximum of 30 working days.

161. Further investigation

If the Examination Board determines, on the basis of an investigation, that a student cannot be granted an exemption for all tests in a unit of study, the Examination Board may decide to grant an exemption following a further investigation. This investigation involves a comparison by the Examination Board of the final qualifications that the student is lacking against the content of the unit of study.

The investigation may entail that the student must pass an ordinary test.

In its decision, the Examination Board will set a deadline by which the further investigation must be successfully completed.

If a student sits tests which are covered by the exemption, it will be assumed that they did so in the context of this investigation. If the student fails the test, they will not be granted an exemption for all the tests.

The Examination Board may determine that the validity of a result will end earlier than the date resulting from the general exemptions policy (see Articles 146. Limited validity period for tests and exemptions to 148). The Examination Board may do so when:

- the student's request relates to an exemption they previously received for another programme at the university;
- or the programme is being updated.

162. Waiving further investigation

If the Examination Board decides that a component of a test is not essential in terms of the conditions as specified in the unit of study description regarding the acquisition of the knowledge, understanding and skills required to obtain the degree, it may decide not to conduct an investigation into that component. This may only occur in an exceptional case, such as disability or religious belief. It also depends on the reasons given by the student.

163. Exemptions prior to enrolment

The Examination Board may also decide to grant an exemption before a student is enrolled. In that case, the student will receive the exemption only once they have actually enrolled.

164. Exemption from foundation examination

If a student has obtained an exemption for all foundation phase tests, he is deemed to be exempt from the foundation examination, unless the Examination Board has conducted its own investigation as described in Article 173. Examination Board investigation.

In that case, the student will not receive a foundation certificate.

165. No exemption from final examination

Studenten can only obtain a limited number of exemptions for the final examination of a Bachelor's programme.

For this final examination, studenten must obtain a minimum of 60 credits by successfully completing tests. This includes units of study connected with a graduation programme or part thereof. In the case of an accelerated pre-university education pathway,

this will be a minimum of 45 credits. This includes units of study connected with a graduation programme or part thereof.

i Geef hier aan welke en hoeveel onderwijseenheden de student moet halen door het maken van toetsen. Let op: hier moet in ieder geval één onderdeel van het afstudeerprogramma bij zitten.

The student must obtain (xxx) units of study by making tests. This are the following required tests:

166. Recording exemptions

If an exemption is granted for a test, the word 'vrijstelling' (exemption), or the abbreviation 'VR', will be recorded in place of the test result in the PeopleSoft academic monitoring system. This will be based on the date on which the student is notified of the decision. If this date is prior to the date of enrolment, the date of enrolment will be used.

Chapter 19. Unit of study substitution; national and international mobility

167. Request for substitution

Studenten may request the Examination Board to let them substitute one or more of the units of study which they still need to complete, along with the associated tests, with units of study and associated tests from another programme offered by the university or by another Dutch or foreign institution of higher education. Studenten must explain the reasons for their request. This is subject to the condition that studenten still meet the requirements of the examination, and that the study load in credits must remain the same.

The Examination Board will make its decision within 30 working days after the complete request is submitted.

168. No request required

Studenten do not need to submit a request if there is a partnership agreement between the university and another institution in the Netherlands or abroad.

169. Rules for teaching and testing in the case of a substitution

Any classes taken and tests completed at other institutions will be subject to the rules for teaching and testing of that institution. This does not apply if the Examination Board decides otherwise in this respect.

170. Other conditions

The Examination Board may impose other conditions on the substitution of units of study and the associated tests. The substitution of units of study and associated tests with those of a foreign institution is subject to the condition that the quality of the foreign institution can be established by the Examination Board, based on:

- a previous investigation by the university;
- or the Examination Board's own investigation.

The Examination Board may also seek advice from the internationalisation coordinator/ the Erasmus Coordinator for this purpose. The Examination Board assesses whether the component fits within the student's examination program.

PART 9. EXAMINATIONS, DEGREE CERTIFICATES AND TRANSCRIPTS

Chapter 1. Examinations

171. Foundation and final examination

The programme includes both a foundation examination and a final examination.

172. Requirements for passing the examination

Studenten have passed the foundation examination if:

- they have passed the tests for all units of study that are part of the foundation phase of the programme;
- and the validity period of those tests has not expired.

This does not apply if the Examination Board decides to conduct its own investigation, as described in Article 173. Examination Board investigation.

Studenten have passed the final examination if:

- they have passed the tests for all units of study that are part of the main phase of the programme;
- and the validity period of those tests has not expired.

This does not apply if the Examination Board decides to conduct its own investigation, as described in Article 173. Examination Board investigation.

173. Examination Board investigation

The Examination Board may decide that the examination, in addition to the tests in the programme, will include an investigation conducted by the Examination Board itself into students' knowledge, understanding and research.

This investigation is more or less the same as a test.

i Kies of de examencommissie een eigen onderzoek uitvoert. Wanneer dit het geval is, beschrijf dan hier de procedure.

Een eigen onderzoek betreft een toets die door de examencommissie zelf wordt afgenomen, dus niet door examinatoren. Het is dus meer overkoepelend. De wet schrijft voor het onderzoek geen vorm voor. Als de OER het eigen onderzoek kent, geldt het voor elke student. De vorm behoort voor elke student gelijk te zijn en er is geen vrijstelling mogelijk, omdat het een examen is.
Geef daarbij ook aan dat de examencommissie zo'n onderzoek niet doet zonder dat de student dat weet.

174. Exceptional cases

In exceptional cases, the Examination Board may decide that studenten do not have to pass every part of a test in order to be deemed to have passed the examination. The Examination Board may set conditions for such a decision. Examples of exceptional cases are a disability or religious belief.

The Examination Board may make such a decision if it considers that a component of a test is not essential in terms of the requirements specified in the unit of study description for acquiring the knowledge, understanding and skills required to obtain the

degree.

The Examination Board will then determine the final grade for the unit of study in a fair and reasonable manner, as much as possible in accordance with the rules set out in the TER. In doing so, the Examination Board will not give any consideration to the component in question.

Chapter 2. Degree certificates and transcripts

175. Degree certificate

The Examination Board awards a degree certificate to studenten as proof that they have passed their final examination.

The Examination Board may decide to award the degree certificate only if the Central Student Administration declares that the student has paid all amounts due and payable by the student.

The degree certificate states the date on which the student is deemed to have passed the final examination. This is the date on which the student completed his/her last test. If the Examination Board has conducted its own investigation as described in Article 173. Examination Board investigation, then the date on the certificate will be the date of the investigation.

The certificate will also state the name of the degree that has been awarded by the Executive Board.

The Examination Board awards degree certificates within five to eight weeks after studenten pass the final examination. The student will receive a notification with a request to check the data that will be displayed on the degree certificate. The Examination Board will then invite the student for the ceremony in which the certificate is awarded. If an Examination Board does not take the initiative to award a student's degree certificate, the student must request the Examination Board to award the certificate.

176. List of grades and diploma supplement

The Examination Board provides a list of grades with the degree certificate and also encloses a diploma supplement, except in the case of the foundation certificate.

177. Deferral of awarding of the degree certificate

If a student is entitled to receive a degree certificate but wishes to wait because it would be more advantageous to do so, and if the advantage the student would obtain is reasonable, then the student may request a deferral from the Examination Board using the designated form. On the form, the student should explain why the deferral is important to him and how long he wants to wait.

This is usually so that the student can complete an additional unit of study and have it included in the list of grades as an extracurricular unit of study, and not for the purpose of completing a second study programme. Deferrals are generally for no longer than six months. In any event, it is a condition of a deferral that the student not interrupt their enrolment. Note: deferrals can have consequences, for example for the student travel product. This should be checked with the Education Executive Agency (DUO).

178. Statement of completed courses

If a student has passed more than one test and the Examination Board does not award a degree certificate to the student, the student will receive a transcript from the Examination Board upon his request. At a minimum, the transcript will specify:

- the units of study that the student completed;
- the number of credits for those units of study;
- when the student passed the tests.

i Specifiek voor de Pabo

Additional denominational certificate
All students in the Bachelor of Primary Education teacher training programme are educated with consideration for the

philosophical or religious identity of themselves, the school, and their pupils. From the 2017-2018 academic year, students in year 3 will undertake a common programme. At the end of their programme, they can opt for a Diploma in Christian Primary Education (DCBO), the certificate for Catholic primary education, or the diploma for public education.
Upon completion, the diploma is awarded to them by, respectively, Verus (the association for Christian education), the Diocese of Haarlem-Amsterdam, or the Association for Public Education and VOS-ABB. For students in the accelerated part-time programme, obtaining the certificate/diploma is possible if philosophy of life and religion is chosen as a subject specialisation, or potentially on an extracurricular basis.

Chapter 3. With merit and cum laude designations

179. Recording on the degree certificate

i Wanneer er verschillen bestaan tussen cohorten in de toekenning van predicaten, bijvoorbeeld vanwege oud- en nieuwonderwijs, benoem dan in deze passage aan welke cohorten een predicaat kan worden toegekend.

For the cohorts ... it is possible/ not possible to receive a degree certificate

180. Basis of calculation

In performing the calculation for designations, the Examination Board will use the final grades before rounding off for the units of study of the examination.

If a unit of study has several tests, this concerns the final grade before rounding off for that unit of study based on the calculation of the average in accordance with Articles 127. Grade for a unit of studyand 128. Final assessment.

To be eligible for a designation, the student must have completed the examination (foundation exam or final exam) within the nominal duration of the program. This does not apply if the longer study duration is due to personal circumstances or other special circumstances. The Examination Board will determine whether this is the case.

181. ‘With merit’

182. ‘Cum laude’

i Artikel 182 is opgesplitst in twee opties. De eerste optie heeft betrekking tot opleidingen die werkt met cijferbeoordelingen. De tweede optie heeft betrekking tot opleidingen die (deels) werken met woordbeoordelingen. Kies één van de twee varianten.

PART 10. FINAL AND TRANSITIONAL PROVISIONS

183. Updating the TER

The TER will not be changed during the academic year, unless the interests of studenten will not be adversely affected by the change.

184. Unforeseen circumstances

In any situations not provided for by the TER, a decision will be made by:

- the Executive Board, if the situation concerns general provisions;
- the Dean of the Faculty responsible for the programme, if the situation concerns programme-specific provisions.

When implementing the TER, if staff members cannot agree on who has authority in a particular situation, the Executive Board will designate the competent body.

185. Publication, entry into force and authentic version

This TER forms part of the Education Guide of the university as referred to in Section 7.59 of the WHW

The Executive Board may extend the period of validity of general provisions of the TER. This can only be done for an entire academic year. The representative advisory council must give consent for the extension.

The Dean of the Faculty can extend the period of validity of the programme-specific information. This can only be done for an entire academic year. The representative advisory council must give consent for the extension.

In the event of a discrepancy or difference of interpretation of the provisions of the TER, the text of the Dutch version will take priority over any version in another language.

Appendix: Annual Programmes

Content descriptions of the units of study and tests

Descriptions of the units of study and tests of the programme B Example can be found in the appendix.