

Finance & Control International
35520

Education and Examination Regulations 23-24
Academie voor Management en Finance (AMF)

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1 About the Education and Examination Regulations

These are the Education and Examination Regulations (EER). The EER provides information about the education and examinations. You can read about the rights and obligations that apply within your study programme here.

This EER is part of the [Students' Charter](#) (Dutch: [Studentenstatuut](#)) of Avans University of Applied Sciences. The [Students' Charter](#) contains the rights and obligations of enrolled students. You can find the full text of the [Students' Charter](#) and all the associated regulations on iAvans under Studentinfo.

1.1 Who is this EER for?

This is the EER for the Avans University of Applied Sciences (institution's database number 07GR) study programme(s) listed below. This EER applies to the 2023-2024 academic year.

Name of study programme	Variant (ft/pt/dual)	School(s)	ISAT-number	Degree (with addition) upon graduation	Title (with abbreviation)
Finance & Control	ft	AMF	35520	Bachelor of Science (BSc)	Baccalaureus (BC)

The rules in the EER apply to:

- All students who are enrolled for the 2023-2024 academic year and who are studying the programme listed above. By 'students' we also mean external students. These are students who only sit exams and do not follow any education.
- The Executive Board.
- The School Board(s).
- The Examination Board.
- The study programme staff members.

1.2 How should you read the EER?

- Where we say 'we', it refers to Avans University of Applied Sciences and the study programme listed in 1.1.
- Where we say 'you', it refers to you as a student or external student at Avans University of Applied Sciences.
- And where we write 'he/him', we also mean 'she/her' or 'they/them'.

1.3 What rules must the EER comply with?

The EER must comply with the Higher Education and Research Act (WHW) and the Avans *'Framework Policy for the Programme-Specific Part of the [Students' Charter](#)'*. This policy consists of the documents listed below. You can find them on iAvans.

- The Guide for drawing up Education and Examination Regulations.
- The Format for drawing up Education and Examination Regulations.

You can read about how the EER is drawn up in the last chapter of these Education and Examination Regulations.

1.4 How long is the EER valid?

The EER for an academic year is valid from week 1 of that academic year up to and including 31 August of the subsequent calendar year. If the EER for a new academic year is not ready in week 1 of that academic year, the EER of the preceding academic year remains valid until the new EER has been established and published.

1.5 Terms used in the EER

We try to explain all the terms used in this EER in the text. However, if the EER contains terms that you are not familiar with, see the glossary for an explanation. You can find the glossary in Appendix 1.

2 Admission, final level qualifications and professional requirements

In this chapter you can read about the requirements for admission to the study programme and what final level qualifications you will have mastered by the end of the study programme. If professional requirements apply to your programme, you will also find information about them in this chapter.

2.1 Admission

In order to be admitted to the study programme, you need a HAVO diploma, a VWO diploma or an MBO diploma level 4.

On www.avans.nl/international, on the page of your study programme, you can find any additional admission requirements for your study programme under the heading 'Admission' (Dutch: *Toelating*).

2.1.1 What if you do not meet the prior education requirements?

If you do not meet the prior education requirements, you may be eligible for an entrance examination. More details can be found in the '[Regulations admission requirements Avans University of Applied Sciences](#)' (Dutch: [Regeling inschrijvingsvoorwaarden Avans Hogeschool](#)). You can find these on www.avans.nl and iAvans.

The entrance examination is administered by or on behalf of the School Board. The examination tests whether;

- you have the knowledge and skills required for the study programme.
- you have a good command of the English language. If the study programme is provided in a different language, then it tests whether you have a good command of that language.

2.1.2 What if you do not meet the additional admission requirements?

If there are additional admission requirements and if you do not meet these, you may be eligible for an inquiry into deficiencies. More details can be found in the '[Regulations admission requirements Avans University of Applied Sciences](#)' (Dutch: [Regeling inschrijvingsvoorwaarden Avans Hogeschool](#)). You can find these on www.avans.nl and iAvans.

In order to be admitted to the study programme, the outcome of the inquiry must show that you have the same knowledge and skills as the students who do meet the additional admission requirements.

2.1.3 Admission to the study programme

Not applicable.

2.2 What final level qualifications will you have upon graduation?

In your study programme you are taught in such a way that you will be qualified to start working as a professional. By this we mean that after obtaining your diploma, you will have the knowledge, skills and professional attitude to make a successful start in the applicable work field.

In the programme profile this end level is described in terms of professional products and performance. The professional products and performance describe what the starting professional must demonstrate. They are established in cooperation with the professional field and are derived from the national professional profile of your study programme. This ensures that a judgement about the diploma equivalency of this study programme can be made with the same diplomas from other universities of applied sciences.

If your study programme is offered at multiple locations, these competencies may differ for each location. See Appendix 3 for information on the competencies that apply to your study programme.

In addition to this, the following applies to each bachelor student who started their study programme at Avans University of Applied Sciences since September 2016: upon graduation their English language competence must demonstrably be at a minimum CEFR level B2 for the 4 basic language skills (speaking and writing, reading and

listening) for the professional domain for which they are educated in the bachelor's degree programme.

2.3 Professional requirements laid down in the law

Not applicable.

3 Study counselling

Every Avans University of Applied Sciences student receives counselling during his study programme. In this chapter you can read more about this counselling.

3.1 Counselling of students

Avans University of Applied Sciences provides every student with counselling during their study programme.

We ensure that our counselling activities comply with the [Avans Matching Framework](#). You can find this document on iAvans.

You are entitled to additional counselling if you:

- perform top-level sport in addition to your studies. The relevant rules can be found in the '[Regulations for student facilities/top level sports and studies](#)' (Dutch: [Regeling faciliteiten studenten/topsporters](#)). You can find these on the Sharepoint of Student Info.
- have the status of student-top entrepreneur. The relevant rules can be found in the '[Avans regulations students top entrepreneurs](#)' (Dutch: [Avans Studenten Topondernemersregeling](#)). You can find these on the Sharepoint of Student Support.
- have a functional impairment. The relevant rules can be found in the *Protocol 'Studying with a functional impairment'* (Dutch: [Protocol studeren met een functiebeperking](#)). You can find this on the Sharepoint of Student Support.
- are part of an ethnic or cultural minority for which the circumstances are such that it is difficult to follow a degree programme.

If you require additional counselling and think that you belong to one of these specific groups, get in contact with your Avans student counsellor.

3.2 How do we counsel our students?

In the first and second academic year, you will receive a letter or e-mail regarding your study progress in each study period, provided you have not yet been issued with study advice (see section 6.4).

Every student has a coach who schedules a number of meetings with you to discuss your academic results. See below for information on how many meetings will take place.

If you follow a full-time programme, you will have at least four meetings per study period in year 1. The coach will invite you for these meetings. In year 2, you will be invited for a meeting at least once. If your study results indicate that further discussions about your study progress are necessary, you will be invited for one or more additional meetings with your coach.

In year 3 you have a compulsory coach meeting in quarters 1 and 2.

In year 4 you have a compulsory coach meeting in quarter 1.

3.3 The school records the discussions

The study programme records what has been discussed with you. Privacy sensitive information will be recorded in Osiris. When doing this, we comply with the rules set out in the [Avans University of Applied Sciences Privacy Statement](#). You are always allowed to access information about yourself and your study progress.

4 Tests, exams and propaedeutic examination and final examination

To receive your diploma, you must meet all the requirements set out in the examination programme. In this chapter you can read more about how the examination programme is structured.

4.1 What is the examination programme?

Your bachelor's degree programme consists of 2 main examinations: the propaedeutic examination and the final examination.

You pass an examination by completing all the units of study with a pass grade. This coherent whole of units of study is called the examination programme. To see what units of study there are, read the examination programme in Appendix 6. A unit of study is concluded with an exam. The exam consists of one or more tests. A schematic overview is provided in the glossary in Appendix 1.

4.2 What is an exam?

You will conclude each unit of study with an exam. This exam consists of 1 or more tests.

4.2.1 What is a test?

A test is a measurement instrument with which one examiner or several examiners assess and grade your knowledge, understanding and/or skills. An examiner is always appointed by the Examination Board (also see 4.8) and is usually a lecturer from your study programme.

Avans University of Applied Sciences uses various test formats. Appendix 6 shows you for each unit of study how many tests the exam consists of. For each test you will see which test format is used.

4.2.2 Oral tests

An oral test or exam is never open to the public. The Examination Board may decide to open the oral test to the public. They can do this on their own initiative or when requested by a student, teacher and/or examiner or others interested.

4.2.3 When can you request a test to be taken in a different manner or at a different moment?

In the following cases, you can ask whether you can take tests at a different moment or in a manner that is most suitable to your needs:

- You have a functional impairment.
- You participate in top-level sport.
- You are both a student and a top entrepreneur.

In case of a functional impairment you need to send a request to the Examination Board and discuss your situation with the Avans student counsellor. The Examination Board will request the student counsellor's advice. Partly on the basis of the student counsellor's advice, the Examination Board will make a decision.

If you have the status of student-top entrepreneur or if perform top-level sport in addition to your studies, information about how you can make agreements about assessments can be found in the '[Avans regulations students top entrepreneurs](#)' (Dutch: [Avans Studenten Topondernemersregeling](#)) and in the '[Regulations for student facilities/top level sports and studies](#)' (Dutch: [Regeling faciliteiten studenten/topsporters](#)). You can find these on Sharepoint.

If you want to take a test at a different moment or in some other manner because of some other special situation, you must ask the Examination Board for permission. Chapter 5 of this EER explains how to do this.

4.3 What information will you receive at the start of the unit of study?

When a unit of study begins, we will provide you with the following information:

- What the unit of study is about.
- What subjects, work placements/internships and practicums you must follow, and what these components entail.
- How many credits you can receive for the unit of study.
- Which test format(s) will be used.
- What assessment criteria and grading standards we will use.
- Whether the exam consists of several tests. In that case, we will inform you what sort of tests these are and in what order you must take them.
- The dates when you must take tests or hand in assignments.
- Which components of the unit of study involve compulsory participation.
- What aids you may use.

4.4 Do you have to register for a test?

4.4.1 What rules apply for the registration for written or digital tests?

You have to register for a written or digital test on time. The academic calendar shows the start and end dates for registration. More information can be found in the [Exam Rules and Regulations](#) (Dutch: [Toetsregeling](#)) on Sharepoint.

Note: you must not only register for written tests administered by RET but also for tests that are not administered by RET, such as projects, essays/papers, oral exams etc. This also goes for the resits of these tests. Note that there are official registration periods for non-RET tests as well as RET tests. See 4.4.2.

Have you missed the registration deadline for a written or digital test but still wish to take part? Then you can still register up until 5 working days prior to the test. However, you must pay administrative costs for this.

For this late registration the following rules apply:

- You must pay € 20 in administrative costs when you register.
- If you register in one go for several tests, you only pay € 20 in administrative costs for this cluster of tests.

In the 5 working days prior to the test it is not possible to register anymore.

4.4.2 What rules apply for the registration of other tests?

You must not only register for written tests administered by RET or taken online but also for tests that are not administered by RET, such as projects, essays/papers, oral exams etc. This also goes for the resits of these tests. Note that the official registration periods apply to non-RET tests as well as RET tests.

Separate rules for the late registration for non-RET exams apply. As you know, the registration week is week 4. If the resit is in the same period as the sit (so not in the next quarter), registration is always on Wednesday of week 9.

If you have not registered in time for a **non-RET exam**, you can still register late by sending an email to info.asis@avans.nl mentioning your student number and the exam code(s) and the name of the test(s) for which you wish to be registered. There is no fee for late registration of non-RET exams.

We accept late registrations for non-RET exams **up to and including Monday week 8**. For resit non-RET exams in the same exam period/quarter, the late registration day is **Thursday week 9** (same as RET exams).

Late registration should be seen as a rare exception since there is every opportunity for students to register in the regular period/on the regular date.

Please realise that after the late registration period has closed, it is not possible to register for an exam anymore because the system in Osiris is closed.

4.5 What rules apply when you take a test?

See below for details of the rules that you must obey when taking a test.

The Board of your study programme is responsible for the examination programme and for the organisation of the tests. From the time when a test should start according to the timetable, the Examination Board is authorised to make decisions if any irregularities occur.

4.5.1 Provide valid proof of identity

If you take a test, you must prove your identity. The rules that apply to this can be found in the [Exam Rules and Regulations](#) of Avans University of Applied Sciences. These regulations can be found on the Sharepoint of Student Support. Without valid proof of identity, you will not be allowed to take the test.

4.5.2 If there is an unforeseen situation

Examples of an unforeseen situation: the alarm sounds, a student is unwell, or there is a network failure.

Whenever an unforeseen situation arises, the following rules apply:

- Always follow the instructions of the invigilator or examiner.
- The Examination Board decides if you are allowed to continue with the test, whether your test will be graded or not, and whether it is valid or not. This applies even if you have already submitted the work.
- If the Examination Board decides that your test will not be assessed or does not count, you may take the test again at the earliest opportunity. Within 2 working day after the unforeseen situation, Brightspace will provide details of where, when and at what time the new test can be taken.

4.5.3 You are not allowed to take a test abroad

You are not allowed to take a written or digital test that is part of your study programme abroad unless the Examination Board gives you permission.

In the Examination Board Bylaws you can read what rules apply. You can find this document Brightspace.

4.5.4 Incurring expenses for a test

It is our aim that you submit your work, such as papers, essays, assignments, reports and theses, digitally as much as possible. However, this is not always possible, depending of the nature of the work. In that case printing and material costs are at your own expense. At the start of a unit of study, you will get information about the format of a test that needs to be submitted.

Where possible, the examiner assesses your work digitally. When the examiner wants to assess your work on paper, the printing costs are paid for by the study programme.

4.5.5 Are there any more rules?

The [Exam Rules and Regulations](#) of Avans University of Applied Sciences can be found on the Sharepoint of Student Support. There you will find details of all the rules.

4.6 What will happen if you do not obey the rules?

Have you disobeyed the rules for taking tests, or committed fraud or plagiarism? If so, this will have the following consequences:

- If an examiner or invigilator notices before or during a test that you are not obeying the rules, he may decide that you are not allowed to take the exam or that you are not allowed to complete it. The Examination Board will decide later what steps will be taken.

- The examiner may also notice after the test that you have not obeyed the rules. He must inform the Examination Board, who will decide later what steps will be taken.

In appendices 1 and 4 you can read what we understand by fraud and plagiarism.

4.6.1 What measures can the Examination Board take?

Based on the WHW (Higher Education and Research Act), the Examination Board is authorised to take measures if fraud is discovered. If there is a suspicion of irregularities including fraud, the Examination Board will initiate an investigation. When determining the consequence to be imposed, the Examination Board uses 5 categories. An overview of these categories is included in Appendix 4.

Apart from the consequences stated in Appendix 4, the Examination Board can ask the Executive Board to decide that you must leave the study programme.

4.6.2 A meeting with the Examination Board

Before the Examination Board makes a decision, they will want to meet with you. We call this the right to be heard. After the meeting, the Examination Board will make a decision and you will receive a letter or e-mail about it. The Examination Board will also inform the School Board. Chapter 5 explains what to do if you disagree with the decision made by the Examination Board.

4.7 How do we check for plagiarism?

The work that you create during your studies should be original and authentic. We assume that you produced your work completely by yourself. In order to assess this properly, we compare all the papers with each other and check them for plagiarism.

You must submit your papers, essays, assignments, reports, theses etc. digitally, on Brightspace. The nature of the work determines if this also applies to your study programme. You will be informed about this at the start of the concerned unit of study.

By submitting a piece of work for assessment, you consent to us checking the work for plagiarism. You are not allowed to submit protected files.

The examiner or invigilator always submits a suspicion of fraud or plagiarism to the Examination Board. The Examination Board then initiates an investigation and decides if there is indeed fraud or plagiarism. If fraud or plagiarism has been established, the Examination Board decides on the sanction to be imposed. In appendix 4 you can read what forms of fraud and plagiarism are distinguished and what sanctions are applied.

4.8 Who assesses your test?

- Only an examiner may assess your test.
- The Examination Board appoints every examiner. This is usually a lecturer from your study programme.
- An expert from outside Avans can advise the examiner about your grade. This expert can only assess you if the Examination Board has appointed him as an examiner.

4.9 How will the examiner assess your test?

The examiner will assess your test as follows:

- He will assess whether or not you have achieved the learning objectives that correspond to the unit of study. To do this he will use assessment criteria and a grading standard. These have been established beforehand. The assessment criteria indicate what you will be assessed on. The grading standard indicates how the assessment of the test must be calculated.
- After the examiner has graded a test, he analyses it. If he concludes that the grading standard is not

right, he will ask the Examination Board for permission to change the grading standard. This is only possible if the grades in Osiris have not been made final yet.

4.9.1 What kind of grade will you receive for a test?

Your examiner can grade your test as follows:

- With a number grade from 1 up to and including 10.
 - Grades for tests are rounded to one decimal place.
 - A 5.5 is a pass grade. A 5.4 is a fail grade.
- With a pass or fail.

The following table shows the relationship between the various grades.

10	Outstanding	OS	Pass (PASS)
9	Very good	VG	
8	Good	G	
7	More than satisfactory	MTS	
6	Satisfactory	SA	
5	Almost satisfactory	ASA	Fail (FAIL)
4	Unsatisfactory	USA	
3	Very unsatisfactory	VUSA	
2	Poor	P	
1	Very poor	VP	

In addition to the above grades, the following results can also be registered in Osiris:

- Not present (NP), if you registered for the test but did not take part in the test. The registration counts as a used test opportunity.
- Ungradable (UG), if your test could not be graded because you did not meet the requirements (for example formatting requirements or attendance requirement). This also counts as a used test opportunity.
- Exemption (EX), if the Examination Board has granted an exemption from a test (see 4.14).

4.9.2 If you disagree with your grade

If, after the test review, you disagree with your grade, you can submit an appeal to [the Examination Appeals Board](#) (College van Beroep voor de Examens). You must do this within 6 calendar weeks after the date the grade was published.

The appeals procedure and the way in which the [Examination Appeals Board](#) will process your appeal are explained in the '[Regulations of the Examination Appeals Board](#)' (Dutch: *Reglement van orde van het College van Beroep voor de Examens*). You can find this document on iAvans under Studentinfo.

4.9.3 When have you passed an exam?

You can pass an exam in the ways set out below. The examination programme (appendix 6) shows which way applies to each test.

- For all the tests of a unit of study you have obtained one of the following grades:
 - the number grade 5.5 or higher.
 - the word grade 'Satisfactory' or higher.
 - the grade 'Pass'.

4.9.4 We convert results obtained abroad to a grade

Pass grades obtained at a foreign educational institute are converted to a grade, if possible. To do so, we use the conversion tables (ECTS grading tables) of Avans University of Applied Sciences and the foreign partner institutes. For this conversion the specific situation of the country where the result was obtained is taken into account, for example the grading system and cultural differences. If it is not possible to convert the results obtained abroad, your pass grades will be registered as the word grade 'Pass'.

More information about this can be found on goingabroad.avans.nl > Study > Step 6: return to Avans > 6.2 ECTS credit recognition. You can also find the Avans conversion table here.

4.9.5 How do we calculate your exam grade?

For exams that consist of more than 1 test we calculate the average. Only number grades and word grades are used to calculate the average. Word descriptors count as a grade based on the table included in section 4.9.1. You will find the weight of your tests in the 'Weighting' column of the examination programme in Appendix 6.

4.10 When will you receive your grade?

You will receive your grade within 15 working days of taking the test. The teacher registers your result in draft in Osiris. If this deadline cannot be met due to exceptional circumstances the study programme will inform you of this. After a maximum of 1 week after the review session of the test (see also: paragraph 4.11) the study programme will finalize your grade in Osiris. With that, your grade is finalized no later than eight weeks after you took the test. Only finalized results will be included in your study progress overview. You cannot derive any rights from provisional or draft results published in Osiris or elsewhere. Definitive test results can only be changed after a decision by the examination board.

When registering grades, we comply with the rules set out in the [Avans University of Applied Sciences Privacy Statement](#).

You can request an overview of your grades in Osiris.

4.11 If you want to review your test

Your completed test will be checked and graded before the resit for that test, and no later than four weeks after the grade is announced. When reviewing your graded test, you may also review the questions, assignments and grading standard used by the examiner to grade your test.

The following rules apply for the review:

From the day you receive your grade, you will have 4 weeks to inspect (or review) your test or exam. In the Education and Examination Regulations 4.11, the term 'test review' is used; at ASIS we use the word 'inspection'. The following rules apply.

1. After each exam period, a meeting is held during which you will receive your exam papers for review. In case of Remindo exams, you will be able to review your exam in the Remindo environment. In case of online exams, the review details will be published on Blackboard/Brightspace. During this meeting you can also see model answers (examples). The review schedule will be published on Blackboard/Brightspace and/or in your timetable. You can review your exam papers only on the date and time scheduled.
2. You are not allowed to send a representative to the review meeting. If you cannot attend due to

extenuating circumstances, you can request the examiner to allow you to review the exam at another moment. You must submit evidence of these extenuating circumstances.

3. During the meeting, the examiner who graded the exam papers returns your exam paper for review. In case of multiple choice exams, the scratch cards will not be returned. Besides these returned exam papers, you are allowed to have only a pencil on your desk. The pencils can either be provided by the lecturer or you must bring a pencil yourself. Before the review this will be communicated on Blackboard/Brightspace. For some reviews, examiners may decide not to allow any pencils. This will also be communicated on Blackboard/Brightspace.
4. In all cases, you are never allowed to have a pen, mobile phone, iPad, laptop, smartwatch or other electronic devices on you or on your desk. These items must be left in a place indicated by the examiner. You are not allowed to write on the exam paper, nor are you allowed to make photographs of the exam paper or otherwise copy it.
5. The examiner shows the model answers to the exam questions, without entering into a class discussion about the possible answers.
6. You are not allowed to take any exam papers outside the room. After the review session, the exams papers have to be handed to the examiner(s).
7. During the review, you may apply for a re-assessment of your exam paper. To do so, you must fill in a re-assessment form at the examiner's desk with a pen provided by the examiner and indicate what you wish to be re-assessed. You must also indicate arguments for the re-assessment. The re-assessment form as well as the exam paper must be handed in to the examiner. The whole exam will be re-assessed, not just the question(s) indicated by the student.
8. If you do not ask the examiner to grade your exam paper again, the grade thus becomes definitive.
9. Any additional rules about reviewing your exam paper in the Remindo environment will be published on Blackboard/Brightspace by the examiner. Note that it could also be that the review session will be done by an Avans invigilator.
10. Any additional rules about reviewing an online exam paper will be published on Blackboard/Brightspace by the examiner.
11. If you break the review rules, this will be communicated to the Examination Board, who will decide on the penalty.

4.12 How often may you take a test?

In every academic year you have 2 opportunities to pass a test. The first opportunity is during the study period in which we offer the unit of study. The second opportunity is called the resit.

For resits the following rules apply:

You are allowed to resit a test for which you have obtained a fail grade as well as a test for which you have obtained a pass grade. Resitting a test for which you have obtained a pass grade is only possible in case of digital or (online) written tests and if the test you want to resit is still offered in the examination programme of the study programme. For other test formats you are not entitled to a resit if you obtained a pass grade for the earlier test.

- If you do not use the first opportunity, you are allowed to use the second opportunity. You will not be entitled to an extra opportunity. However, the Examination Board may grant you permission for an extra opportunity in special situations. Chapter 5 explains how to ask for permission.
- If you take a test more than once, your highest grade will apply.
- All final resits of the examination programme of the first year of study take place before the summer break, no later than week 11 of the 4th study period.

4.13 How long do we keep tests and grades?

- We keep test questions/assignments of tests that demonstrate achievement of the final level qualifications for a period of 7 years. This also applies to the corresponding assessment criteria and grading standards. We keep your graded tests that assess achievement of the final level qualifications and for which you have obtained a pass grade for a period of 7 years.
- We keep test questions/assignments of all other tests for a period of 2 years. This also applies to the corresponding assessment criteria and grading standards. We keep your graded tests for a period of 2 years.
- We keep the assessment results of all tests for 7 years.
- We keep transcripts for 50 years.

4.14 Applying for an exemption from a test

You can apply for an exemption from a test if you can prove that you meet all the requirements of the test. To do this, you must send a request to the Examination Board. Chapter 5 explains how to submit the request.

4.14.1 What should you include in your request?

In your request, explain why you want to receive an exemption and include the following certified evidence:

- Copy of a diploma, certificate, deed or statement that demonstrates that you meet the requirements of the test.
- Copy of the list of qualifications that belong to that diploma, certificate, deed or statement.
- Copy of a list of documents that you have studied. Examples: course books, readers or class texts.
- Other documentary evidence showing that you ought to receive an exemption.

4.14.2 When will the Examination Board decide?

The Examination Board will decide on your request for an exemption within 4 weeks of receiving it. You will be informed by letter or e-mail. The Examination Board will keep a copy of the decision in your file. If you have been granted the exemption from the test, it will be noted in Osiris.

4.14.3 When can't you apply for an exemption?

- You cannot apply for an exemption from the graduation assignment.
- You cannot apply for an exemption from a test that you have already taken once.

4.14.4 Do you disagree with the Examination Board?

Chapter 5 explains what to do if you disagree with the decision made by the Examination Board.

4.15 How long does a grade or exemption remain valid?

Pass grades that you have obtained during your study programme will remain valid forever except when we determine that there is a limited validity period for a unit of study. The same goes for exemptions.

4.15.1 When is there a limited validity period?

We regularly update our study programmes. Every year the examination programmes are established again. We compare the old examination programme with the new examination programme. If a unit of study has been changed or removed, we will determine if the content of the old unit of study has become outdated. If this is the case, we will determine how long the pass grades in question will still be valid as from that moment. The minimum period is always the nominal study period of your study programme, for example 4 years if you do a bachelor's degree programme.

Once you have obtained your diploma, your grades cannot expire anymore.

If you are disenrolled without having obtained your diploma and you re-enroll, then we will determine upon your re-enrolment which units of study that you have already passed have lost their validity or will lose their validity in the short term.

4.15.2 How do I know if my grades expire?

At the moment there are no units of study in your study programme for which it has been decided that the validity period is limited.

4.15.3 I object to my grade expiring

You can request the Examination Board to extend the validity period of the grade in question. Note that you must have good reasons for this. Chapter 5 explains how to do this.

4.16 When will you receive a diploma or statement?

The following explains when you will receive a diploma or statement. In chapter 1 you can read what the degree is that you will get with the diploma.

4.16.1 When will you receive a diploma?

Diploma for the Propaedeutic phase:

- If you study a bachelor's degree programme, you will receive the diploma for the propaedeutic phase when the Examination Board determines that you have passed all the exams of the propaedeutic phase.
- You must be enrolled for your study programme at the time when the Examination Board decides during its meeting that you have passed your propaedeutic examination. The meeting dates of the Examination Board in which the Examination Board decides that students have passed this examination are published at the start of the academic year.
- You will also receive a transcript with the diploma. The grades on the transcript are rounded to 1 decimal place.

Diploma for a Bachelor's degree:

- You will receive the diploma for the bachelor's degree when the Examination Board determines that you have passed all the exams of the post-propaedeutic phase of the study programme.
- You must be enrolled for your study programme at the time when the Examination Board decides during its meeting that you have passed your final examination. The meeting dates of the Examination Board in which the Examination Board decides that students have passed this examination are published at the start of the academic year.
- You will also receive a diploma supplement. This supplement contains information about the study programme that you have followed. Your transcript is part of this supplement. The grades on the transcript are rounded to 1 decimal place. The supplement complies with the rules of UNESCO-CEPES and the Netherlands Association of Universities of Applied Sciences. You will receive a diploma supplement in English. You can also receive a supplement in Dutch, if requested.
- If you have passed all the exams of the post-propaedeutic phase, but want to postpone the moment that the Examination Board determines that you have passed the bachelor examination because you want to obtain the credits for an extra unit of study and have these certified, you will have to request this no later than 4 weeks before the date the Examination Board makes this decision. Chapter 5 explains how to do this. You must indicate how long you wish to postpone the decision.

4.16.2 If you disenroll from the study programme without a degree

If you disenroll from the study programme before you are entitled to a degree, you can ask the Examination Board for a statement listing the exams that you passed. Chapter 5 explains how to do this.

4.17 How can you graduate cum laude?

To receive the designation cum laude on your diploma for the propaedeutic phase of your bachelor's degree programme, you must meet the following requirements:

- The weighted average of the grades of all units of study in the examination programme of the propaedeutic phase is at least 8.0. The grades of the units of study are weighted based on the number of study credits of the units of study.
- You have never committed fraud during the study programme.
- The grade 'pass' does not count for the calculation of your weighted average. If all tests in the study programme are assessed as pass/fail, no cum laude can be rewarded.
- Word grades as mentioned in section 4.9.1 count as number grades. For the conversion of word grades to number grades the table in 4.9.1 is used.
- Exemptions do not count in the cum laude regulations.
- You have not obtained a grade lower than 6.5 for a unit of study.

To receive the designation cum laude on your diploma for the bachelor's degree programme, you must meet the following requirements:

- The weighted average of the grades of all units of study in the examination programme of the main phase of the study programme is at least 8.0. The grades of the units of study are weighted based on the number of study credits of the units of study.
- You have never committed fraud during the study programme.
- The grade 'pass' does not count for the calculation of your weighted average. If all tests in the study programme are assessed as pass/fail, no cum laude can be rewarded.
- Word grades as mentioned in section 4.9.1 count as number grades. For the conversion of word grades to number grades the table in 4.9.1 is used.
- Exemptions do not count in the cum laude regulations.
- You have not obtained a grade lower than 6.5 for a unit of study.
- For the graduation project, you have obtained at least the grade 8.0.
- The minor does not count in the cum laude regulations.

5 Sending a request to the Examination Board or lodging an appeal

In this chapter you can read about what you need to do if you have a request for the Examination Board. The chapter also explains what you can do if you disagree with a decision made by the Examination Board or an examiner.

5.1 Do you have a request or complaint for the Examination Board?

In the other chapters of this EER you can read about the scenarios in which you can send a substantiated request to the Examination Board. For example, you may send a request concerning the following issues:

- You can prove that you already meet the requirements of a test and would like an exemption (also see 4.14 and 6.3).
- You would like an extra opportunity to sit a test and have good reasons for this (also see 4.12).
- You have a functional impairment and would like to take the test in a manner that suits you or at a different moment. The relevant rules can be found in the '[Protocol Studying with a disability](#)' (Dutch: [Protocol studeren met een functiebeperking](#)). You can find this on iAvans under Studentinfo (also see 4.2.3).
- You take part in top-level sport or you are a student top entrepreneur. Therefore you would like to take the test in a manner that suits you or on a different date. The relevant rules can be found in the '[Regulations for student facilities/top level sports and studies](#)' (Dutch: [Regeling faciliteiten studenten/topsporters](#)) and in the '[Avans regulations students top entrepreneurs](#)' (Dutch: [Avans Studenten Topondernemersregeling](#)). You can find these on the Sharepoint of Student Support (also see 4.2.3).
- You have other reasons why you would like to take the test in a manner that suits you or at a different moment. For example because of personal circumstances. You must always report these circumstances to the Avans student counsellor.
- You have a complaint about a test, the way in which you must take a test, or about the examiner. If this examiner is also on the Examination Board, he cannot be involved in the ruling on this case.
Note: You must have submitted your request to the Examination Board within 6 weeks of the relevant act or event/circumstance.
- You want to postpone the moment when your diploma is issued (also see 4.16.1).
- You want to get an exemption from a threshold (also see 6.8).
- You need permission to follow a minor that you have compiled yourself and which is not listed in the [Avans minor catalogue](#) or in the '[Kies op Maat](#)' minor list (also see 6.1.1 and 6.1.2).

5.1.1 Where should you send your request?

You should send a request to the Examination Board via examinationboard.ib-fci@avans.nl (using the form on BB or Brightspace).

5.1.2 How does the Examination Board deal with your request?

Within 4 weeks after the date that the Examination Board received your request, you will receive the Examination Board's decision.

When making a decision, the Examination Board bases it on, among other things, the EER and the Board's own policy. In the '[Bylaws](#)' (Dutch: [Huishoudelijk reglement](#)) of the Examination Board of your study programme, you can read the policy that the Examination Board has formulated regarding how they will deal with for example the above requests.

You can find the [Bylaws](#) on Brightspace.

5.2 Unforeseen circumstances

If unforeseen circumstances arise which are not laid down in the EER, the Examination Board and the School Board will make a decision on these in joint consultation. You will receive a letter or e-mail setting out and explaining the decision made by the Examination Board and the School Board. It will also tell you what you can do if you disagree with this decision. And by when you must do that.

5.3 Do you disagree with a decision?

If you disagree with a decision made by the Examination Board or an examiner, you can submit an appeal to the [Examination Appeals Board](#) (College van Beroep voor de Examens). You must do this within 6 calendar weeks of the date on the letter or e-mail regarding the decision.

The appeals procedure and the way in which the [Examination Appeals Board](#) will process your appeal are explained in the '[Regulations of the Examination Appeals Board](#)' (Dutch: *Reglement van orde van het College van Beroep voor de Examens*). You can find this document on iAvans under Studentinfo.

6 The full-time bachelor's degree programme

This chapter describes your bachelor's degree programme. You are taking the following full-time programme:

Name of study programme	School	Major
Finance & Control International	AMF	Finance & Control International

6.1 How is the study programme structured?

A study programme consists of a propaedeutic phase and a post-propaedeutic phase. The propaedeutic phase is the first year of your study programme and consists of 60 credits. The post-propaedeutic phase is the phase after the propaedeutic phase.

For this study programme you must obtain 240 credits. You can do this over a period of 4 years.

- The study load of a unit of study is indicated in study credits. 1 credit equates to 28 study load hours.
- The study load of the programme equates to 240 credits.
- The study load of the propaedeutic phase equates to 60 credits.
- An academic year is 42 weeks. An academic year consists of 4 study periods of 420 study load hours. A semester consists of 2 study periods. In the [academic calendar](#) you can see when each period starts. It can be found on iAvans.

In Appendix 6 you can find the details of your examination programme.

Your study programme includes the following items:

- You follow compulsory units of study relating to your study programme. We call this the major. For this you need to obtain 210 credits.
- In addition, you choose a number of units of study yourself. These do not have to belong to your study programme. In total you need to obtain 30 credits. These units of study are called a minor.

6.1.1 Which minor can you choose?

You can choose a minor from:

- the [Avans minor catalogue](#).
- the '[Kies op Maat](#)' minor list.

Or you can compile a minor yourself.

When compiling a minor yourself, you must ensure that the level of the minor is sufficient.

For a minor prerequisites may apply. You yourself are responsible for knowing and meeting these prerequisites.

6.1.2 When do you need permission for a minor?

You need permission from the Examination Board in the following situations:

- The minor is not listed in the [Avans minor catalogue](#) or on the '[Kies op Maat](#)' list; or
- You want to compile a minor yourself.

In the situations mentioned above, the Examination Board checks if the level of the minor is sufficient.

6.1.3 What specialisation can you choose?

You cannot choose a specialisation in this study programme.

6.2 What language is this study programme in?

In your study programme, the language used for teaching and assessments is English. Parts of the education can be administered in another language, for example if it concerns a language other than English.

Appendix 6 states the language in which your units of study are provided and tested.

6.3 What prior education entitles you to an exemption?

The following explains what prior education entitles you to an exemption and from what. The Examination Board always grants permission on an individual basis. Chapter 5 explains how this works.

6.3.1 *You have an intermediate vocational education (mbo) diploma at level 4*

You will not receive an exemption if you have an mbo diploma at level 4.

6.3.2 *You have a vwo diploma or equivalent*

You will not receive an exemption if you have a vwo diploma or an equivalent diploma (international students).

6.3.3 *You have an Associate degree*

There are no Associate Degree programmes that entitle you to exemptions from the FCI study programme.

6.3.4 *You have prior education of a different kind*

ASIS offers students the possibility of obtaining a double degree. This means that upon graduation students will receive both the Bachelor of Science degree of the Finance & Control International programme at ASIS and the degree of a partner Business School abroad. To obtain this double degree, FCI students study at ASIS as well as at a partner Business School in Hungary (Budapest Business School). There are also incoming double degree students from Hungary. A double degree programme implies that the incoming and outgoing double degree students are exempted from parts of the FCI programme.

If you do the double degree programme, you will receive exemptions from the units of study mentioned in Appendix 7. The Examination Board must give permission on an individual basis. Chapter 5 explains how this works.

6.4 When do you receive the study advice regarding your study programme?

In the propaedeutic phase you will receive study advice in relation to your study programme no later than one year after you have started the programme. For this purpose, the Examination Board will look at the results of your tests of the propaedeutic phase. The Examination Board uses the study advice to decide whether or not you may continue with the study programme. If the Examination Board decides that you are not allowed to continue with the study programme, you will receive study advice with a binding rejection. To find out how that works, please read the next section.

You receive the study advice regarding your study programme at the following points in time:

- Did you start the study programme in period 1 of this academic year? If so, you will be issued with study advice by 31 August 2024.

6.5 When do you have to leave the study programme?

The Examination Board may decide to give you study advice with a binding rejection if they are of the opinion that there is no fit between you and the programme. A binding rejection means that you must leave the study programme. The deciding factor is the number of credits that you have obtained. We must have given you sufficient study counselling. Chapter 3 and the [Matching Framework](#) explains what is meant by this. In addition,

we must have issued a timely warning before you receive the study advice with the binding rejection. Timely means that you will get the warning at a time that you will still be able to improve your results. You will receive the timely warning from the Examination Board.

6.5.1 When do you receive study advice with a binding rejection?

The Examination Board decides that you must leave your study programme if you have not obtained enough credits from the propaedeutic phase at the end of the first year of study. If you have obtained fewer than 45 credits, then you will not have enough to continue. When we calculate the number of credits, the credits of all the passed tests are used in the calculation. If you have exemptions, we include the credits for these. When issuing the study advice with the binding rejection, we take account of your personal circumstances (also see 6.5.3).

The Examination Board makes the decision based on the number of credits in Osiris. Did you enrol for the study programme in the first period of this academic year (or by 1 February at the latest)? If so, the examination board will announce its decision by 31 August at the latest.

6.5.2 A meeting with the Examination Board

If the Examination Board decides that you need to leave the study programme, it will inform you of that by letter or e-mail. The Examination Board will also invite you to a meeting. We call this the right to be heard. During the meeting you will be given the chance to explain why you have not obtained enough credits. After that, the Examination Board will make a definite decision.

6.5.3 Are personal circumstances the reason why you have not obtained enough credits?

If you have not obtained enough credits, this may be due to personal circumstances.

If there is a chance that you may not obtain enough credits due to personal circumstances, you must inform the Avans student counsellor of your study programme as soon as possible. He will treat what you tell him as confidential.

What are the personal circumstances that we take into account?

- Illness.
- Functional impairment.
- Pregnancy.
- Special circumstances in your family.
- Membership of the Study Programme Committee, the Joint Consultative Council or the School Consultative Council.
- Administrative work for Avans University of Applied Sciences.
- Membership of the board of an active student organisation or an active social organisation, provided that it has full legal capacity.
- Status of top athlete.
- Status of student top entrepreneur.
- Other exceptional personal circumstances that have demonstrably influenced your study performance and as a result, you have not obtained enough credits.

In the '*Framework regulations for Students Participating in Administrative Activities*' (Dutch: *Kaderregeling bestuurlijk actieve studenten*) you can find the conditions that the membership or administrative activities must meet. The '[Regulations for student facilities/top level sports and studies](#)' (Dutch: [Regeling faciliteiten studenten/topsporters](#)) and '[Avans regulations students top entrepreneurs](#)' (Dutch: [Avans Studenten Topondernemersregeling](#)) state when you qualify for the status of top athlete or student top entrepreneur. They can be found on the Sharepoint of Student Support.

In case of personal circumstances, the student counsellor will provide the Examination Board with a recommendation. If this is the case, the Examination Board may decide to postpone the study advice. The

Examination Board determines the length of the postponement period on the basis of your personal circumstances. The maximum period for which the study advice can be postponed is 12 months for each time the Examination Board decides to postpone the study advice. In addition, the Examination Board decides on the standard that the student must meet at the end of this period.

At the end of the postponement period determined by the Examination Board, the Examination Board decides if they will again grant postponement or if they will issue the study advice. When the Examination Board issues the study advice, you must meet the standard set by the Examination Board. When issuing the study advice, the Examination Board decides if you are allowed to continue with the study programme or if you get a binding rejection.

6.5.4 What will happen if you must leave the study programme?

If the Examination Board decides that you must leave the study programme, then we will disenrol you from the study programme and you will cease to be a student of this study programme from the beginning of the month following the definite decision. If possible, we will advise you about alternative study programmes that could be suitable for you. If you have been disenrolled, the following rule will apply to you:

- In any case during the following academic year, you can no longer enroll at Avans University of Applied Sciences as either a student or an external student for the following study programme(s).

Study programme	Name in Studielink/ Osiris (formal ISAT name)	Location	School	Variant	ISAT number
Finance & Control	Finance & Control	Breda	AMF	full-time	35520
Finance & Control	Finance & Control	's-Hertogenbosch	AMBF	full-time	35520
Finance & Control	Finance & Control	Breda	AVD	part-time	35520
Finance & Control	Finance & Control	's-Hertogenbosch	AVD	part-time	35520

After a year, you may enrol again for the study programme in question, but only if the School Board considers it likely that if you start the study programme again, you can obtain enough credits for it. You must be able to make a strong case for this. For example, you have studied another programme at another college, or you have acquired work experience. If the School Board gives you permission to enrol again, all the rules about having to leave the study programme will apply again upon your re-enrolment. If you need to leave the programme again, then you will not be able to ask for permission again after a year.

6.5.5 Do you disagree with the decision?

Chapter 5.3 explains what to do if you disagree with the decision of the Examination Board that you must leave the study programme.

6.5.6 Special situations

- If you disenroll from the programme before 1st February of your first year of study (when you started in period 1) or before 1st September of your first year of study (when you started in period 3), you will not receive study advice nor a binding rejection.
- Did you start the full-time variant of the study programme in period 1 and did you then switch to the part-time variant or the dual track variant **before** the 1st of February? Then we will apply the rules for part-time students or dual track students to your situation. If you started in period 3 and you make a switch before 1st September, then we will also apply the rules for part-time students or dual track students.
- Did you start the full-time variant of the study programme in period 1 and did you then switch to the part-time variant or the dual track variant **on or after** the 1st of February? Then we will apply the rules for full-

time students to your situation. If you began in period 3, then the same applies if you switch after 1st September.

6.6 If the content of your study programme changes

6.6.1 We evaluate our education

In order to continuously improve our study programme, we evaluate our education. We do this as follows:

- Each course (quarter or semester) is evaluated by means of a written student questionnaire, on line or on paper. The survey results are then discussed with a randomly selected student panel, so that we get some insight into the reasons why students are (dis)satisfied. Together with staff evaluation results, the student evaluation results are used to formulate measures for improvements to the courses. After each course, survey reports and improvement measures are communicated to students, so that they can see what is done with their comments.
- In addition, students are invited to participate in the annual National Student Survey (NSE), which takes place in the period January – March. The NSE is the leading national survey in which every year tens of thousands of students give their opinions about their study experience so far.
- The results of all the student evaluations including the NSE are also discussed with the Study Programme Advisory Council (SPAC), who will then advise the Dean and/or the Consultative Council regarding measures for improvement.
- In addition to the student surveys, ASIS makes use of other tools to measure stakeholder satisfaction. For example, to measure the satisfaction of its alumni (graduated students), the programme participates in the annual national HBO-Monitor (which measures the link between the programme and the labour market) and runs its own bi-annual Alumni Survey.
- In the ASIS Quality Management Plan more information can be found about our quality management system.

6.6.2 What does it mean for you if units of study change or disappear?

We regularly update our study programmes. This means that we change the content of units of study and that we replace units of study. What does this mean for you?

If you followed a unit of study that has now been updated or that is no longer offered in the study programme and you have not yet passed a test of this unit of study in the following academic year, you will be given 2 more opportunities to pass the test if it concerns a written or digital test. In case of another test format, the study programme may decide to offer an alternative test. Again, you will have 2 opportunities to do this test. So this only applies to the opportunity to do the test. Classes will no longer be offered for the old units of study.

If you fail to pass the test or tests in the old unit of study after these 2 opportunities, you will have to take the test for the updated or new unit of study.

In the *Transition regulation* (Dutch: *Overgangsregeling*) you can find what these updated or new units of study are. The regulations can be found in appendix 5.

6.7 Can the content or the format of a test change?

The learning objectives on which the first test is based form the basis for the content of the second or following test. If the learning objectives change, there may be a change in the unit of study. In 6.6.2 you can read what this means for tests that you have taken but have not yet passed.

If you need to resit a test, then this resit must have the same format as the first test. This applies only if the resit is in the same academic year. The test format of the resit can only change in the same academic year if the Examination Board and the student have agreed to this.

6.8 The order of your units of study

Your study programme can determine that there is a compulsory order of the units of study. This means that having passed a particular unit of study is a prerequisite for starting another unit of study. In other words, there is a threshold.

For your study programme the following applies:

In the post-propaedeutic phase, students can start with the unit Work placement If (ISFC2-WP-01; 30 ECTS) only if they have obtained at least 52 ECTS within the propaedeutic phase.

In the post-propaedeutic phase, students can start with the unit of study Graduation project (ISFC-GRA; 30 ECTS) only if they have met the threshold requirements. Which threshold applies depends on the cohort the student belongs to:

For students of cohorts 2018-2019, 2019-2020, 2020-2021, and 2021-2022:

In the post-propaedeutic phase students are allowed to participate in the Graduation project (ISFC-GRA) only if they have met the following requirements:

Phase	Requirements
Propaedeutic phase (year 1):	The student must have passed all the units of study of the propaedeutic phase (60 ECTS).
Advanced phase (year 2):	The student must have passed all the units of study of Year 2 (60 ECTS).
Graduation phase (years 3 and 4):	The student must have obtained 80 out of 90 ECTS, including: <ul style="list-style-type: none"> • Projects: ISFC3SRM-PJ-02 (Project Strategic Risk Management), ISFC3MA-PJ-02 (Project Merger & Acquisition), and ISFC4DM-BRP-01 (Business Research Proposal). • Exams: ISFC3SRM-SC-01 (Strategic Control) or ISFC3MA-SF-01 (Strategic Finance).

For students of cohorts 2017-2018 and earlier:

Students of cohort 2017-2018 and earlier cohorts who do the graduation project in 2022-2023 must contact the FCI graduation coordinator, Mr. Hans van Gils. The graduation coordinator will assess whether the student has enough ECTS and content knowledge to do the graduation project successfully.

Important note

For the threshold calculation of the total number of study credits (ECTS) that have been obtained, the number of ECTS of the module assessments at the highest level in Osiris is used. So the ECTS obtained for a partial test only counts if all the ECTS of the module have been obtained.

Threshold rationale

The threshold in the FCI program has been implemented to enhance study success and avoid study delay. Experience has taught us that without thresholds based on ECTS, there is a significant number of students with a considerable delay that do not oversee their study path anymore and hence get demotivated. In addition, the number of ECTS has to be sufficiently high to guarantee sufficient knowledge and skills and consequently a high probability of success for the student to pass their graduation.

It is your own responsibility to know the compulsory order of the units of study. And also to make sure that you meet the threshold requirements so that you can start with the next unit of study. If you do not meet the threshold requirements, this may result in a study delay.

If you have not met a threshold but would nevertheless like to continue with other units of study, please contact your coach or the study advisor. The study programme always commits itself to drawing up a feasible programme together with you. However, this does not mean that you will be allowed to do the unit of study for which you did not meet the threshold.

If you cannot participate in education or sit exams in one or more study periods, you are allowed to temporarily disenroll from your study programme. More details can be found in the '[Regulations admission requirements Avans University of Applied Sciences](#)' (sections 2.8.2, 5.0 and 5.1) (Dutch: *Regeling inschrijvingsvoorwaarden Avans Hogeschool*). You can find these on iAvans.

6.9 Is there an attendance requirement in my study programme?

The study programme can decide that attendance is compulsory for certain units of study. At the start of a unit of study, we will inform you which parts require compulsory attendance.

9 Drawing up and revising the EER

In this chapter you can read about how we draw up the EER. You can also read about how we ensure that the EER always corresponds to the agreements made regarding your study programme.

9.1 How do we draw up the EER?

The School Board draws up the EER on the basis of the [Framework Policy for the Programme-Specific Part of the Students' Charter](#). There are 2 parts to this policy:

- The Format for drawing up education and examination rules. The School Board uses this document to draw up the EER.
- The Guide for drawing up education and examination rules (Dutch: Handreiking OER; only available in the Dutch language). This document provides an explanation per chapter or section with regard to the Format, referring to the WHW (Dutch Higher Education and Research Act) or Avans policy where possible, and it also gives guidelines for writing the EER of the study programme where possible.

9.2 Every academic year you will receive a new EER

We draw up a new EER for every academic year. This EER can be found at Studentinfo on iAvans. We draw up the EER in the following way:

- Every year the School Board evaluates the EER.
- The Study Programme Committee (Dutch: opleidingscommissie) does likewise. It sends its results to the School Board.
- If necessary, the School Board revises the EER based on the advice of the Study Programme Committee and the Examination Board.
- The School Board sends the new draft to the Study Programme Advisory Council. The Study Programme Committee give their advice on the draft. The School Board decides what to do with this advice.
- The Study Programme Committee and the School Consultative Council (Dutch: academieraad) must approve the definitive EER. They do so in accordance with the '[Avans Joint Consultative Council Regulations](#)' (Dutch: *AMR reglement*).
- The School Board formally adopts the EER.
- The School Board makes sure that the students and staff members know before 1st September that there

is a new EER.

9.3 Sometimes we have to revise the EER earlier

We occasionally have to revise the EER during an academic year. We can only do this if doing so does not have a negative impact on our students. We revise the EER in the following way:

- The School Board discusses the necessary revisions with the Study Programme Committee and the Examination Board.
- After this, the Centre for Learning and Innovation checks whether the revisions correspond to the *Framework Policy for the Programme-Specific Part of the [Students' Charter](#)*.
- Then the School Board submits the revisions for approval to the Study Programme Committee and the School Consultative Council. The rules for this can be found in the '*Avans Joint Consultative Council Regulations*' (Dutch: *AMR reglement*).
- After the Study Programme Consultative Council and the School Consultative Council have approved the revisions, the School Board officially adopts the new EER.
- Students and staff members of the study programme receive an overview of the revisions.

9.4 Where can you find the EER?

You can find the EER at Studentinfo on iAvans and on Brightspace.

This EER is part of the [Students' Charter](#) of Avans University of Applied Sciences. This charter sets out the main rights and obligations of our students.

Appendix 1 Glossary

Appendix 1 Glossary

Academic year	The time period starting on 1 September and ending on 31 August of the following year (Article 1.1 WHW).
Administrative Jurisdiction Division of the Council of State	The highest Dutch general administrative court for legal proceedings in the field of higher education, as referred to in article 7.64 of the Higher Education and Scientific Research Act (WHW). You can appeal to this institution against decisions made by a body of the university of applied sciences where you study.
Associate degree	A two-year study programme with a clearly defined programme corresponding to at least 120 credits (EC). The study programme is completed with the statutory degree Associate degree (Article 7.10a, section 2 WHW). If you have passed all the exams of the Associate degree, you will get the Associate degree diploma.
Avans Joint Consultative Council (Dutch: AMR)	The joint consultative council of the University of Applied Sciences as referred to in Article 10.17 of the WHW. This council consists of staff and students. The council is authorised to discuss all matters concerning Avans University of Applied Sciences. It has both the right of consent and the right to give advice to the Executive Board.
Bachelor	A four-year study programme with a defined curriculum corresponding to at least 240 credits (ECTS). The title 'Bachelor' indicates that a person has completed a full vocationally oriented study programme at a university of applied sciences or has completed a basic study programme at a research university. If you have passed all the exams of the Bachelor's degree programme, you will get the Bachelor's degree diploma.
Brightspace	Brightspace is a digital learning environment where you can find information provided by the study programme.
Candidate	A student or external student taking part in a test, an exam or final examination.
Certified evidence	The Examination Board must be able to trace back who issued the evidence.
Examination Appeals Board (Dutch: COBEX)	Every institute for higher education has an appeals board as referred to in Article 7.60 of the WHW. When you are a student, prospective student, former student or external student, you can contact the COBEX if you disagree with a decision made by the Examination Board or by examiners.
Credit	The study load for the study programme and for each unit of study is expressed in credits. 1 credit is equivalent to 28 hours of study (Article 7.4, 7.4b WHW). 1 credit is 1 ECTS. The credit meets the requirements of the European Credit Transfer System (ECTS).
Cum laude	From the Latin term 'cum laude' (with praise).

Degree When you have passed the (final) examination or examinations of your study programme, you will receive the corresponding degree: the Associate degree, the Bachelor's degree or the Master's degree.

Digital test A written test that is carried out digitally, in which a group of students answer the same test questions in digital form, simultaneously and independently of one another.

Dual track Dual-track education is education where you combine learning and working.

Dublin Descriptors The Dublin Descriptors describe the final terms for study programmes at research universities and universities of applied sciences in Europe.

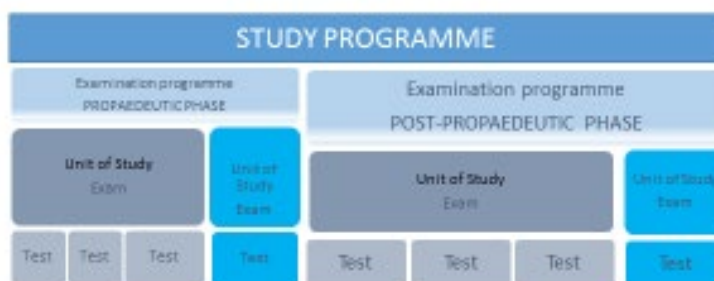
Exam An exam reflects the end result of a unit of study. By using 1 or more tests as a measuring instrument, the student's knowledge, understanding and skills concerning the unit of study are determined (see article 7.10 WHW). An exam always consists of 1 or more tests.

Examination (final examination) The total of all exams of:

- the propaedeutic or post-propaedeutic phase of the bachelor programme
- the Associate degree
- the master's degree programme

Examination Board The Examination Board is the body responsible for determining in an objective and professional manner whether a student meets the conditions imposed by the Education and Examination Rules in relation to the knowledge, understanding and skills required to obtain a degree. The Examination Board is set up by the Executive Board.

Examination programme



A study programme is a coherent whole of units of study. Each unit of study is concluded with an exam. This exam consists of 1 or more tests. All the exams of the units of study together are called the examination programme. The bachelor's degree programme consists of the examination programme of the propaedeutic phase and that of the post-propaedeutic phase and has 2 examinations, the propaedeutic examination and the final exam. The Associate degree and the master's degree programme each consist of 1 examination programme and have 1 final exam.

Examiner A person who is responsible for preparing, administering and assessing exams. He is appointed by the Examination Board before he can execute his tasks.

**Executive Board
(Dutch: CvB, College
van Bestuur)**

Board of the Avans Foundation, whose Executive Board is also the board of Avans University of Applied Sciences.

Exemption

As a result of a decision made by the Examination Board, you can be exempted from 1 or more tests of a unit of study. You will not have to take this test/these tests anymore because you have demonstrated that you already master the competencies in question.

External student

A student enrolled at Avans University of Applied Sciences but who is not allowed to follow classes. The student is only allowed to take tests (Article 7.32 et seq. of the WHW).

Final assignment

With a final assignment you demonstrate that you have mastered a competence at the end level. The format may vary. Examples are a thesis, a portfolio, a professional product, a graduation assignment or a (a series of) written test(s).

Fraud

Any form of acting, failing to act or attempting to act, instigating others to act or permitting others to act in such a way that precludes, in whole or in part, the proper and accurate assessment of a student's true level of knowledge, understanding or ability.

Fraud (article 7.12b Higher Education and Research Act) includes the following situations:

- a. during a test, a student is found to be using or to have made use of resources (other than the calculator, mobile phone, books, syllabuses, notes, etc. permitted by the examiner) whose use has not been explicitly permitted, or is later found to have done so;
- b. during a test, a student is seen to be looking at the work of (an)other student(s), or is later found to have done so;
- c. during a test, a student enables or allows other students to look at his work, or is later found to have done so;
- d. during a test, a student is seen to be providing information to other students about the contents and answers to the test, or is later found to have done so;
- e. a student engages in plagiarism, as defined in this glossary.

Serious fraud (art. 7.12b Higher Education and Research Act) includes the following situations:

- a. during a test, a student is seen to be providing incorrect or false information about his or her identity during the test, or is later found to have done so;
- b. during a test, a student is found to have had someone else represent him or her, or is later found to have done so;
- c. during a test, a student is found to have falsified documents, or is later found to have done so;
- d. during a test, a student is found to have committed fraud despite having signed a statement of authenticity, or is later found to have done so;
- e. a student obtains the questions or assignments from the test in question before the date or time at which the test will take place;
- f. a student falsifies or fabricates survey or interview answers or research data;
- g. a student tampers with a test that has already been marked during or outside the period of inspection;
- h. a student commits any form of fraud involving test results;

- i. a student improperly accesses education or tests;
- j. a student commits serious plagiarism, as referred to in this glossary.

a.

Full-time	Full-time education refers to education that is provided for at least 16 clock hours or 19 teaching hours per week and over a period of at least 7 months to students for whom attending a study programme is their main activity.
Higher education	Higher academic education and higher professional education.
Higher professional education	Education that focuses on the transfer of theoretical knowledge and the development of skills that are closely in line with the professional practice.
ISAT	ISAT is the programme code of your study programme. This code is registered in the Central Register of Higher Education Study (Dutch: Centraal Register Opleidingen Hoger Onderwijs – CROHO).
Kies Op Maat	In Kies Op Maat (KOM) you can find the range of minors offered by a number of universities of applied sciences.
Major	A coherent whole of units of study for the bachelor's degree programme that prepares the student for a specific professional profile. The major corresponds to a maximum of 210 credits. Options may be offered within a major. Various majors for a study programme can feature joint units of study.
Master	Subsequent education with a self-contained programme of at least 60 credits (ECTS) and with a nominal duration of at least 1 year of study following the bachelor's degree programme. 'Master' is a degree that indicates that someone has completed a master's degree programme at a university of applied sciences or a research university.
Matching	<p>The process in the first year of study of Bachelor and Ad study programmes that gives explicit attention to the question if the study programme is the right programme for the student. Together the student and the programme examine whether there is a "fit" between the student and the chosen study programme.</p> <p>The process has 3 phases:</p> <ul style="list-style-type: none"> • match-0 (intake), • match-mid (halfway through the 1st year), • match-1 (at the end of the 1st year).
Minor	A coherent whole of one or more units of study for the bachelor's degree programme corresponding to a total of 30 credits. A minor is aimed at broadening or deepening the student's studies or offering transfer qualifications for a master's degree programme.
Nominal (study) duration	The duration of the study programme without exemptions and without study delays.
Paper	(Written) report relating to an assignment that is assessed to check whether the student has the required competencies. The assignment may be: work placement or graduation assignment, project, reflection assignment, specification of case study, etc.

Part-time	Part-time education is higher education that: <ol style="list-style-type: none">1. is conducted over a period of less than 7 months;2. lasts 7 months or more and that is conducted in less than 16 clock hours or 19 teaching hours per week;3. is structured in a way taking into account the student's other activities apart from their educational activities.
Period	An academic year comprises 4 study periods and/or 2 semesters. A study period consists of 10 or 11 weeks, a semester consists of 2 study periods. Study period 1 starts in September. The study periods can be found in the academic calendar, which is available on iAvans.
Plagiarism	The appropriation of published work carried out by others without an adequate source reference to the original author(s). Plagiarism is a form of fraud. There are various degrees of plagiarism, and it can occur in any form of work that has been submitted, whether it consists of text, visual material or audio material.

Less serious forms of plagiarism or incorrect referencing include:

- a. failing to include full references to sources used, or failing to reference correctly;
- b. using or copying visual material created by others, from known or unknown sources, without including correct source references, if that visual material does not significantly impeded the assessment of the work submitted.

Plagiarism includes the following:

- a. using or copying other people's texts, data, ideas etc., or developing those ideas, without including a full and accurate source reference. The extent to which the original work has influenced the work submitted is the primary criterion in this respect;
- b. using or copying of figures, graphs, tables, icons, illustrations or other visual elements without a full and accurate source reference, unless the use of this data is generally customary, it is reproduced in a highly simplified form or the source is generally known;
- c. presenting the structure of or central ideas from a third-party source as one's own work or thoughts, even if a reference to the relevant authors has been included;
- d. failing to show clearly in the text that a section of text is being cited directly or almost directly from another author, for example through the use of quotation marks or a specific layout and formatting, even if a reference to the relevant authors has been included;
- e. paraphrasing parts or all of the contents of another person's texts, without adequate source references;
- f. submitting work that has previously been submitted for other units of study, or texts that are similar to work that has previously been submitted for other units of study, without adequate source references.

Serious plagiarism includes the following:

- a. using or copying other people's texts, data, ideas etc. to a significant extent, without including a full and accurate source reference.

- b. using or copying visual, audio or text material, software and programming codes created by others without adequate references, and attempting to pass this/these off as one's own work;
- c. copying work from fellow students and presenting this as one's own work.
- d. submitting work that has been obtained from a commercial organisation or that has been written by someone else (regardless of whether this was in exchange for payment).

a.

Post-propaedeutic phase

The part of the bachelor's degree programme that comes after the propaedeutic phase. In the full-time bachelor's degree programme the post-propaedeutic phase has a nominal duration of 3 years of study, corresponding to 180 credits. The nominal duration of the post-propaedeutic phase of a part-time or dual track programme can be longer than 3 years. In a 3-year bachelor's degree programme the post-propaedeutic phase has a nominal duration of 2 years of study, corresponding to 120 credits. Some bachelor's degree programmes use the term 'main phase' as a synonym for 'post-propaedeutic phase'.

Practicals/practical training

Practicals/practical training refers to producing theses and papers, carrying out research assignments, taking part in fieldwork and excursions, undertaking work placements, and taking part in other learning activities aimed at achieving specific behavioural skills (Article 7.13d WHW, explanatory notes).

Propaedeutic phase

Every bachelor's degree programme has a propaedeutic phase. This is the first part of the study programme and, in the case of full-time and dual track programmes, has a nominal duration of 1 year of study and a study load of 60 credits. The nominal duration of the propaedeutic phase of a part-time study programme can be longer than 1 year of study (Article 7.8 WHW). If you have passed all the exams of the propaedeutic phase, you will get the propaedeutic diploma. The Associate degree study programme does not have a propaedeutic phase.

School

An organisational unit within the university of applied sciences that provides teaching for one or more study programmes.

School Board

The person or persons who manage a School, insofar as they have been mandated by the Executive Board.

School Consultative Council

The Consultative Council of the School. This sub council consists of staff and students of the school. The School Consultative Council has the right of consent to the School Board as well as the right to give advice on matters that affect the school (Article 10.25 WHW).

Specialisation

Part of the bachelor's degree programme that focuses on a specific element of the profession or the professional practice (does not apply to the major/minor structure).

Student

A student enrolled at Avans University of Applied Sciences in accordance with Article 7.32 et seq. of the WHW. In these Education and Examination Rules, "he" and "his" also include "she" and "her".

Study counselling	Counselling system for the student that is aimed at the prevention or timely identification of study problems, and the provision of support in resolving such problems. Study counselling is also aimed at examining the match between the student and the study programme and it provides support regarding the consequences of the choice made. Individual meetings are held about this, possibly supplemented with group lessons or other activities.
Study load	The study load for an academic year is 60 credits for full-time and dual track programmes. 60 credits are equivalent to 1680 hours of study. The study load for each bachelor's degree programme is 240 credits, and for each AD study programme 120 credits.
Study programme	A coherent whole of units of study corresponding to a nominal total number of 240 credits aimed at achieving objectives relating to knowledge, understanding and skills (Article 7.3 WHW). A study programme within Avans University of Applied Sciences can be offered at more than one site.
Study Programme Committee	The study programme's advisory and participation council, consisting of representatives of students and lecturers from the study programme (Article 10.3c. of the WHW). This body issues recommendations to the School Board and to the School Consultative Council about promoting the quality of the study programme and (the implementation of) the EER. The council has the right of consent regarding certain EER topics.
Test	A test is a measuring instrument to chart a student's development toward the desired professional competence. A test is part of an exam. There is a large number of test formats. As the Examination Board can make decisions at the level of 'tests', tests form the basis for writing the EER.
Test format	The way in which the command of knowledge and/or skills and/or attitude is measured. Examples are the paper, the written and the oral test, the case study test, the group assessment and the portfolio interview.
Threshold	A threshold indicates a compulsory order of units of study. It prescribes which units of study you must have passed to follow a particular other unit of study.
Unit of study	A coherent whole of subject material that includes both presentation and assimilation as well as assessment. Each unit of study is concluded with an exam (Article 7.3 WHW).
Variant	A study programme can be presented in 3 variants, namely Full-time, Part-time and Dual Track.
Weeks	By 'weeks' 'education weeks' are meant as included in the Avans Academic calendar (see iAvans). Education weeks in which there is a public holiday, such as Ascension Day, also count as weeks. The non-education weeks do not count for the period mentioned in the EER. An exception to this are requests to Examination Board during the summer break weeks. The Executive Board has made arrangements with the Examination Board about their accessibility.

WHW

The Dutch Higher Education and Research Act (Wet op het Hoger onderwijs en Wetenschappelijk onderzoek); Dutch Bulletin of Acts and Decrees 1992, 593 and all relevant amendments.

Written test

Test for which a group of students must answer the same test questions in writing as a group, independently of each other, at the same time. The organisation of these tests is often administered by RET.

Appendix 2 WHW articles and Avans policy

Appendix 2 WHW articles and Avans policy

The sections of the Higher Education and Research Act (WHW) and the Avans policy provide the basis for this EER. This table shows which articles of the WHW apply to the sections in the EER, or which basic rules and the Executive Board decisions¹ have resulted in the relevant provision in the EER.

No.	Chapter	EER section	WHW article / Avans policy
1	About the Education and Examination Regulations		art. 7.13 section 1
		1.1	art. 7.10a, 7.11, 7.13 and 7.19a
2	Competencies of the study programme and professional requirements	2.1.1	art. 7.24, 7.25, 7.26, 7.28, 7.29 and 7.30b The ' Regulations admission requirements Avans University of Applied Sciences ' (Dutch: Regeling Inschrijvingsvoorwaarden Avans Hogeschool) are based on Avans policy.
		2.1.2	art. 7.24, 7.25, 7.28 and 7.29 The ' Regulations admission requirements Avans University of Applied Sciences ' (Dutch: Regeling Inschrijvingsvoorwaarden Avans Hogeschool) are based on Avans policy.
		2.2	art. 7.13 section 2 sub c Decisions Executive Board 2014-190 and 2015-161.
		2.3	art. 7.6
3	Study counselling	3.1	art. 7.13 section 2 sub u and 7.34 section 1 sub e The ' Regulations for student facilities/top level sports and studies ' (Dutch: ' Regeling faciliteiten studenten/topsporters ') are based on Avans policy. The Protocol ' Studying with a functional impairment ' (Dutch: ' Protocol studeren met een functiebeperking ') is based on Avans policy. The ' Avans regulations students top entrepreneurs ' (Dutch: ' Avans Studenten Topondernemersregeling ') are based on Avans policy. The ' Avans Matching Framework ' (Dutch: ' Kader voor Matching ') is based on Avans policy.
		3.2	

¹ <https://iavans.nl/avans-proxy-portlet/pbhs/e0Z5t11400-1CdCeY2/introductie>

			The 'Avans Matching Framework' (Dutch: Kader voor Matching) is based on Avans policy.
		3.3	The ' Regulations for the Protection of Personal Data of Students ' (Dutch: <i>Regeling bescherming persoonsgegevens studenten</i>) are based on Avans policy.
4	Test, exams and propaedeutic examination and final examination	4.1	art. 7.3, 7.8 and 7.10
		4.2	art. 7.13, section 2, art. 7.3 and art. 7.10 section 1
		4.2.2	art. 7.13 section 2, art. 7.3 and 7.10 section 1
		4.2.3	art. 7.13 section 2 sub l and sub m The ' Regulations for student facilities/top level sports and studies ' (Dutch: ' Regeling faciliteiten studenten/topsporters ') are based on Avans policy. The Protocol ' Studying with a functional impairment ' (Dutch: Protocol studeren met een functiebeperking) is based on Avans policy. The ' Avans regulations students top entrepreneurs ' (Dutch: Avans Studenten Topondernemersregeling) are based on Avans policy.
		4.3	art. 7.13 section 2
		4.4	The ' Exam Rules and Regulations Avans University of Applied Sciences ' (Dutch: Toetsregeling van Avans Hogeschool) and other Avans policy.
		4.4.1	The ' Exam Rules and Regulations Avans University of Applied Sciences ' (Dutch: Toetsregeling van Avans Hogeschool) and other Avans policy.
		4.5	art. 7.10 section 3 and 7.12b The ' Exam Rules and Regulations Avans University of Applied Sciences ' (Dutch: Toetsregeling van Avans Hogeschool) and other Avans policy.
		4.5.1	The ' Exam Rules and Regulations Avans University of Applied Sciences ' (Dutch: Toetsregeling van Avans Hogeschool) and other Avans policy.
		4.6	art. 7.12b

	4.6.1	Art. 7.12b section 2 and 3 The 'Framework Examination Boards' (Dutch: <i>Kaderregeling Examencommissies</i>) is based on Avans policy.
	4.7	art. 7.12b section 2 and 3 Avans policy
	4.8	art. 7.12c The 'Framework Examination Boards' (Dutch: <i>Kaderregeling Examencommissies</i>) is based on Avans policy.
	4.9	The 'Avans Assessment Framework' (Dutch: <i>Avans Toetskader</i>) is based on Avans policy.
	4.9.2	art. 7.61 section 1 sub e
	4.10	art. 7.13 section 2 sub o The ' Regulations for the Protection of Personal Data of Students ' (Dutch: <i>Regeling bescherming persoonsgegevens studenten</i>) is based on Avans policy.
	4.11	art. 7.13 section 2 sub p and sub q
	4.12	art. 7.13 section 2 sub h and sub j
	4.13	art. 7.3 section 5 The 'Selection List Avans University of Applied Sciences' (Dutch: <i>Selectielijst Avans Hogeschool</i>) is based on Avans policy.
	4.14	art. 7.12b section 1 sub d and 7.13 section 2 sub r The 'Framework Examination Boards' (Dutch: <i>Kaderregeling Examencommissies (2020)</i>) is based on Avans policy.
	4.15	art. 7.10 section 4 and 7.13 section 2 sub k
	4.16	art. 7.10 section 2, 7.10a, 7.11 and 7.19a The 'Framework Examination Boards' (Dutch: <i>Kaderregeling Examencommissies 2020</i>) is based on Avans policy. Certification proces. Process description (redesign) (November 2014); decision Executive Board on 'Redesign certification' 2014-198.
	4.17	Avans policy

5	Sending a request to the Examination Board or lodging an appeal	5.1	art. 7.11 section 5, 7.12, 7.12b, 7.13, 7.59 section 4 and 5 and 7.59a art. 6:7 Algemene Wet Bestuursrecht
			<p>The 'Framework Examination Boards' (Dutch: <i>Kaderregeling Examencommissies (2020)</i>) is based on Avans policy.</p> <p>The 'Regulations for student facilities/top level sports and studies' (Dutch: 'Regeling faciliteiten studenten/topsporters') are based on Avans policy.</p> <p>The Protocol 'Studying with a functional impairment' (Dutch: 'Protocol studeren met een functiebeperking') is based on Avans policy.</p> <p>The 'Avans regulations students top entrepreneurs' (Dutch: 'Avans Studenten Topondernemersregeling') are based on Avans policy.</p>
		5.2	The 'Framework Examination Boards' (Dutch: <i>Kaderregeling Examencommissies (2020)</i>) is based on Avans policy.
		5.3	<p>art. 7.59, 7.59a, 7.60 7.61 and 7.62</p> <p>The '<i>Regulations of the Examination Appeals Board</i>' (Dutch: 'Reglement van orde van het College van Beroep voor de Examens').</p> <p>The 'Students' Charter' (Dutch: <i>Studentenstatuut</i>) is based on Avans policy.</p>
The structure of the chapters of all study programmes variants (full-time, part-time, dual and Associate Degree and Master) is the same. Chapter 6 is mentioned as an example.			
6	Chapter for the study programme		art 7.13 section 2 sub i
		6.1	art. 7.4, 7.4b, 7.7, 7.8 and 7.13
		6.1.3	art. 7.13 section 2 sub b
		6.2	<p>art. 7.2</p> <p>The Code of conduct Education in Foreign Languages Avans University of Applied Sciences is based on Avans policy.</p> <p>The Code of conduct International Student in Dutch Higher Education.</p>
		6.3	art. 7.12b section 1 sub d and 7.13 section 2 sub r
		6.3.3	<p>art. 7.13 section 3</p> <p>Decision Executive Board 2018-046 (Throughput Associate degree).</p>
		6.4	<p>art. 7.8b</p> <p>Decision Executive Board 2013-234</p>

		6.5	art. 7.8b
			The 'Avans Matching Framework' (Dutch: Kader voor Matching) is based on Avans policy.
		6.5.1	art. 7.8b
		6.5.3	art. 7.8b art. 2.1 Uitvoeringsbesluit WHW 2008
		6.5.4	art. 7.8b
		6.5.5	See 5.3
		6.6.1	art. 7.13 section 2 sub a1 and 10.3c Participation rules for the Study Programme Committees.
		6.6.2	Avans policy
		6.7	Avans policy
		6.8	art. 7.13 section 2 sub h and s, art. 7.32 section 4, art. 7.33 and art. 7.42 section 1
		6.9	art. 7.13 section 2 sub t
7	Drawing up and revising the EER		art. 7.13, 7.14, 10.3c and 10.20

Appendix 3 Final level qualifications

Content		
LO1	Strategic Management	Facilitate insight into the external environment of an organisation and advise (line) management with the aim of making correct business decisions for an organisation.
LO2	Performance Management	Contribute to the design of the management control system aimed at monitoring performance and steering an organisation towards its (strategic) goals.
LO3	Performance Analysis	Select and apply suitable methods for analysis aimed at making the right management decisions for an organisation.
LO4	Governance, Risk & Compliance	Give advice about the design of information systems and business processes of an organisation aimed at managing risk.
LO5	Finance	Give advice about financial issues, taking into account financial aspects and financial risks.
LO6	Operations	Give advice about the optimal design of information systems and business processes aimed at the effectiveness and efficiency of an organisation.
LO7	Reporting	Compile and analyse external reports, taking into account directives, laws and regulations.

General		
G1	Research skills	Finance professionals have the ability to analyse practical issues within organisations in a critical manner, in order to translate them into a specific knowledge requirement and respond to this requirement in the form of practical, useful advice or designs (for example products, processes or models) aimed at decisions that result in the improvement or renewal of practices.
		Finance professionals are able to achieve this independently by applying the best available information in a systematic manner, assessing the usability and relevance of the information and using it to formulate advice and/or develop designs.
		He or she will proceed in a transparent manner, whilst critically examining the reliability and relevance of such information and observing the rules applicable to the performance of practical research.
G2	Professional Expertise	Learning ability: Finance professionals are agile as a result of their ability to reflect on their own actions and their personal learning, which enables them to adjust their approach.
		Communicative ability: Finance professionals are able to give advice. Amongst other things, this implies that they possess good written and verbal communication skills in English (proficiency level); including cross-cultural skills.
		Entrepreneurial ability: Finance professionals have an entrepreneurial spirit, they take initiative and are focused on results
		Intercultural awareness: to be able to work with people from different countries and cultures intercultural awareness and empathy with those around them is necessary to do a good job. They make sustainable contribution to the complex international society in which they live and work.
G3	Responsible Conduct	Finance professionals will show due care and attention in their actions to inform management of an organisation in a timely and adequate manner.
		They demonstrate awareness of the social context in which they carry out their financial role and will stand firm when dealing with ethical dilemmas that could play a role in the resolution of financial issues.

Appendix 4 Measures the Examination Board can take in case of irregularities, including fraud

Appendix 4 Measures the Examination Board can take in case of irregularities, including fraud

Section 4.6.1 stipulates that the examination board can impose measures in the event that irregularities, fraud or plagiarism are detected. In the event of a suspected irregularity or fraud, the examination board will initiate an investigation. The investigation will be designed to demonstrate whether fraud, plagiarism or irregularities have in fact occurred. Appendix 1 of the EER includes definitions of both fraud and plagiarism that can be used by the examination board to determine whether fraud or plagiarism has occurred. The description makes it clear that this is not an exhaustive list and that fraud or plagiarism may also take other forms. If there is a suspicion of fraud of some other form than those listed in Appendix 1 of the EER, the examination board will assess the situation in the light of the following definition of fraud:

Fraud means any form of acting, failing to act or attempting to act, instigating others to act or permitting others to act in such a way that precludes, in whole or in part, the proper and accurate assessment of a student's true level of knowledge, understanding or ability.

If it is established that irregularities, fraud or plagiarism have occurred, the examination board will decide which steps are appropriate based on the categories shown in the table below.

Category	Measure
Category 1: Irregularity	
<p>a. <u>Failure to observe the rules</u> By this we mean any action or failure to act on the part of a student that is in violation of the rules, guidelines and instructions concerning tests (including, but not limited to, the Test Regulations, instructions from examiners or invigilators and instructions on the cover sheets of preliminary examinations).</p> <p>b. <u>Less serious forms of plagiarism or incorrect source references</u> All forms included in Appendix 1.</p> <p>The student has acted in contravention of the applicable rules, guidelines or instructions, but the examiner is still able to form a proper judgement of the knowledge, insight, skills and professional attitude of the student.</p>	<p>Minimum: A warning.</p> <p>Maximum: A reprimand.</p> <p>No record is added to Osiris.</p>
Category 2: Plagiarism	
<p>a. <u>Plagiarism</u> All forms included in Appendix 1.</p> <p>b. <u>Serious form of plagiarism</u> All forms included in Appendix 1.</p>	<p>a. <u>Plagiarism</u> Minimum: Test result is declared null and void. Maximum: Test result is declared null and void and the student is excluded from participating in the next test of the same kind.</p>

	<p>b. <u>Serious form of plagiarism</u> Minimum: Test result is declared null and void and the student is excluded from participating in the next test of the same kind. Maximum: Test result is declared null and void and the student is excluded from participating in all tests for one year.</p> <p>In addition to these measures, the examination board may ask the Executive Board to exclude the student from the study programme.</p> <p>A record (FR) is added to Osiris.</p> <p>N.B. If this (serious) form of plagiarism is detected in part of a group assignment, the Examination Board may impose different measures on different members of the group involved.</p>
<p>Category 3: Fraud</p>	
<p>a. <u>Fraud</u> All forms included in Appendix 1.</p> <p>b. <u>Serious fraud</u> All forms included in Appendix 1.</p>	<p>a. <u>Fraud</u> Minimum: Test result is declared null and void. Maximum: Test result is declared null and void and the student is excluded from participating in next test of the same kind.</p> <p>b. <u>Serious form of Fraud</u> Minimum: Test result is declared null and void and the student is excluded from participating in the next test of the same kind. Maximum: Test result is declared null and void and the student is excluded from participating in all tests for one year.</p> <p>A record (FR) is added to Osiris.</p> <p>In addition to these measures, the examination board may ask the Executive Board to exclude the student from the study programme.</p>

Category 4: Making materials available	
By this we mean the unauthorised supply of information and/or materials that enables other students to commit fraud.	<p>Minimum: A reprimand.</p> <p>Maximum: Exclusion from participating in the next test for which the perpetrator is registered, or can register.</p> <p>A record (FR) is added to Osiris.</p>
Category 5: Recidivism	
Recidivism means the repetition of an irregularity, plagiarism, fraud or making materials available in any of the categories 1 to 4. The second offence does not have to fall into the same category to be considered recidivism.	<p>Minimum: Test result is declared null and void, and/or the student is excluded from participating in the next test for which the perpetrator is registered, or can register.</p> <p>Maximum: Test result is declared null and void and the student is excluded from participating in all tests for a maximum period of 1 year.</p> <p>A record (FR) is added to Osiris.</p> <p>In addition to these measures, the examination board may ask the Executive Board to exclude the student from the study programme.</p>

At the instructions of the examination board, the regulations above have been incorporated into the EER.

Appendix 5 Transition regulations

There are no transition regulations.

Appendix 6 Examination programme

Code OSIRIS	Course		Test		Study load		Grading			Competences									
	Name	Course name	Name	Exam form	SP OE	SP Exam	Result scale	Weighting	NC/C	LO1	LO2	LO3	LO4	LO5	LO6	LO7	GC1	GC2	GC3
										STRAT MGT	PERF MGT	PERF ANA	GRC	FIN	OPE	REP	RES SKILLS	PROF EXP	RESP CONDUCT
Quarter 1 Business Organisation																			
ISFC1BORG-PJ-02		Project Business Organisation		Portfolio		6	6	Number grade	100%	CNP	X			X			X	X	
ISFC1BORG-DS-01		Digital skills, Excel and Statistics		Portfolio		1	1	Pass/Fail		CNP			X						
ISFC1BORG-FA-03		(R) Financial Accounting		Written exam		3	3	Number grade	100%	CNP					X	X			
ISFC1BORG-OB-02		Organisational Behaviour		Portfolio		2	2	Number grade	100%	CNP		X							
ISFC1BORG-BC-01		Business Communication		Portfolio		2	2	Number grade	100%	CNP								X	
ISFC1BORG-PPD-01		Personal & Professional Development		Portfolio		1	1	Pass/Fail		CNP								X	
Total number of credits period 1						15	15												
Quarter 2 Business Processes																			
ISFC1BPRO-PJ-02		Project Business Processes		Portfolio		5	5	Number grade	100%	CNP			X	X	X		X	X	
ISFC1BPRO-AIS-01		Accounting Information Systems		Portfolio		2	2	Number grade	100%	CNP			X		X				
ISFC1BPRO-FA-01		(R) Financial Accounting		Written Exam		3	3	Number grade	100%	CNP					X				
ISFC1BPRO-DS-02		Digital Skills		Portfolio		2	2	Pass/Fail		CNP			X						
ISFC1BPRO-BC-01		Business Communication		Portfolio		2	2	Number grade	100%	CNP								X	
ISFC1BPRO-PPD-01		Personal & Professional Development		Portfolio		1	1	Pass/Fail		CNP								X	
Total number of credits period 2						15	15												
Quarter 3 Business Cycle																			
ISFC1BCYC-PJ-01		Project Business Cycle		Portfolio		4	4	Number grade	100%	CNP	X		X			X		X	X
ISFC1BCYC-MAC-01		(R) Management Accounting		Written Exam		3	3	Number grade	100%	CNP			X						
ISFC1BCYC-AIS-02		Accounting Information Systems		Portfolio		2	2	Number grade	100%	CNP			X		X				
ISFC1BCYC-FA-01		(R) Financial Accounting		Written Exam		3	3	Number grade	100%	CNP					X				
ISFC1BCYC-BC-01		Business Communication		Portfolio		2	2	Number grade	100%	CNP								X	
ISFC1BCYC-PPD-01		Personal & Professional Development		Portfolio		1	1	Pass/Fail		CNP								X	
Total number of credits period 3						15	15												
Quarter 4 Sustainability																			
ISFC1SUST-PJ-03		Project Sustainability		Portfolio		5	5	Number grade	100%	CNP	X		X	X		X	X	X	X
ISFC1SUST-FL-02		(R) Fiscal Law		Written exam		2	2	Number grade	100%	CNP			X						
ISFC1SUST-FIN-02		(R) Finance		Written Exam		4	4	Number grade	100%	CNP			X		X				
ISFC1SUST-BC-01		Business Communication		Portfolio		2	2	Number grade	100%	CNP								X	
ISFC1SUST-ICM-02		Intercultural Management		Portfolio		1	1	Pass/Fail		CNP	X								
ISFC1SUST-PPD-01		Personal & Professional Development		Portfolio		1	1	Pass/Fail		CNP								X	
Total number of credits period 4						15	15												
Quarter 1 Master Budget																			
ISFC2MABU-PJ-01		Project Master Budget		Portfolio		7	7	Number grade	100%	CNP		X	X					X	X
ISFC2MABU-FA-01		(R) Financial accounting		Written exam		3	3	Number grade	100%	CNP					X	X			
ISFC2MABU-ST-01		Statistics		Oral exam		2	2	Number grade	100%	CNP			X						
ISFC2MABU-BC-01		Business Communication		Portfolio		2	2	Number grade	100%	CNP								X	
ISFC2MABU-PPD-01		PPD portfolio		Portfolio		1	1	Pass/Fail		CNP								X	
Total number of credits period 1						15	15												
Quarter 2 Risk Management																			
ISFC2RIMA-PJ-02		Project Risk Management		test 01. Portfolio		4	4	Number grade	100%	CNP		X		X			X	X	
				test 02. Portfolio		1	1	Number grade	100%	CNP		X		X			X	X	
ISFC2RIMA-BA-01		Project Budget Analysis		Portfolio		3	3	Number grade	100%	CNP		X	X					X	
ISFC2RIMA-MA-01		(R) Management Accounting		Written exam		3	3	Number grade	100%	CNP		X	X						
ISFC2RIMA-PR-01		Process (re)Design		Portfolio		3	3	Number grade	100%	CNP		X			X			X	
ISFC2RIMA-PPD-01		PPD portfolio		Portfolio		1	1	Pass/Fail		CNP								X	
Total number of credits period 2						15	15												
Quarter 3 and 4 Work Placement																			
ISFC2-WP-01		Work Placement		Attendance and active participation work placement company. Various assignments/ reports		30	30	Number grade	100%	CNP							X	X	X
Total number of credits period 3 and 4						30	30												
Quarter 1 Strategic Risk Management																			
ISFC3SRM-PJ-02		Project Strategic Risk Management		Portfolio		5	5	Number grade	100%	CNP	X			X					
ISFC3SRM-SC-01		(R) Strategic Control		Written exam		3	3	Number grade	100%	CNP		X	X						
ISFC3SRM-OA-02		(R) Operational Auditing		Written exam		4	4	Number grade	100%	CNP			X		X				
ISFC3SRM-BC-01		Business Communication		Portfolio		2	2	Number grade	100%	CNP								X	
ISFC3SRM-PPD-01		Personal & Professional Development		Portfolio		1	1	Pass/Fail		CNP								X	
Total number of credits period 1						15	15												

Quarter 2 International Merger & Acquisition																				
ISFC3MA-PJ-03	Project Merger & Acquisition	Portfolio		7	7	Number grade	100%	CNP		X	X	X	X	X						
ISFC3MA-FRM-01	(R) Financial Risk Management	Written exam		2	2	Number grade	100%	CNP		X		X	X							
ISFC3MA-SF-01	(R) Strategic Finance	Written exam		3	3	Number grade	100%	CNP		X				X						
ISFC3MA-BC-01	Business Communication	Portfolio		2	2	Number grade	100%	CNP									X	X		
ISFC3MA-PPD-01	Personal & Professional Development	Portfolio		1	1	Pass/Fail		CNP									X	X		
Total number of credits period 2				15	15															
Quarter 3 and 4 Minor/Semester exchange																				
ISFC-MINOR	Minor/Exchange			30	30	Pass/Fail		CNP												
Total number of credits periods 3 and 4				30	30															
Quarter 1 Integrated Reporting																				
ISFC4INT-PJ-01	Project Integrated Reporting	Portfolio		5	5	Number grade	100%	CNP		X	X		X				X	X		
ISFC4INT-FA-01	(R) Financial Accounting/Consolidation	Written exam		5	5	Number grade	100%	CNP					X	X						
ISFC4INT-ER-01	External Reporting	Portfolio		2	2	Number grade	100%	CNP		X			X				X			
ISFC4INT-BC-01	Business Communication	Portfolio		2	2	Number grade	100%	CNP									X	X		
ISFC4INT-PPD-01	Personal & Professional Development	Portfolio		1	1	Pass/Fail		CNP									X			
Total number of credits period 1				15	15															
Quarter 2 Data Management																				
ISFC4DM-PRDA-01	Project Data Analytics	Portfolio		7	7	Number grade	100%	CNP			X	X					X	X	X	
ISFC4DM-PRPM-02	Process Mining	Test 01. Portfolio		5	5	Number grade	100%	CNP				X	X				X			
		Test 02. Defence		1	1	Number grade	100%	CNP				X					X			
ISFC4DM-BRM-02	Business Research Methods	Report		1	1	Pass/Fail		CNP									X			
ISFC4DM-PPD-01	Personal & Professional Development	Portfolio		1	1	Pass/Fail		CNP										X		
Total number of credits period 2				15	15															
Quarter 3 and 4 Graduation																				
ISFC-GRA	Graduation Internship	Portfolio, presentation/defence		30	30	Number grade	100%	CNP									X	X		
Total number of credits periods 3 and 4				30	30															

Appendix 7 Exemptions Double Degree students

Incoming double degree students

Hungarian students from Budapest Business School doing the FCI programme in Years 3 and 4
Units of study Year 1 (totalling 60 ECTS)
<i>The units of study of the course Business Organisation (quarter 1, 15 ECTS)</i>
<i>The units of study of the course Business Processes (quarter 2, 15 ECTS)</i>
<i>The units of study of the course Business Cycle (quarter 3, 15 ECTS)</i>
<i>The units of study of the course Sustainability (quarter 4, 15 ECTS)</i>
Units of study Year 2 (totalling 30 ECTS)
<i>The units of study of the course Master Budget (quarter 1, 15 ECTS)</i>
<i>The units of study of the course Risk Management (quarter 2, 15 ECTS)</i>
Units of study Year 3 (totalling 30 ECTS)
<i>The minor part of the FCI programme semester 2 (30 ECTS)</i>

Outgoing double degree students

FCI students doing the Double Degree programme in Years 3 and 4 at Budapest Business School
Units of study Year 3 (totalling 60 ECTS)
<i>The units of study of the course Strategic Risk Management (quarter 1, 15 ECTS)</i>
<i>The units of study of the course International Merger & Acquisition (quarter 2, 15 ECTS)</i>
<i>The minor part of the FCI programme (semester 2, 30 ECTS)</i>
Units of study Year 4 (totalling 60 ECTS)
<i>The units of study of the course Integrated Reporting (quarter 1, 15 ECTS)</i>
<i>The units of study of the course Data Management (quarter 2, 15 ECTS)</i>
<i>The graduation internship (semester 2, 30 ECTS)</i>

6.8 within your study program is a compulsory order of the units of study. This means that having passed a particular unit of study is a prerequisite for starting with another unit of study. In other words, there is a threshold.

In the post-propaedeutic phase, students can start with the unit Work placement If (ISFC2-WP-01; 30 ECTS) only if they have obtained at least 52 ECTS within the propaedeutic phase.

In the post-propaedeutic phase, students can start with the unit of study Graduation project (ISFC-GRA; 30 ECTS) only if they have met the threshold requirements. Which threshold applies depends on the cohort the student belongs to:

For students of cohorts 2018-2019, 2019-2020, 2020-2021, and 2021-2022:

In the post-propaedeutic phase students are allowed to participate in the Graduation project (ISFC-GRA) only if they have met the following requirements:

Phase	Requirements
Propaedeutic phase (year 1):	The student must have passed all the units of study of the propaedeutic phase (60 ECTS).
Advanced phase (year 2):	The student must have passed all the units of study of Year 2 (60 ECTS).
Graduation phase (years 3 and 4):	The student must have obtained 80 out of 90 ECTS, including: <ul style="list-style-type: none"> • Projects: ISFC3SRM-PJ-02 (Project Strategic Risk Management), ISFC3MA-PJ-02 (Project Merger & Acquisition), and ISFC4DM-BRP-01 (Business Research Proposal). • Exams: ISFC3SRM-SC-01 (Strategic Control) or ISFC3MA-SF-01 (Strategic Finance).

For students of cohorts 2017-2018 and earlier:

Students of cohort 2017-2018 and earlier cohorts who do the graduation project in 2022-2023 must contact the FCI graduation coordinator, Mr. Hans van Gils. The graduation coordinator will assess whether the student has enough ECTS and content knowledge to do the graduation project successfully.

Important note

For the threshold calculation of the total number of study credits (ECTS) that have been obtained, the number of ECTS of the module assessments at the highest level in Osiris is used. So the ECTS obtained for a partial test only counts if all the ECTS of the module have been obtained.

Threshold rationale

The threshold in the FCI program has been implemented to enhance study success and avoid study delay. Experience has taught us that without thresholds based on ECTS, there is a significant number of students with a considerable delay that do not oversee their study path anymore and hence get demotivated. In addition, the number of ECTS has to be sufficiently high to guarantee sufficient knowledge and skills and consequently a high probability of success for the student to pass their graduation.

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