



# **Study Guide**

**Bachelor's degree programme**

**International Communication and Media**

**2017-2018**

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# 1 Foreword

Dear Student,

Welcome to the 2017-2018 study guide for the Bachelor's degree programme International Communication and Media.

We very much hope that the time you spend on your degree programme will be both productive and enjoyable. The study guide will provide you with important rules and useful information relating to your study programme.

## Content of this study guide

The content of this study guide has changed compared to previous editions. Over the past year, two portals have become available [AskHU](#) and [My HU](#). Students can enrol in programmes at HU University of Applied Sciences Utrecht through these portals and can find general and programme-specific information. Contrary to previous editions, this information is no longer included in the study guide. Where possible, this study guide will refer to the portals mentioned above.

## Education

The education that we provide at HU University of Applied Sciences Utrecht is demand-driven and competency-based. 'Competency-based' means that you will be well-equipped to begin your professional life (see *Professional profile*). 'Demand-driven' education means that we aim to structure our teaching and all the related support activities in a way that allows you to develop in the way that you prefer and which best suits your needs during your time as a student. Below you will find information on the most important aspects of your study programme.

## Listening to our students

Many of the options that we offer have been devised or improved as a result of initiatives by your fellow students. HU University of Applied Sciences Utrecht regards you as a partner – you are part of our knowledge community, and as such we greatly value your ideas and opinions. First of all, you will be able to air your views in the evaluations that are carried out during every course or teaching module, which enable you to express your opinions and suggest improvements. We also organize dialogue sessions for each degree programme and in each faculty, so that we can discuss all the various aspects of your degree programme. The University supports and promotes active participation by students in Programme Committees and other participatory bodies (see *Participation*). Every year, we will also ask you to fill in the National Student Survey (Nationale Studenten Enquête), and if there is a lecturer who has particularly impressed you, you can nominate him or her as the Lecturer of the Year!

## Academic excellence

HU University of Applied Sciences Utrecht values and encourages various forms of excellence. If you achieve good marks throughout your programme, you may be eligible for a degree 'with distinction' (*cum laude*) or 'with merit' (*met genoegen*), which will be mentioned on your diploma (see *Notes*). The University also wishes to promote forms of excellence such as great innovation and leadership. We have developed honours tracks for this. By taking an Honours Track you cannot earn study credits but you can earn Star Certificates. Earning five separate Star Certificates will entitle you to an Honours Certificate. This is an official designation from the University that you will receive when you graduate along with your diploma (see [AskHU - Honours](#)).

## Personalizing your degree programme

Many degree programmes include specializations, meaning that you can work on a particular aspect of your chosen field in greater depth. In addition, most programmes include an optional courses component (worth 30 credits or the equivalent of half a year of study) which enables you either to specialize in an aspect of your own field or to learn about an entirely different field. This could be within your own faculty or at another faculty. This is possible at your own institute or at another HU University of Applied Sciences Utrecht institute, and often even at another educational institution entirely (see *Optional courses component*).

Another option is to design your own examination programme. This is subject to the approval of the Board of Examiners of your degree programme (see [AskHU - Board of Examiners](#)). For advice on designing your own examination programme, please contact your Study Coach / learning team supervisor (see *Student support and guidance*).

### Knowledge Centres and professorships

At HU University of Applied Sciences Utrecht, research activities focus on innovation within the professional practice and are very closely intertwined with our work in teaching and education. The knowledge comes from social needs and is aimed at professionalization of the professional practice.

Professors and knowledge networks join forces at HU University of Applied Sciences Utrecht's knowledge centres. A knowledge centre is home to all studies and research activities and is a recognizable and official point of information for the professional practice. Knowledge Centres conduct research into specific themes, often in cooperation with the professional practice. Want to know more? See [AskHU - Knowledge Centres and professorships](#).

### Try something different

You can also use your time as a student to broaden your horizons and gain experience outside your regular studies. Would you like to spend some time studying abroad (see [Ask HU - Internationalization](#))? Or are you thinking of helping to run a study association, social club or a student sports club (see [AskHU - Sports](#))? Or perhaps you are a semi-professional athlete and you'd like to combine your sporting activities with your studies (see [Ask HU - Top-level sport](#)). You can also gain experience as a member of a participatory body or Programme Committee. In addition, the 'Studium Generale' (a platform for scientific discussion) also offers inspiring courses (see [AskHU - Studium Generale](#)). As you can see, the University actively supports a wide range of options for its students.

### What happens if you fall behind with your studies?

You may find that your studies are not progressing as quickly as you had hoped. Particularly when special circumstances such as illness are involved, it is important to contact both your Study Coach / learning team supervisor (see *Student support and guidance*) and your student counsellor (see *Student counsellor*). In many cases, additional support is possible. If you have not obtained enough credits and you are at risk of receiving a negative recommendation on continuation of studies, then you can get help drawing up a revised study schedule (see *Recommendation on continuation of studies*).

Of course, study delays are in nobody's interests. To prevent you from falling behind, degree programmes sometimes provide extra catch-up courses. These are announced via the [My HU](#) site. Do you have a functional impairment? If you have a functional impairment, it is possible that you may need more time to complete your programme, although this is by no means always the case. The University has a wide range of facilities that may be useful for you during your studies (see *Facilities for those with functional impairments*).

### Dealing with personal issues

Are you encountering personal issues that are negatively affecting your studies? In these cases, you can talk to your Study Coach / learning team supervisor (see *Student support and guidance*) or a student counsellor (see *Student counsellor*). They can give you advice or provide you with a referral. If you have a complaint about how you have been treated by another student or a University staff member, you can speak to a confidential counsellor (see [AskHU - Confidential counsellor](#)). There are also student mediators to help prevent matters from escalating further and who can help to restore harmony (see [AskHU - Mediation](#)). What to do in the event that something goes wrong within the University or if you disagree with a decision made by the University? Information about objections and complaints (see *Complaints, objections and appeals*) can be found through [AskHU - Submit objections, complaints or appeals](#).

### What does the University expect from you?

We aim to provide you with a degree programme and a study environment that will enable you to develop to your maximum potential. Every student must comply with all of the University's rules governing order (see *Rules governing order*). Unacceptable behaviour (such as harassment, hate mail, verbal abuse or physical violence) will not be tolerated. All diplomas must be earned in an honest manner and fraud (see *Irregularities / fraud*) will not be tolerated. If innocent students are affected because examination results have to be declared invalid as the result of fraud, the penalties for that fraud will be particularly severe. Unacceptable behaviour and fraud may both lead to perpetrators being excluded from the degree programme in question.

There are plenty of opportunities to enjoy your time as a student at the University, most of which you will find in this study guide. Please read it carefully before you start your degree programme. If something is still not clear or if you cannot find what you are looking for, please go to [My HU](#), ask your Study Coach / learning team supervisor (see *Student support and guidance*) or go to STIP (see *Student Information Point*).

We hope you enjoy your time as a student and wish you the best of luck in the coming academic year.

On behalf of all my colleagues who contribute towards your degree programme,

Frank Buskermolen  
Director of Institute for Communication

## 2 The Bachelor Programme

### 2.1 Professional Profile

#### 2.1.1 Profession

The programme International Communication and Media runs ahead of the convergence of the two classic fields, those of communication and journalism. It does not offer a 'classical' programme in communication nor a traditional programme in journalism. It produces professionals who possess the theoretical and practical knowledge of both disciplines, know how to move in the fields in between and are capable to guide both communicative and journalistic processes.

#### 2.1.2 Details of Professional Profile

Below you will find details about the professional profile based on the three core words: International, Communication and Media.

##### **International**

More and more organizations work within an international context. This does not make the field of operation any easier, the more so since the so called globalization is only one tendency. Another tendency is the exact opposite: regionalization. This tendency also seems to become more important, maybe exactly because of globalization. Furthermore, more and more subcultures emerge - because of the arrival of the Internet -, which transcend borders, such as 'Web cultures' or 'Virtual cultures'. To survey the one as well as the other requires quite a lot from professionals: they have to possess knowledge of other cultures besides their own, they have to possess insight in international relations, they have to be able to lead projects within an international context and meanwhile have to know what their position is, what their own culture is and how this culture meshes the best with the culture of the other. In short, international thinking is one of the pillars of International Communication & Media.

##### **Communication**

Organizations are forced more and more by the outside world to show more openness and to do business in a socially responsible way. As a consequence the role of communication advisor has changed: he/she has to play a more active role in the strategy. This requires advisors who can look at the organization in an independent and critical way. Furthermore the amount of information to, of and within an organization has increased and has also a higher rate of circulation. A communication advisor has to be able to analyse and weigh this stream of information and after that report about this and that. This and similar developments demand a different kind of communication advisor, both specialists and all-rounders. The latter have to be able to integrate and tune in. The former can already specialize themselves within the programme but are especially advised to look for their own „corner“ within and after the training. A modern Communication programme has to offer both room for specialization and integration.

##### **Media**

Besides the developments in the strategic field, there are also many developments in the technical and executive field. Also in that sense communication in the broadest sense of the concept has become more complicated and existing. Thus, digitalisation processes in society require a better integration between different media and better strategies to reach the target group. Digitalizing and Internet have extended the communication possibilities enormously. It is definitely not the case, as is always feared with the rise of a new medium, that existing media are pushed away. Not in the least: radio, TV, photography and the written word all still exist. At the moment these instrument are even used more than ever before. Actually the Internet, the most important medium of media, is an addition just as photography; radio and TV were „added“. Still there is one fundamental difference, namely that Internet and digitalization combine the existing media. Nobody knows exactly what this will mean in the long run. But all tendencies point to the fact that a magazine or a video, a company film and a brochure are no longer made „by themselves“ and more often will be part of a 'package' in which a variety of media is used. After all each medium has its advantages and disadvantages. For a certain occasion one medium is more suitable than the other is. Specialists in all fields are needed. But above all people are needed who possess knowledge of the different media and are capable to link them. It is those people the International Communication & Media programme is aiming at. With this the programme does not only bank on the future but also offers something new within the existing number of programmes.

### 2.1.3 Competencies Junior Professional Practitioner

Starting point of the programme International Communication and Media are 10 core competencies the graduate of ICM should possess.

The competencies should always meet the following quality requirements:

- Meets style and form requirements of the product
- written in correct and attractive English
- aimed at the target group and goal
- sources are reliable and up-to-date
- references are done by the international standards
- the choices made are explained
- made correct use of ICT-facilities

The graduate of International Communication and Media produces means of communication for various media in support of communication with target groups of an organization, uses these correctly and gives advice about the strategic use of media and means at a tactical level.

(Core) competencies:

1. *Analyzing a problem.* The graduate has an insight in communication processes as well as policy and organization processes related to these. He analyses these processes, shapes them and puts them in an organizational context. In addition, he indicates how these processes can be used in the best way by means of communication means within an organization.
2. *Carrying out research.* As a result of a problem concerning the field of communication and information management, the graduate sets up practical research. The graduate carries out this research, analyses the results and reports about this.
3. *Advising and planning.* Within the framework of communication or information policies, the graduate provides advice about the innovation of practice, use of communication means and writes an action plan for that purpose.
4. *Developing and designing.* The graduate analyses the needs concerning communication means, finds creative solutions for these, translates these into a programme of requirements or a design (e.g. a crossmedial concept, a functional or interactive design with programme specifications or a page layout design) both from a user's perspective and an organizational perspective.
5. *Producing.* The graduate carries out or manages the production of crossmedial communication means (e.g. a website, AV production, a magazine or intranet), on the basis of a design.
6. *Implementing.* The graduate works on the basis of a communication plan, involves users and other relevant parties in the organisation in this and implements the communication means in the organization.
7. *Evaluating.* The graduate researches and assesses the production and use of communication means. He researches the use and effect of communication means.
8. *Working in a project.* The graduate gives shape to a project on the basis of a communication plan, leads the project, achieves the results agreed upon and works together with other professionals within the project.
9. *Professional behaviour.* The graduate (re)presents himself and the organisation as a professional. He communicates and interacts professionally in various situations, taking into account the context, the needs and interests involved and (s) does this while bearing in mind context and relations. He works together with others professionally, also in an interdisciplinary context. He reflects on his development and developments in professional practice.
10. *Working in an international/intercultural environment*  
The graduate is able to engage in appropriate and meaningful communications with international /intercultural stakeholders.

## 2.1.4 Graduate Skills

To function as an intermediary between strategists and executives in both the field of communication and journalism the graduate ICM has to possess the following skills and knowledge.

<b>Knowledge of communication and media</b>	Knowledge of the professional practice Knowledge of communicative processes Knowledge of the field of media
<b>Knowledge of related disciplines</b>	Economics Business management Social-cultural studies Psychology International law Statistics ICT
<b>Professional skills</b>	Being technically able to deal with different media Being able to make simple products with different media Being able to do research via all possible sources Being able to take and process an interview Being able to translate a strategy into a plan and product(s)
<b>Practical skills</b>	Mastery of the English language Being able to construct and manage a project Being able to work in a team/editorial staff
<b>Personal skills</b>	Being able to present orally and in writing Being able to co-operate within an international surrounding Insight in the surroundings Knowledge of man and society Knowledge of trends and issues Reflection on strategy and ethics Being able to reflect on communication and media

This survey of skills is based on the professional profiles BVO and VVO, August 2000

## 2.2 The Various Types of Bachelor Programme

### 2.2.1 Programme Variants

#### Full-time programme

A full-time programme means that you are available to engage in educational activities at the University for forty hours a week. Full-time programmes are intended for students who join us directly from HAVO (senior general secondary education), VWO (pre-university education), or MBO (senior secondary vocational education) level 4.

### 2.2.2 Abridged and Accelerated Bachelor Programmes

International Communication and Media does not have a separate study route for short programmes. However, in individual cases students who have already passed the first year of another programme can be exempted from certain subjects and thus speed up the programme. For this, consultation with the study progress coordinator of ICM, Dragana Licina ([dragana.licina@hu.nl](mailto:dragana.licina@hu.nl)), is necessary.

Abridged programmes are possible for those who have obtained exemptions for certain components of the curriculum. You will need to apply for these exemptions in advance and they must be approved by the Board of Examiners. For more information about exemptions, see *Exemptions*. An accelerated programme means that you complete the programme more quickly than usual and that you will obtain 240 credits in less than four years.

### 2.2.3 Certificates

As proof that you have completed the degree programme or part of it (the first year, Associate Degree if possible or Bachelor's degree) the Board of Examiners will issue you with a certificate, the Dutch legal term for which is 'getuigschrift'. However, at HU University of Applied Sciences Utrecht, we use the term 'diploma', which we will also use in this study guide. The following types of diploma are awarded within the Bachelor's degree programme:

- the 'first-year' diploma, for those who have successfully completed the first-year audit;
- the Bachelor's degree, for those who have successfully completed the final examination.
- the Associate's Degree, obtained after successfully completing an Associate Degree programme.

The date of your diploma will correspond to the date on which you complete the final component (examination) of your examination programme. All diplomas are signed by the chairman and a member of your Board of Examiners. An International Diploma Supplement (IDS) is added to the Bachelor's diploma and the AD, based on the European model. This does not involve any extra costs. The IDS provides information on the nature and the content of the degree programme and lists the results obtained by the graduate. This makes it easier for 'outsiders', including those from abroad, to appreciate what the degree programme and diploma have entailed.

For each degree programme, students will receive just one first-year and one Bachelor's diploma. In principle, diplomas are in Dutch, but an English-language version can be issued on request. The International Diploma Supplement will always be in English. See the *Procedure for awarding certificates* for more information on the issuing of diplomas.

If you have successfully completed more than one examination but you have not obtained your diploma because you have not completed the entire examination programme, you can ask the Board of Examiners to issue a declaration (see paragraph 6.2). This declaration lists the examinations that you have passed. Like a diploma, the declaration is signed by the chairman and a member of the relevant Board of Examiners.

### 2.2.4 Degrees and Titles

You will earn a degree for completing a study programme at the University. You can earn an Associate degree or a Bachelor's degree. The degree is granted by the Board of Examiners on behalf of the Executive Board. A Bachelor's degree confers the right to bear a Bachelor's title and an Associate Degree confers the right to bear an Associate title. In order to obtain your degree, you must first pass the final examination. The subject or field in which the degree has been obtained will form part of the degree title.

The awarding of a Bachelor's degree confers the right to list this after your name, abbreviated to 'B' (plus additional information). A Bachelor's degree also entitles you to use a title. In that case, you may, instead of (i.e. not as well as) appending letters after your name, use the following title: Bachelor of Communication.

To promote international acknowledgement of titles in higher professional education, a programme may append a specific designation to the title, upon approval of the Ministry of Education. Think of designations such as "of Science" and "of Arts". This is the case if the programme is designated as such by the Accreditation Organisation of the Netherlands and Flanders (NVAO) on the organization's website. Following designation by the NVAO, graduates will be entitled to use the amended title as of the first day of the month following official designation. For example: If the NVAO designates an amended title for your programme in February, then students will be entitled to use the new title if they graduate (i.e. diploma date) on 1 March or later. Please note: the date of your diploma will correspond to the date on which you complete the final component (exam) of your examination programme.

As a result of the changes to the law mentioned above, the appended designation to the degree title may change in the course of the academic year. If this is the case, and you have completed your degree programme in the same academic year and have received a now outdated title, then you may submit a request to the Board of Examiners within a year of obtaining your diploma and ask them to issue a diploma with a new degree title. You will be asked to hand in your old diploma.

## 2.2.5 Structure of the Bachelor Programme

### Study phases

The programme consists of two study phases, which are described in detail in this section: the first-year phase, and the main phase.

The programme starts with the first-year phase, which is completed by obtaining a first-year diploma. This is followed by the main phase, which lasts for three years, and is completed by obtaining a Bachelor's degree. In the case of an AD degree programme, the first phase is followed by a main phase which lasts for one year and is concluded with an Associate Degree.

### Legal duration of study, study load, and credits

The study load of the programme and its related courses is expressed in credits in accordance with the European Credit Transfer System (ECTS), which is designed to make it easier to compare degree programmes internationally. One credit corresponds to 28 hours of study (including contact hours).

The order of the components of the study programme in the first two years is fixed to a large extent. ICM prefers a study route where the profiling space / minors and the work placement take place in year 3 and precede the specialization courses in year 4. However, in consultation with the study progress coordinator Dragana Licina ([dragana.licina@hu.nl](mailto:dragana.licina@hu.nl)), you can be flexible in doing the components of years three and four, as long as specialization and work placement precede the graduation assignment and as long as you meet the entry requirements for the work placement and the graduation assignment.

Regular Bachelor's degree programmes last four years. The composition of a degree programme is based on a study load of sixty credits for each year of study, or 1680 hours. The total study load of the programmes (lessons, private study, and Work Placements) thus amounts to 240 credits.

Credits per phase of study:

First year: 60 EC.

Main phase: 180 EC (150 EC in the major + an optional courses component of 30 EC).

Table: study load per programme expressed in study credits:

First-year (60 EC)	Main phase (180 EC)		
	Major (60 EC)	Profiling Space / Minor (30 EC) Work placement (30 EC)	Major (60 EC)

### Programme structure

First year 60 EC		Main phase 180 EC					
Semester 1 P1 30 EC	Semester 2 P2 30 EC	Semester 3 H1 30 EC	Semester 4 H2 30 EC	Semester 5 H3 30 EC	Semester 6 H4 30 EC	Semester 7 H5 30 EC	Semester 8 H6 30 EC
Foundation	Foundation	Foundation	Foundation / Specialization	Profiling space / minor	Work placement	Specialization: *Communication *Marketing *Media	Graduation Project

The Course Descriptions show the study load for each course, expressed in full credits. All courses are worth a minimum of 5 credits or a multiple of 5 credits. Credits are only awarded once the relevant course has been completed, along with the corresponding examinations. If the examination for a course is divided into various components, you will only receive credits once all the part-examinations for that course have been completed and jointly amount to a 'pass' result. For some part-examinations, a particular mark may have to be achieved in order to pass. These requirements are included in the course description. Please also see *Assessment*.

## 2.3 First Year Phase

Degree programmes are split into a first-year phase and a main phase for a good reason. The first year has three important functions, as specified by government policy.

### Orientation

For your study progress, it is very important that you enrol in a degree programme that is suited to you. This means that the substance of the programme, the professional field for which you will be prepared, and the way in which the programme is organized must all appeal to you. One of the purposes of the first year of the degree programme is for you to decide whether this is the case.

### Selection

At the end of the first year of your degree programme, it will be time to review your situation. Did you choose the right programme? Is the level appropriate to your abilities? Are you progressing through your coursework on schedule? The answers to all of these questions are good pointers as to whether you will ultimately gain your diploma within the time allotted. At HU University of Applied Sciences Utrecht, we take stock by providing individual advice concerning study progress, based on the study supervision process. This involves looking at the number of credits obtained by the student. It is very important that you are aware of the criteria for this recommendation. You should therefore read the paragraph on advice concerning study progress of this study guide carefully to avoid any surprises further down the road.

Any student who does not meet the study progress requirements will receive a binding recommendation to the effect that they may not continue with the degree programme. In certain cases this binding negative recommendation will also apply to other programmes sharing the same first-year curriculum. Section 10 of the Education and Examination Regulations lists these cases.

### Referrals

If you have any doubts about your choice of study programme, then you should discuss these doubts as soon as possible. It may be that your initial reaction is not correct and that you do not yet have a full picture of the programme. You can ask your Study Coach / learning team supervisor about this. He or she can point you in the direction of available facilities to help you if you are in doubt.

### 2.3.1 First Year Programme

Every academic year, each degree programme sets the curriculum for both the degree programme as a whole and its components. This is valid only in the year for which it has been set.

The courses are shown below for each year of the degree programme, including the number of credits that each is worth and the OSIRIS codes. You can find complete descriptions of the courses in the Course Descriptions appendix and in OSIRIS ([www.osiris.hu.nl](http://www.osiris.hu.nl)).

All ICM course descriptions are available in the [Education Catalogue \(Onderwijs Catalogus\) on Osiris](#), and in the courses in de Moodle environment at Learn.hu.nl: <https://learn.hu.nl/login/index.php> .

**Courses year 1 in 2017-18.**

All courses are worth 5 European Credits (EC)

	Period A	Period B	Period C	Period D
All classes	<b>JIC-PRLICM.1V-17</b> The Professional Landscape of ICM		<b>JIC-RELAME.1V-17</b> Research Lab & Methods	<b>JIC-REANTO.1V-17</b> Research Analysis & Toolkit
All classes	<b>JIC-PRICMP.1V-17</b> Professional ICM Presentation			
D01	<b>JIC-HUMA.1V-16</b> Humanities	<b>JIC-PROCOM.1V-16</b> The Principles of Communication	<b>JIC-MECU.1V-16</b> Media Culture	<b>JIC-CREA.1V-17</b> Creativity
D02				
D03				
D04	<b>JIC-MARPR.1V-16</b> Marketing Principles	<b>JIC-DMD.1V-16</b> Digital Media Design	<b>JIC-CORCOM.1V-16</b> Corporate Communication	<b>JIC-CONBE.1V-16</b> Consumer behaviour
D05				
D06				
D07	<b>JIC-DMD.1V-16</b> Digital Media Design	<b>JIC-HUMA.1V-16</b> Humanities	<b>JIC-CREA.1V-17</b> Creativity	<b>JIC-MECU.1V-16</b> Media Culture
D08				
D09				
D10	<b>JIC-PROCOM.1V-16</b> The Principles of Communication	<b>JIC-MARPR.1V-16</b> Marketing Principles	<b>JIC-CONBE.1V-16</b> Consumer Behaviour	<b>JIC-CORCOM.1V-16</b> Corporate Communication
D11				
D12				

For each course, you can find descriptions in the [Education Catalogue \(Onderwijs catalogus\)](#) in Osiris, and in the student manuals on Moodle: <https://learn.hu.nl/login/index.php>.

**Transitional exams year 1 in 2017-18**

Starting 2017-18, these courses are no longer part of the curriculum; there are no more classes. You can still pass missing exams in 2017-18, in accordance with article 28.9 of the EER (Education and Examination Regulations)-HU. These **transitional** exams are offered in periods A & B **only**.

Transitional exams ICM 2017-2018	When
JIC-PRICMP.1V-16 - Professional ICM Project	A & B
JIC-PRLICM.1V-16 - The Professional Landscape of ICM	A & B
JIC-REANTO.1V-16 - Research Analysis & Toolkit	A & B
JIC-RELAME.1V-16 - Research Lab & Methods	A & B

**Conversions year 1 in 2017-18**

The courses in the left hand column have disappeared and there are no more transitional exams. Therefore, partial results obtained earlier are no longer valid, and if you still need to pass any of these subjects, you will have to pass the substituting subject in the right hand column. (In accordance with article.28.9 of the EER-HU). This table is based on amounts of probable candidates. If you do not find a course you still need to pass, please contact the coordinator Transitional Exams and Conversions Titia Ysebaert ([titia.ysebaert@hu.nl](mailto:titia.ysebaert@hu.nl)).

Original course	Substitute 2017-18	When
JIC-APP.1V-11	JIC-RELAME.1V-17 - Research Lab & Methods	C
JIC-COMO.1V-11	JIC-CORCOM.1V-16 - Corporate Communication	C & D
JIC-CORV.1V-11	JIC-DMD.1V-16 - Digital Media Design	A & B
JIC-DEJOU.1V-13	JIC-PRICMP.1V-17 - Professional ICM Presentation	A-B
JIC-DIPRE.1V-13	JIC-HUMA.1V-16 - Humanities	A & B
JIC-MEEXP.1V-13	JIC-MECU.1V-16 - Media Culture	C & D
JIC-RECON.1V-13	JIC-REANTO.1V-17 - Research Analysis & Toolkit	D
JIC-UNAUD.1V-13	JIC-CONBE.1V-16 - Consumer Behaviour	C & D

### Revalidating expired Year 1 courses impossible

Results of individual courses expire exactly 6 years after they were obtained. (EER art. 28.7). It is not possible to extend this period of validity for any year 1 subject. If a subject expires, you will need to take a substituting subject. If your course is not in any table in this section, please contact the coordinator Transitional Exams and Conversions Titia Ysebaert ([titia.ysebaert@hu.nl](mailto:titia.ysebaert@hu.nl)) or the Board of Examiners for a solution. Legislation concerning the ruling may be revised in the course of 2017-2018. The diploma for the foundation year can never expire.

### 2.3.2 Study Advice

At the end of the first year of your degree programme, it will be time to review your situation. In fact, during the first year of enrolment, you will also receive a written recommendation on whether or not to continue with your studies on two occasions. By the end of the first year, you will then receive a definitive and binding recommendation. Please find the rules on binding recommendations below.

#### Interim recommendation

Halfway through the first year at the latest, you will receive an interim recommendation on continuation of studies in writing from the Board of Examiners. This interim recommendation will also include a detailed explanation of the results you have achieved so far and your study progress. The interim recommendation may be:

- positive: 20 or more credits  
or a
- warning 19 or fewer credits

If you have not made sufficient progress, the recommendation you receive from the Board of Examiners will take the form of a warning. In this case, we recommend contacting your Study Coach / learning team supervisor to sit down and draw up a study plan. By working according to a study plan, you can ensure that you get back on track. If you have fallen behind as a result of exceptional circumstances, you should contact the student counsellor straight away.

#### Positive or negative recommendation on continuation of studies

At the end of your first year of study, you will as a rule receive a definitive and binding recommendation on the continuation of your studies from the Board of Examiners. This will be either positive or negative. A negative recommendation on continuation of studies equals a rejection. A negative recommendation means that you cannot continue with the programme at HU University of Applied Sciences Utrecht. You may not re-register for the same programme.

You will receive a positive recommendation on the continuation of your studies if at the end of the first academic year:

- you have obtained your first-year certificate, or
- you have obtained at least 50 credits from the first-year programme,

The following elements will not be included in the calculation of whether you have obtained the above total of 50 credits:

- Credits for exemptions that you have been granted;
- Credits obtained in a previous year. The credits must have been obtained in the academic year in question.
- Results for part-examinations, if all components of the examination have not been successfully completed.

If you cannot obtain 50 credits during the first year after excluding the credits listed above, you will need to have completed the first year in full at the end of the year in order to receive a positive recommendation on continuation of studies.

You will receive a negative recommendation (a rejection) if you have not met all the criteria for a positive recommendation.

Think carefully about whether you are planning to take courses from the main phase before you receive a

recommendation on continuation of studies. The minimum standard for a positive recommendation relates *only* to courses passed during the first-year phase. Credits earned during the main phase do not count towards this assessment. You should therefore always give priority to passing courses from the first-year phase.

If a negative recommendation is issued, the reasons for this must be stated. Furthermore, the student must be informed about the options available for lodging an objection and making an appeal. Recommendations are signed by or on behalf of the Board of Examiners and either given to you in person or sent to you by registered post within a week of being issued.

The Board of Examiners will give you an opportunity to express your views before issuing a binding negative recommendation on the continuation of your studies.

#### **Extra opportunities for taking an examination for students enrolled in certain abridged programmes**

Students who:

- are enrolled in an abridged programme and who have exemptions worth more than 10 credits, and
- are in their first year of enrolment and follow a programme set by the relevant department that includes courses from the main phase as part of an abridged route

may apply to the Board of Examiners to resit an exam during the final examination period for an exam from the first year which they have not yet completed successfully. The Board of Examiners will grant the request if there is a possibility that the student will be able to meet the standards for a positive binding recommendation on continuation of studies.

#### **Deferral of the binding recommendation on continuation of studies for students in their first year of enrolment on the basis of exceptional circumstances**

When issuing a binding recommendation on continuation of studies, the Board of Examiners must take into account the possibility that a student has fallen behind with his or her studies due to personal circumstances. Only the following circumstances fall into this category:

- illness;
- physical, sensory or other functional impairment;
- pregnancy;
- exceptional family circumstances ('family' may include a cohabiting or non-cohabiting partner);
- membership of the University of Applied Sciences Council and/or an Institutional Council and/or a Programme Committee;
- other circumstances whereby you, as a student, are engaged in activities in the context of the organization and management of the University, or a part of the University, in the judgement of institute management;
- membership of the administration of a student organization or comparable body of a reasonable size that is recognized by the Executive Board in accordance with the HU Student Support Fund scheme;
- approved status as a top-level athlete as described in Article F1 of the Student Support Fund;
- other situations whereby you have been unable to take examinations or attend lessons due to circumstances beyond your control, in the judgement of the Board of Examiners.

If the Board of Examiners takes the view that exceptional personal circumstances are a factor in your being unable to meet the required standard for the binding recommendation of continuation of studies, the recommendation will be deferred until the end of your second year of enrolment in the same degree programme at the latest. You must meet the standard that applies in that year for a positive recommendation at the end of your second year of study.

If the binding recommendation on continuation of studies was deferred in the previous academic year (or before), you will receive a recommendation concerning your study progress in the current year. The minimum standard for a positive recommendation of continuation of studies for the current academic year will apply: 50 credits plus any required courses. Note that any credits that you obtained in previous academic years, and any exemptions that you have been granted, will not count towards the calculations for determining how many credits you have obtained from your first-year courses. Detailed information about the requirements and what may and may not count towards the number of credits that you have obtained is given earlier in this section.

A deferred recommendation is governed by the same procedure as a regular recommendation.

If you have fallen behind with your studies because of one of the exceptional circumstances listed above, you must notify the Board of Examiners in writing as soon as possible, and ask that those circumstances are taken into consideration for the purpose of your binding recommendation on continuation of studies. You should also contact the student counsellor and/or your Study Coach / learning team supervisor at the earliest possible opportunity. They will inform the Board of Examiners.

If at the end of the second academic year you do not satisfy the standard for a positive recommendation on continuation of studies, you will receive a negative study recommendation and you will be excluded from the degree programme. Should you again be unable to meet the standard in the second academic year due to exceptional circumstances, the Board of Examiners may make an exception and, taking your personal circumstances into account, decide to issue a negative study recommendation but without excluding you from the degree programme. This means that you may continue with your degree programme. It is for the Board of Examiners to judge, based on advice from the student counsellor and Study Coach / learning team supervisor, whether the applicable exceptional circumstances have again caused you to fail to meet the standard in the second year of enrolment (causal relationship).

Students on a fixed-quota or numerus clausus programme who have had to discontinue their studies in the first year due to exceptional circumstances will receive permission from the institute management to re-enrol for the programme. They will also receive a statement from the student counsellor stating that the interim de-registration was due to exceptional circumstances. See Article 6, Section 2 of the HU Enrolment Regulations.

Norm for the binding recommendation on continuation of studies:

Enrolment	Norm*	What does not count?
First year, first time	50 credits	Exemptions
Second year (after deferred recommendation)	50 credits	Exemptions Results from previous years

\*including required courses/components

If it is not possible to obtain 50 credits from the first phase through exemptions and marks achieved previously, the entire first phase must be completed successfully in order to meet the required standard.

### 2.3.3 Switching Programmes

If you decide to switch to a different degree programme at the University during the academic year, you will have to re-enrol completely, and ask for permission from the faculty director of the new degree programme.

If you switch during your first academic year, keep a close eye on the rules for the binding recommendation on continuation of studies and if necessary, ask the student counsellor for advice.

## 2.4 Main Phase

The main phase is the period of study after the first year, and it continues until the conferral of your degree. The main phase involves three years of study (nominally) and consists of the following:

- a major (main programme) of 150 credits;
- an optional courses component of at least 30 credits.

The final examination relates to the following parts of the programme:

- lessons during the main phase (semester 3 to 5 + minor semester 7);
- an Work Placement/component based outside HU University of Applied Sciences Utrecht, with a study load of at least 30 credits (semester 6);
- a graduation component (or graduation assignment/project as the case may be) of at least 15 credits (semester 7 and/or 8).

### 2.4.1 Admission to the Main Phase

Once you have successfully completed your first year and received your diploma for that year, you will be admitted to the main phase of the degree programme.

If you have received a first-year diploma for a degree programme from another institute and wish to be admitted to the main phase of a degree programme at HU University of Applied Sciences Utrecht on the basis of that diploma, you need to submit a request to that effect to the programme. The programme will then assess whether your diploma is acceptable. If you are admitted, you will not be issued with a first-year diploma from HU University of Applied Sciences Utrecht. See [AskHU - Exemptions](#).

If you have not yet completed your first year, it is still possible to take modules from the main phase and to take examinations, unless the Board of Examiners decides otherwise.

Think carefully about whether you are planning to take courses from the main phase before you receive a recommendation on continuation of studies. The minimum standard for a positive recommendation relates only to courses passed during the first-year phase. Consequently, if you decide to take modules from the main phase but do not have a sufficient number of credits from your first year at the time that the recommendation is issued, you may find yourself being given a negative recommendation. That means that you must leave the study programme. This means you will be excluded from the degree programme regardless of how many credits you may have already earned from the main phase. It is therefore important to prioritize the courses from the first year of the programme.

### 2.4.2 Bachelor Programme

In each academic year, the degree programme sets the curriculum for the main phase. This is valid only in the year for which it has been set.

The main phase courses are shown below for each year of the degree programme, including the number of credits that each is worth and the OSIRIS codes. You can find complete descriptions of the courses in the Course Descriptions appendix and in OSIRIS.

Table curriculum overview:

Please note: you can find a detailed overview and descriptions of the courses in the Course Descriptions appendix and in OSIRIS ([www.osiris.hu.nl](http://www.osiris.hu.nl)).

### 2.4.3 Curriculum Year 2 in 2017-18

#### Courses Year 2 in 2017-18.

All courses are worth 5 EC.

	Period A	Period B	Period C	Period D
All classes	<b>JIC-ECHT.2V-17</b> ECHT Technology	<b>JIC-ENTREP.2V-17</b> ECHT Entrepreneurship		
All classes	<b>JIC-INCRBU.2V-17</b> International Creative Business	<b>JIC-INCUCO.2V-17</b> Intercultural Communication		
B01 B02 B03 B04			<b>JIC-GLOWOR.2V-17</b> Global Work	<b>JIC-DASTTE.2V-17</b> Data Storytelling
	<b>JIC-CRMEFU.2V-17</b> Crossmedia Fundamentals	<b>JIC-HUCEDE.2V-17</b> Human-Centred Design	Specialization C 1	Specialization D 1
			Specialization C 2	Specialization D 2
B05 B06 B07 B08			<b>JIC-DASTTE.2V-17</b> Data Storytelling	<b>JIC-GLOWOR.2V-17</b> Global Work
	<b>JIC-HUCEDE.2V-17</b> Human-Centred Design	<b>JIC-CRMEFU.2V-17</b> Crossmedia Fundamentals	Specialization C 1	Specialization D 1
			Specialization C 2	Specialization D 2

**Specialization Courses**  
Period C & D  
students choose  
2 out of 4 each Period

<b>JIC-EXCUDI.2V-17</b> Exploring Cultural Differences	<b>JIC-PARCUL.2V-17</b> Participatory Cultures
<b>JIC-INFAUD.2V-17</b> Influencing your Audiences	<b>JIC-MANCRE.2V-17</b> Managing Creative Processes
<b>JIC-FRAMED.2V-17</b> Framing in the Media	<b>JIC-INTEXP.2V-17</b> Interactive Experiences
<b>JIC-BRAFUN.2V-17</b> Branding Fundamentals	<b>JIC-ADVMAR.2V-17</b> Advanced Marketing

For each course, you can find descriptions in the [Education Catalogue \(Onderwijs catalogus\)](#) in Osiris, and in the student manuals on Moodle: <https://learn.hu.nl/login/index.php>.

#### Transitional Exams Year 2 in 2017-18 and 2018-19

Starting 2017-18, the courses in the table below are no longer part of the curriculum. In accordance with article.28.9 of the EER-HU, you can still pass missing exams in 2017-18 and 2018-19. These transitional exams you can take in **periods A & B only**.

Transitional exams ICM year 2 in 2017-18 and 2018-19.	When:
JIC-CHMAN.2V-13 Change management	A & B
JIC-CORRI.2V-14 Corporate Reputation and Identity	A & B
JIC-CPW.2V-15 - Creative and Professional Writing	A & B
JIC-MARCO.2V-13 Marketing Communication	A & B
JIC-MTE.2V-15 - Media Trends and Ethics	A & B
JIC-ORBD.2V-15 - Online Research and Big Data	A & B
JIC-PBGC.2V-15 - Prof. Behaviour and Global Citizenship	A & B
JIC-PCHCO.2V-13 Project Change Communication	A & B
JIC-PMERE.2V-13 Project Media Research	A & B
JIC-PMP.2V-15 - Project Marketing Plan	A & B
JIC-PP.2V-15 - Professional Product	A & B
JIC-SMME.2V-15 - Social Media Marketing/Entrepreneurship	A & B

If you feel you cannot pass a course without attending classes, you can also decide to pass the substituting courses from the new curriculum instead of taking a transitional exam. (--) = resit, no classes, only exams.

Original course, transitional exams in 2017-18 & 2018-19	Substitute	When:
JIC-CHMAN.2V-13	Influencing your Audiences - JIC-INFAUD.2V-17	C & (D)
JIC-CORRI.2V-14	Global Work - JIC-GLOWOR.2V-17	C, D & (E)
JIC-CPW.2V-15	Framing in the Media - JIC-FRAMED.2V-17	C, D & (E)
JIC-MARCO.2V-13	Advanced Marketing - JIC-ADVMAR.2V-17	D & (E)
JIC-MTE.2V-15	Crossmedia Fundamentals - JIC-CRMEFU.2V-17	A, B & (C)
JIC-ORBD.2V-15	Data Storytelling - JIC-DASTTE.2V-17	C, D & (E)
JIC-PBGC.2V-15	Exploring Cultural Differences - JIC-EXCUDI.2V-17	C & (D)
JIC-PP.2V-15	Managing Creative Processes - JIC-MANCRE.2V-17	D & (E)
JIC-PCHCO.2V-13	Participatory Cultures - JIC-PARCUL.2V-17	D & (E)
JIC-PMP.2V-15	Interactive Experiences - JIC-INTEXP.2V-17	D & (E)
JIC-PMERE.2V-13	International Creative Business - JIC-INCRBU.2V-17	A & (B)
JIC-SMME.2V-15	Entrepreneurship - JIC- ENTREP.2V-17	B & (C)

### Conversions Year 2 in 2017-18

The courses in the left hand column have disappeared and there are no more transitional exams. Therefore, partial results obtained earlier are no longer valid, and if you still need to pass a subject, you will have to pass the substituting subject in the right hand column. This is in accordance with article.28.9 of the EER-HU.

The courses in this table are based on amounts of probable candidates. If you do not find a course that you still need to pass, please contact the coordinator Transitional Exams and Conversions Titia Ysebaert ([titia.ysebaert@hu.nl](mailto:titia.ysebaert@hu.nl)).

(--) = resit, no classes, only exams.

Original course	After conversion substituted by:	When:
JIC-CONMA.2V-12	Interactive Experiences - JIC-INTEXP.2V-17	D & (E)
JIC-CORPCO.2V-08	Global Work - JIC-GLOWOR.2V-17	C, D & (E)
JIC-CORPIM.2V-12	Global Work - JIC-GLOWOR.2V-17	C, D & (E)
JIC-INCNET.2V-07	Entrepreneurship - JIC-ENTREP.2V-17	B & (C)
JIC-INFLAW.2V-07	Managing Creative Processes - JIC-MANCRE.2V-17	D & (E)
JIC-INTGLB.2V-07	Intercultural Communication - JIC-INCUCO.2V-17	B & (C)
JIC-INTMR.2V-12	International Creative Business - JIC-INCRBU.2V-17	A & (B)
JIC-MARCOM.2V-07	Advanced Marketing - JIC-ADVMAR.2V-17	D & (E)
JIC-MARMAN.2V-12	Advanced Marketing - JIC-ADVMAR.2V-17	D & (E)
JIC-MMCS.2V-12	Framing in the Media - JIC-FRAMED.2V-17	C & (D)
JIC-ONRPB.2V-12	Exploring Cultural Differences - JIC-EXCUDI.2V-17	C & (D)
JIC-ORGBE.2V-12	Influencing your Audiences - JIC-INFAUD.2V-17	C & (D)
JIC-PCOCO.2V-13	Interactive Experiences - JIC-INTEXP.2V-17	D & (E)
JIC-PFRPU.2V-13	Managing Creative Processes - JIC-MANCRE.2V-17	D & (E)
JIC-POPUL.2V-07	Framing in the Media - JIC-FRAMED.2V-17	C & (D)
JIC-PREKI.2V-12	Managing Creative Processes - JIC-MANCRE.2V-17	D & (E)
JIC-PRPRM.2V-14	Managing Creative Processes - JIC-MANCRE.2V-17	D & (E)
JIC-SMCSK.2V-13	Framing in the Media - JIC-FRAMED.2V-17	C & (D)
JIC-SMCSK.2V-14	Framing in the Media - JIC-FRAMED.2V-17	C & (D)
JIC-UNDIM.2V-12	Intercultural Communication - JIC-INCUCO.2V-17	B & (C)

## Year 2: extending expired course validity 2017-18

Results of individual courses expire exactly 6 years after they were obtained. Legislation concerning the ruling may be revised in the course of 2017-2018. If the validity of a course expires, it may be possible to extend the validity for one academic year. See the table below for more information. If the validity of a course cannot be extended you have to take the substituting subject that you can find in the conversion table.

Subjects that can be extended t/m 31-08-2018:	Subjects that can't be extended
JIC-CMDSG1.2V-10 - Crossmedia Design 1	JIC-INCNET.2V-07 - Internal Communication
JIC-CMDSG2.2V-10 - Crossmedia Design 2	JIC-INFLAW.2V-07 - Information and Law
JIC-COMDES.2V-07 - Communication Design	JIC-INTGLB.2V-07 - Intercultural and Global
JIC-CORPCO.2V-08 - Corporate Communication	JIC-STUORI.2V-07 - Study Orientation
JIC-CROSM.2V-07 - Cross-Media Skills	
JIC-INFLAW.2V-09 - Information and Law	
JIC-MAGA.2V-07 - Magazine	
JIC-MARCOM.2V-07 - Marketing Communication	
JIC-MARMAN.2V-07 - Marketing Management	
JIC-POPUL.2V-07 - Popularisation	

## Year 2: disappeared language courses in 2017-18

Starting 2015-2016 we no longer offer the language courses. And there are no more transitional exams starting 2017-18. This means that any prior partial result has become invalid. In accordance with our policy 2016-17 for the language courses, there are several possibilities to obtain these 10 EC.

**Combining two different languages** - You may have passed two courses in two different languages, for a total of 10 EC. Consequently only 5 EC from **one** of these courses used to be valid. Starting 2016-17, you can combine the EC's from both completed courses to form the required 10 EC.

**Substituting assignments/exams for the languages** - In 2016-17, it was possible to pass any of the two subjects below to substitute any language course. However, these two subjects are no longer part of the curriculum, so you can't attend classes anymore. If you don't consider this a problem or if you simply need to resit one or both of them, you are free to do so.

Original:	Substitute, only assignments/exams; periods A & B only
Any of the ten language courses	Creative and Professional Writing - JIC-CPW.2V-15
Any of the ten language courses	Online Research and Big Data - JIC-ORBD.2V-15

**New substituting courses for the languages** - If you prefer to attend classes before you take the substituting assignment/exam, you can choose from the substituting courses below.

### Conversion table language courses

Original:	Substitute, periods A & B, resit in C	When
Any of the ten language courses	Branding Fundamentals - JIC-BRAFUN.2V-17	C & (D)
Any of the ten language courses	Human-Centred Design - JIC-HUCEDE.2V-17	A, B & (C)

## 2.4.4 Curriculum Year 3 in 2017-18

This table reflects the most logical organization of year 3. But you can actually start the work placement or your profiling space in any period.

Two consecutive periods	Two consecutive periods
<b>Profiling Space / Minor - 30 EC</b>	<b>Work placement</b> JIC-WOPL1.3V-16 - 15 EC JIC-WOPL2.3V-16 - 15 EC
<b>Entry requirements study abroad:</b> - At least 50 EC from year 1 - At least 15 ECs from year 2	<b>Entry requirements Work placement:</b> - At least 50 EC year 1 - At least 30 EC year 2
<b>Entry requirements minors NL (incl. HU):</b> - None, unless the student manual says differently	

### Transitional Exams Year 3 in 2017-18

Starting 2016-17, the courses in the table below are no longer part of the curriculum. If they occur in your Study Progress overview and in accordance with article.28.9 of the EER-HU, you can still pass them 2017-18.

Transitional exams ICM year 3 in 2017-18	When
JIC-WOPL1.3V-14 - 10 EC	Year
JIC-WOPL2.3V-14 - 20 EC	Year

### 2.4.5 Curriculum Year 4 in 2017-18

#### Year 4 specialisation: six subjects for 30 EC.

All courses are worth 5 EC. The specialization routes are scheduled twice, once in fall and once in spring. The entry requirements for specialization subjects in the fourth year:

- 50 EC from year 1;
- At least 45 EC from year 2.

#### Specialization Route Communication 2017-18

Period A	Period B	Period C	Period D
<b>JIC-INCOM.3V-14</b> Integrated Communication Management	<b>JIC-COCON.3V-14</b> Communication Consulting	<b>JIC-INCOM.3V-14</b> Integrated Communication Management	<b>JIC-COCON.3V-14</b> Communication Consulting
<b>JIC-COMAS.3V-14</b> Communication Management Skills	<b>JIC-APPRE.3V-17</b> Applied Research	<b>JIC-COMAS.3V-14</b> Communication Management Skills	<b>JIC-APPRE.3V-14</b> Applied Research
<b>JIC-INCOP.3V-14</b> Integrated Communication Plan	<b>JIC-COCOA.3V-14</b> Communication Consulting Agency	<b>JIC-INCOP.3V-14</b> Integrated Communication Plan	<b>JIC-COCOA.3V-14</b> Communication Consulting Agency

#### Specialization Route Marketing 2017-18

Period A	Period B	Period C	Period D
<b>JIC-BRAMA.3V-16</b> Brand marketing	<b>JIC-EMAPR.3V-14</b> E-marketing principles	<b>JIC-BRAMA.3V-16</b> Brand marketing	<b>JIC-EMAPR.3V-14</b> E-marketing principles
<b>JIC-COMAR.3V-14</b> Content Marketing	<b>JIC-APPRE.3V-17</b> Applied Research	<b>JIC-COMAR.3V-14</b> Content Marketing	<b>JIC-APPRE.3V-14</b> Applied Research
<b>JIC-PRLAP.3V-14</b> Product Launch and Promotion	<b>JIC-PREMA.3V-14</b> Project E-marketing	<b>JIC-PRLAP.3V-14</b> Product Launch and Promotion	<b>JIC-PREMA.3V-14</b> Project E-marketing

#### Specialization Route Media 2017-18

Period A	Period B	Period C	Period D
<b>JIC-DSTAP.3V-14</b> Digital Storytelling Theory and Practice	<b>JIC-METAA.3V-14</b> Media Trends and Analysis	<b>JIC-DSTAP.3V-14</b> Digital Storytelling Theory and Practice	<b>JIC-METAA.3V-14</b> Media Trends and Analysis
<b>JIC-DSP.3V-15</b> Digital Storytelling in Practice	<b>JIC-APPRE.3V-17</b> Applied Research	<b>JIC-DSP.3V-15</b> Digital Storytelling in Practice	<b>JIC-APPRE.3V-14</b> Applied Research
<b>JIC-MS.3V-15</b> Media Specialization	<b>JIC-PRDAL.3V-14</b> Project Design and Launch	<b>JIC-MS.3V-15</b> Media Specialization	<b>JIC-PRDAL.3V-14</b> Project Design and Launch

For each course, you can find descriptions in the [Education Catalogue \(Onderwijs catalogus\)](#) in Osiris, and in the student manuals on Moodle: <https://learn.hu.nl/login/index.php>.

#### Year 4: graduation project 2017-18

The table below shows the most common study route. After taking your specialization subjects in fall, you take part in the graduation project in spring. But you can actually start the graduation project in any period.

Period C (or any other period)	The next period
<b>JIC-GRAAS1.3V-17 - 10 EC</b>	<b>JIC-GRAAS2.3V-17 - 20 EC</b>
<b>Entry requirements:</b> <ul style="list-style-type: none"> <li>- Year 1: Certificate (60 EC)</li> <li>- Year 2: 45 EC</li> <li>- Year 3: Work Placement (30 EC)</li> <li>- Year 4: 10 EC including Applied Research</li> </ul>	<b>Entry requirements:</b> <ul style="list-style-type: none"> <li>- JIC-GRAAS1.3V-17</li> </ul>

### Transitional exams year 4 in 2017-18

Starting 2017-18, the courses in the table below are no longer part of the curriculum. In accordance with article.28.9 of the EER-HU, you can still pass missing exams in 2017-18. The transitional exams for JIC-APPRE.3V-14 you can take in **periods A & B only**.

Transitional exams ICM year 4 in 2017-18	When
JIC-APPRE.3V-14 - Applied Research	A & B
JIC-RESPR.3V-14 - Research Proposal	Year
JIC-GRAAS.3V-14 - Graduation Assignment	Year
JIC-GRAAS.3V-09 - Graduation Assignment	Year

### Conversions year 4 in 2017-18

The courses in the left hand columns have disappeared and the final transitional exams were in 2014-15. As a consequence, partial results obtained earlier are no longer valid, and if you still need to pass a subject, you will have to pass the substituting subject in the right hand column. This is in accordance with article.28.9 of the EER-HU.

#### Specialization Communication

Original subject	After conversion substituted by:	When
JIC-BRAND.3V-09	Brand Marketing- JIC-BRAMA.3V-16	A, (B), C & (D)
JIC-CHAMAN. 3V-09	Integrated Communication Management - JIC-INCOM.3V-14	A, (B), C & (D)
JIC-COCAS1.3V-09	Communication consulting agency- JIC-COCOA.3V-14	B, (C), D & (E)
JIC-COCAS2.3V-09	Integrated Communication Plan - JIC-INCOP.3V-14	A, (B), C & (D)
JIC-MEDSTR.3V-09	Digital Storytelling in Practice- JIC-DSP.3V-15	A, (B), C & (D)
JIC-TISETH.3V-09	Content Marketing- JIC-COMAR.3V-14	A, (B), C & (D)
JIC-APRES.3V-09	Applied Research - JIC-APPRE.3V-17	B, (C), D & (E)
IC-MEICM.3V-09	Communication Management Skills - JIC-COMAS.3V-14	A, (B), C & (D)
JIC-GRAAS.3V-09	<b>Not converted, register for this code, old rules apply</b>	Year

#### Specialization Media

Original subject	After conversion substituted by:	When
JIC-MECAS1.3V-09	Project Design and Launch- JIC-PRDAL.3V-14	B, (C), D & (E)
JIC-MECAS2.3V-09	Media Specialisation- JIC-MS.3V-15	A, (B), C & (D)
JIC-MEDEC.3V-09	E-Marketing Principles - JIC-EMAPR.3V-14	B, (C), D & (E)
JIC-MEDLIT.3V-09	Digital Storytelling Theory and Practice - JIC-DSTAP.3V-14	A, (B), C & (D)
JIC-MEDRES.3V-09	Project E-Marketing - JIC-PREMA.3V-14	B, (C), D & (E)
JIC-MEDTRE.3V-09	Media Trends and Analysis - JIC-METAA.3V-14	B, (C), D & (E)
JIC-APRES.3V-09	Applied Research - JIC-APPRE.3V-17	B, (C), D & (E)
JIC-MEICM.3V-09	Communication Management Skills - JIC-COMAS.3V-14	A, (B), C & (D)
JIC-GRAAS.3V-09	<b>Not converted, register for this code, old rules apply</b>	Year

#### Specialization Marketing

Original subject	After conversion substituted by:	In:
JIC-MACOM.3V-14	Brand Marketing- JIC-BRAMA.3V-16	A, (B), C & (D)

## Year 4: extending expired course validity 2017-18

If the validity of a course expires after six years, it may be possible to extend the validity of that course for one academic year. See the tables below for all fourth year courses this applies to. If the validity of a course can't be extended, you have to take the substituting subject that you can find in the conversion tables.

Specialization communication	Specialization Media
Branding - JIC-BRAND.3V-09	Media Case 1 - JIC-MECAS1.3V-09
Change Management - JIC-CHAMAN. 3V-09	Media Case 2 - JIC-MECAS2.3V-09
Communication Case 1 - JIC-COCAS1.3V-09	Media Economics - JIC-MEDEC.3V-09
Communication Case 2 - JIC-COCAS2.3V-09	Media Literacy - JIC-MEDLIT.3V-09
Media Strategie - JIC-MEDSTR.3V-09	Media Research - JIC-MEDRES.3V-09
Trends, issues and ethics - JIC-TISETH.3V-09	Media Trends - JIC-MEDTRE.3V-09

Mandatory courses
Applied Research - JIC-APRES.3V-09
Me and ICM - JIC-MEICM.3V-09
Graduation - JIC-GRAAS.3V-09

### 2.4.6 Work Placement; Entry Requirements

Work placements are formally part of the program in year 3. The information about work placement and guidelines for organising a work placement you can find on the ICM intranet site for the Utrecht University of Applied Sciences, in the Moodle environment, in the ICM work placement guide.

Two consecutive periods
<b>Work placement</b>
<b>JIC-WOPL1.3V-16 - 15 EC</b>
<b>JIC-WOPL2.3V-16 - 15 EC</b>
<b>Entry requirements Work Placement:</b>
- At least 50 EC year 1
- At least 30 EC year 2

Work placements can actually start in any period. ICM-students are required to follow at least **or** their Work Placement **or** their profiling space / minor in a non-native environment.

### 2.4.7 Profiling Space / Minors

In addition to the main component of the degree programme (major), there is also a component made up of optional courses worth 30 credits. This allows you to personalize your degree programme – you might decide to broaden your knowledge or develop more detailed knowledge of a specialist area. The following options are available:

- a minor (a cohesive package of optional courses);
- a pre-Master's degree programme (a bridging component to prepare for a Master's degree programme);
- a period of study abroad. This involves attending a university of applied sciences or university abroad, for a period of two blocks;
- a package of optional courses that you put together yourself;
- a minor at a different university of applied sciences or university institution through Kies Op Maat (KOM), see [www.kiesopmaat.nl](http://www.kiesopmaat.nl).

The University has a wide range of minors and individual optional courses that have been developed jointly by all the faculties. However, you are also free to choose from options provided by other universities of applied sciences and universities (including abroad).

In addition, you can use the optional courses component to design a package of optional courses yourself. You should consult your Study Coach / learning team supervisor to do this.

The optional courses component must be made up of elements commensurate with the level offered in the main phase at the University. The Board of Examiners may allow you to earn 10 of these EC at the first-year level, for

example if you must learn the rudiments of a completely new field. Courses offered by a research university are by definition considered to be at the appropriate level. If you wish to take courses abroad, they will be deemed to be of the appropriate level if it can be demonstrated that they are commensurate with the level offered in the main phase at the University. The condition for taking courses abroad is that your optional courses component may not show significant substantial overlap with your major.

For advice and support when designing your optional courses component, you should consult your Study Coach / learning team supervisor.

Any decisions you make regarding optional courses must be approved in advance by the relevant Board of Examiners. The Board of Examiners will withhold approval for the plan if the optional courses or minor are not at a level commensurate with the main phase at the University, or if there is a substantial overlap between the optional course or minor and the main phase. The optional courses component, approved by the Board of Examiners in advance, will be included on the degree certificate. You should talk to your programme manager in the event that you want to take a second minor.

For more information about optional courses and minors, please visit [www.minors.hu.nl](http://www.minors.hu.nl). Information about studying abroad can be found on the [AskHU portal on My HU](#). Please note, the enrolment window for the Study Abroad scheme opens and closes much earlier than for regular minors. The deadline is 1 February before the academic year in which you propose to study abroad.

To view the range of HU minors, optional courses and pre-Master's degree programmes, and for information on enrolment, please visit [www.osiris.hu.nl](http://www.osiris.hu.nl). You can also visit the annual HU minor market (minor fair), which is held in March and where all HU faculties present their range of optional courses. More information about pre-Master's degree programmes is available in the publication entitled 'Doorstuderen na je bachelor aan de UU' and at [www.premasters.hu.nl](http://www.premasters.hu.nl).

ICM currently offers three minors: the English taught programmes Media Psychology and Communicating Shared Value: Sustainability, and the Dutch taught Mindful Communiceren. For neither of these minors there are special entry requirements.

**NB!** ICM-students are required to do at least **or** their Work Placement **or** their profiling space / minor in a non-native environment.

#### Entry Requirements Minors / Study Abroad

Study Unit	Ec's year 1	EC's year 2	Additional
Minors NL (including HU)	-	-	Unless the student manual says differently
Minors / study abroad	50	15	

The coordinator study abroad/minors is Dragana Licina ([dragana.licina@hu.nl](mailto:dragana.licina@hu.nl)).

### 2.4.8 HU Honours

HU University of Applied Sciences Utrecht gives you the opportunity to challenge yourself further by joining in a variety of Honours Tracks.

Ambitious students with various qualities who want to stand out from the crowd and make a difference for the professional practice and society can take HU Honours tracks. You can only obtain study credits through your degree programme's regular curriculum. You can earn Stars by performing at Honours Level, not study credits. Once you have earned at least five Stars, you can request a final assessment and you will be entitled to an Honours Certificate along with your diploma.

HU University of Applied Sciences Utrecht has a wide range of honours programmes. You can choose to take a full Honours Programme, for which you can obtain five stars and an Honours Certificate. You can also opt to do an additional project for a course in your programme or come up with your own initiative. You can create your own Honours Track by including a variety of different types of honours programmes. There are five varieties of honours programmes at HU University of Applied Sciences Utrecht:

- HU-wide pre-Honour's Track
- Honour's Tracks
- Star courses
- Extra honours
- Personalized track

Information about possible honours tracks can be found on [www.honourstrajecten.hu.nl](http://www.honourstrajecten.hu.nl) or please talk to the honours contact person at your faculty (see: [HU Honours](#)).

### **Procedures**

#### **Obtaining Star Certificates**

- You can either take part in supply-based Honours Tracks (Honours programmes, Star courses or Extra Honours), or you can propose your own activities or projects for consideration (Personalized track). In both cases you can register through Osiris.
- A designated examiner will assess your proposal according to the established procedures and inform you of the outcome. All successfully completed honours components will be recorded in Osiris.
- The Star Certificate provides written documentation that clearly states the Honours activity you have completed.

#### **Obtaining an Honours Certificate**

- If you believe that you clearly meet all the requirements for the Honours Certificate and therefore qualify for an Honours Certificate, you will prepare a substantiated presentation of the results achieved at a level above Bachelor's level. The relevant Honours Committee will inform you of how this will be assessed.
- If you achieve the Honours Certificate, you will receive written acknowledgement in the form of an official designation alongside your diploma.

If you study at International Communication and Media, you can participate in honours courses and projects within the programme. You can earn stars, for instance, by helping foreign students as a buddycoach, by participating in courses with other universities (COIL) and by submitting an essay about Study Abroad. The coordinator honours at ICM is Nicolle Lamerichs ([nicolle.lamerichs@hu.nl](mailto:nicolle.lamerichs@hu.nl)).

## **2.4.9 Graduation**

Studying at HU University of Applied Sciences Utrecht involves concluding your degree programme with a final examination, which you can only pass if you have met the final achievement levels for your degree programme. Exemptions are never granted for the final examination or any part of it. So the only way to obtain a diploma is to pass the graduation unit.

### **Graduation component**

So the only way to obtain a diploma is to pass the graduation unit. The graduation component may consist of a single course worth 15 credits, but it may also be a combination of several related core courses which together give a clear picture of your final level of attainment. The graduation component consists of at least 15 credits, and no exemptions are possible (unless the exemption was granted before 1 September 2012). The graduation component may consist of one course, but also of several third- and fourth-year courses as designated by the degree programme. You may only embark on the graduation component once you have successfully completed all your obligations relating to your first year. In principle, a representative from the relevant professional field is always involved as an advisor in the graduation component, and it will always be assessed by two examiners.

The ICM graduation assignment consists of two consecutive parts. Part one (JIC-GRAAS1.3V.17, 10 EC) is a report on the preparatory steps necessary to perform applied research. Only after passing this assignment students can proceed with the second part (JIC-GRAAS2.3V.17, 20 EC). In the second part, the student performs the actual research and reports on it, draws conclusions and gives an advice. Finally, the student

presents and defends this report in an oral exam. The graduation project is usually carried out in the second semester of the fourth year (see table below), but it can actually start in any period, provided that the student complies with all entry requirements. Both assignments are assessed on the basis of the four eyes principle, by two examiners appointed by the Board of Examiners. Dennis Nguyen ([dennis.nguyen@hu.nl](mailto:dennis.nguyen@hu.nl)) coordinates the graduation projects.

More information about the graduation project and guidelines for organising the graduation project is available in the student manual Graduation assignment 2017-18 in the Moodle environment at [learn.hu.nl](http://learn.hu.nl).

Period C (or any other period)	The next period
JIC-GRAAS1.3V-17 - 10 EC	JIC-GRAAS2.3V-17 - 20 EC
<b>Entry requirements:</b> <ul style="list-style-type: none"> <li>- Year 1: Certificate (60 EC)</li> <li>- Year 2: 45 EC</li> <li>- Year 3: Work Placement (30 EC)</li> <li>- Year 4: 10 EC including Applied Research</li> </ul>	<b>Entry requirements:</b> <ul style="list-style-type: none"> <li>- JIC-GRAAS1.3V-17</li> </ul>

See the paragraph on the procedure for the issuing of diplomas, for more information on the final examination, the diploma and de-registration after graduation.

### Submitting and publishing graduation assignments and research articles in digital format

HU University of Applied Sciences Utrecht is one of the institutes of higher education that actively participate in the HBO Kennisbank. This is a scheme that makes available all the publications – such as graduation assignments and research articles – produced within the participating institutes to any interested persons anywhere in the world in digital format. They can be very useful to those involved in teaching and research. If you obtain a mark of 7 (out of 10) or higher for your graduation assignment, it may be published on the HBO Kennisbank free of charge. However, this is conditional upon the agreement of the company where you completed your Work Placement, and publication can only proceed if your graduation assignment contains no confidential information.

For more information, go to [www.hbo-kennisbank.nl](http://www.hbo-kennisbank.nl).

## 2.5 IT-Facilities

### 2.5.1 General

HU students may use HU University of Applied Sciences Utrecht's IT facilities. You must always log in with your e-mail address and password. You will receive your password and HU e-mail address by e-mail three months before the start of your programme. You will then have access to the following IT facilities:

- your own HU mailbox, also called your student mail (via [www.mymail.hu.nl](http://www.mymail.hu.nl));
- computer workstations at the University;
- you can use your own device (laptop, smartphone, tablet etc.) in the HU buildings to use the Eduroam wireless network [www.eduroam.nl](http://www.eduroam.nl);
- your own space to store files, at [www.SharePoint.hu.nl](http://www.SharePoint.hu.nl);
- Surfspot ([www.surfspot.nl](http://www.surfspot.nl)), where you can buy hardware and software at a discount;
- Skype for Business allows you to chat, see if a lecturer is available, and hold online meetings; Go to [AskHU – Skype for business](#) to find out how to set this up on your device;
- you may also direct questions to the Central Service Desk, which can be reached by telephone on +31 (0)88 4816666, between 08:00 and 17:00 on working days. You can also send an e-mail to [askit@hu.nl](mailto:askit@hu.nl).

The most up-to-date information on IT facilities and current developments can be found on [AskHU](#) (click on a tile on My HU ([www.myhu.nl](http://www.myhu.nl))).

## 2.5.2 E-mail

Your student e-mail account is an important communications channel that enables you to stay up to date with the latest information about your degree programme. All information from your degree programme will be sent to your HU e-mail address. You can access your mailbox at [mymail.hu.nl](mailto:mymail.hu.nl). You can log in with your user name and password. It is your own responsibility to check your HU mailbox on a regular basis. Would you prefer to receive HU mail messages in your personal e-mail account? You can have your HU mail forwarded to your personal e-mail account automatically. Please check your settings to ensure that your HU e-mails do not end up in your spam folder.

## 2.5.3 MyHU

The My HU portal ([www.my.hu.nl](http://www.my.hu.nl)) provides the most essential information you need for your studies such as your marks, schedules, course information, lecturer absences, mail and news.

Benefits of My HU:

- a portal with up-to-date course information;
- user-friendly: all information is presented clearly;
- can easily be used on mobile devices such as smartphones and tablets;
- continuous updates and improvements based on feedback from students.

*How does it work?*

Go to the [www.my.hu.nl](http://www.my.hu.nl) website and log in with your HU mail address and password. You will then have access to all information relevant to your studies. You can add the site to your favourites list on your smartphone.

My HU is available in Dutch and English.

## 2.5.4 AskHU

Go to the [AskHU](#) portal for all University-wide and faculty-specific information. This includes information on the enrolment procedures for examinations, studying with a functional impairment or Work Placements abroad. The [AskHU](#) portal can be reached from [My HU](#) and has an interface similar to Google. At the bottom of the search results page, you will find contact details for the information desk that can answer any questions you may have. If you are unable to find an answer to your question, you can contact this information desk. You can make an appointment with one of our experts if you need a tailored answer or more help. You can see a counsellor or a student psychologist for example.

## 2.5.5 Osiris Student

OSIRIS is used to record your name and address, the marks you have achieved, and your registrations for examinations or part-examinations.

You can log into OSIRIS at [www.osiris.hu.nl](http://www.osiris.hu.nl). Once logged in, you can do all of the following:

- **See your marks**

You can see your marks for the last 15 examinations and part-examinations under the 'Results' (*Resultaten*) tab. You can also see the average mark for a particular examination or part-examination. Want to see all your results for the current academic year? Click on the 'Progress' (*Voortgang*) tab. Under "Dossier", you will find an overview of the results you have achieved throughout your entire course of study. You can decide for yourself whether you want to see everything or, for example, just the marks from the main phase. You must check your marks yourself as soon as they are online and always report any errors within four weeks of the mark becoming visible in OSIRIS. Report any errors either to the examiner shown alongside the mark or to the Board of Examiners.

- **View your study progress**

If you would like to know which courses you still need to complete before you can graduate, go to the 'Progress' (*Voortgang*) tab. Under the 'Study Progress' (*Studievoortgang*) heading, select your degree programme and indicate that you wish to view 'Classes yet to be completed' (*Nog te volgen onderwijs*).

- **Request exemptions**

You can complete a request form for exemptions under 'Study Progress' (*Studievoortgang*) > 'Request an Exemption' (*Vrijstelling aanvragen*). Your curriculum will be listed here. Based on this, you can complete and print out an exemption request form. More information on exemptions can be found in the section on *Exemptions* in this study guide.

- **Find information about examinations and courses**

OSIRIS contains information about examinations and part-examinations, courses, minors, and optional courses, as well as how to enrol for them.

- **Enrolling for courses and examinations**

Under the 'Enrol' (*Inschrijven*) tab, the easy-to-use enrolment wizard will help you to enrol for a course, examination or part-examination, or a minor. This will help you to choose courses from your compulsory curriculum or search for a course from the complete range of courses offered at the University. Information about the enrolment period can be found in the section on *Enrolment and participation in examinations and resits*. More information on enrolment can be found in the section on *Enrolment for courses*.

- **Find a summary of all your enrolments**

If you would like to know which courses and examinations you are enrolled for, look under the 'Enrol' (*Inschrijven*) tab under the heading 'Summary of Enrolments' (*Overzicht inschrijvingen*). This summary will only show courses and examinations that have not yet taken place or are currently taking place. By checking the option 'Show History', your enrolment history is shown.

- **Checking your enrolment**

It is possible that although you believe you have successfully enrolled for a course or examination, no record of your enrolment can be found. To prevent this situation from arising, a confirmation e-mail will be sent to your HU e-mail address each time you enrol. You should always check that you have received this message and keep it for future reference.

- **Unenrol from courses and examinations**

If you have enrolled for a course or an examination and now wish to unenrol, click on the 'Unenrol' (*Uitschrijven*) tab. Indicate the components (courses, examinations or part-examinations) that you wish to unenrol from by checking the box(es), and select 'Unenrol' (*uitschrijven*). You can only unenrol from a course or examination within a particular period. Once you have unenrolled from a course or examination, you will receive a confirmation e-mail. Keep this for future reference.

- **Change your personal details**

Use the 'Personal Details' (*Personalia*) tab to enter a change of address and upload a passport-style photograph. This will be used for your student identity card, a new version of which will be sent to you every year. If there are any inaccuracies in the personal details section, you should contact the Enrolments Office.

- **Register to receive an e-mail when your marks are in**

If you click on the 'Supplementary Information' (*Aanvullende informatie*) link, you can register to receive an e-mail as soon as a mark is entered in OSIRIS. The setting 'E-mail service for a new or changed result' has to be set to 'On'.

## 3 Courses

### 3.1 Course Participation

Your degree programme curriculum is composed of 'educational units', or courses. A course is a cohesive whole of the knowledge, insight, and skills to be acquired by the students, with a study load expressed in study credits (EC). Each course is concluded with an examination. Every course is listed in the Course Descriptions appendix, and they are all published in OSIRIS ([www.osiris.hu.nl](http://www.osiris.hu.nl)) before the start of the academic year.

### 3.2 Course Registration

You can only take a course if you have registered in OSIRIS ([www.osiris.hu.nl](http://www.osiris.hu.nl)) on time. This is your personal responsibility as an HU student. No one else will do this for you. Always make sure that you are registered and print out your registration confirmation. If you are not correctly registered, you will not be able to take the course. You are automatically registered for courses in the first period of the first year. When you have registered for a course, you are also automatically registered for the first examination. If you do not wish to take the examination, you must deregister from it no more than one week after the final registration date. See the section on *Registering for and taking examinations (including resits)*.

If you register for a minor, this means you are registered for all the courses that make up the minor.

In 2017-18 second year students are also automatically register for the courses in period A.

Each academic year you can register only once for a course, unless the Board of Examiners decides differently after a request from the student.

For the optional specialization courses in the second semester of year 2 (periods C & D) there is a minimum amount of 10 participants. For 2017-18 there are enough participants so all optional courses will proceed.

#### Overview of dates for enrolling for courses:

Teaching period	Dates
Period A (block 1)	1-7-2017 till 10-9-2017 <b>(ends A1)</b>
Period B (block 2)	1-7-2017 till 19-11-2017 <b>(ends B1)</b>
Period C (block 3)	1-7-2017 till 11-2-2018 <b>(ends C1)</b>
Period D (block 4)	1-7-2017 till 22-4-2018 <b>(ends D1)</b>
Period E (block 5)	1-7-2017 till 8-7-2018 <b>(ends E2)</b>

After registration is closed in Osiris, registration for courses is only possible after approval of the ICM-management.

### 3.3 Attendance

Attendance is important for your development as a student. It contributes to becoming a professional at university of applied sciences level. The HU Education and Examination Regulations specify that the degree programme may make attendance for a course or part of a course compulsory if attendance is essential to examination for that course. This may be the case, for example, for practical knowledge gained during lessons. The Course Descriptions appendix contains notes on attendance requirements for the various courses, where applicable.

If there are good reasons why you cannot comply with the attendance requirement, you can request an exemption from the Board of Examiners (see [AskHU - Verzoek en bezwaarschrift indienen Examencommissie](#)). The Board of Examiners may grant an exemption, with or without substitute requirements. You can ask your student counsellor about this.

Unless attendance is required to be able to pass a course (i.e. very rare; part of an exam assignment takes place in class, see student manuals) ICM has no attendance requirements.

### 3.4 Entry Requirements

Every course is subject to certain entry requirements - see the course descriptions in the Course Descriptions appendix. If you do not meet these requirements, you may not take the course unless the Board of Examiners has given you permission to do so. For more information about the procedure for applying for such permission, see [AskHU - Verzoek en bezwaarschrift indienen Examencommissie](#).

At ICM the courses in year 1 and 2 have no specific entry requirements. You can participate in fourth year courses if you have 50 EC from year 1 and at least 45 EC from year 2. Parts of the Bachelor Programme that do have entry requirements are Work Placement (see section 2.4.6) and Graduation Assignment (see section 2.4.9).

### 3.5 Course Descriptions Appendix

The descriptions of the courses in your degree programme, which contain all relevant information, are listed in the Course Descriptions appendix.

All ICM course descriptions are available in the [Education Catalogue \(Onderwijs Catalogus\) on Osiris](#), and in the courses in de Moodle environment at Learn.hu.nl: <https://learn.hu.nl/login/index.php>

## 4 Examinations

### 4.1 Introduction

#### Regular examinations

Each course concludes with an examination designed to test your knowledge, insight, and/or skills. An examination may take the form of a test that evaluates the professional attitude of a student. The primary purpose of an examination, including group-based examinations, is to compare what individual students have learned with the objectives that have been set for that course. The Board of Examiners appoints examiners for each course, who are responsible for setting and marking the examinations, and who will enter the results into OSIRIS. A course examination may be split into up to two part-examinations per unit that is worth 5 credits in total. In other words, a course worth 5 credits may have a maximum of two part-examinations, while a course worth 15 credits, for example, could have up to six part-examinations.

As of the 2013/2014 academic year, an examination may consist of two part-examinations per unit of 5 credits. This is to avoid fragmentation among courses. As of September 2014, all courses are worth 5 credits or a multiple of 5 credits.

An examination 'pass' mark means that a mark of 5.5 (out of 10) or more has been awarded prior to rounding. If part-examinations have been held, the examination as a whole is deemed to have been passed only when every part-examination has been taken and the collective results are sufficient for a pass. The course description explains how each part-examination is weighted. The course descriptions detail the weightings given to each part-examination, including any part-examinations for which a minimum mark needs to be obtained.

Notwithstanding the above, the standard minimum pass mark for all the part-examinations for courses of this degree programme is 5.5. This means that credits are only awarded if a mark of at least 5.5 is achieved for *all* the part-examinations of a particular course.

#### Final examinations

Every Bachelor's degree programme or Associate Degree programme has two sets of final examinations: one at the end of the first year and one at the end of the entire degree programme. These examinations represent the completion of the first-year phase and the successful completion of the entire programme respectively. To pass these examinations, you must meet pre-defined standards. You must have earned all required credits, for example. This means that all the examinations for the relevant credits must have been obtained - 60 for the first year, and 240 for the final examination (this number includes the 60 credits from the first year). You can only take the examination at the end of the main phase if you have already successfully completed the first year.

As soon as you have completed the first year or the main phase programme, the Board of Examiners will assess your results at their next meeting. If you have passed and also complied with all the other obligations relating to the degree programme, the Board of Examiners will award you a diploma. There are procedural rules that need to be followed - see the section on *Procedure for awarding diplomas*.

#### Graduation component

So the only way to obtain a diploma is to pass the graduation unit. The graduation component may consist of a single course worth 15 credits, but it may also be a combination of several related core courses which together give a clear picture of your final level of attainment. The graduation component consists of at least 15 credits, and no exemptions are possible (unless the exemption was granted before 1 September 2012). The graduation component may consist of one course, but also of several third- and fourth-year courses as designated by the degree programme. You may only embark on the graduation component once you have successfully completed all your obligations relating to your first year. In principle, a representative from the relevant professional field is always involved as an advisor in the graduation component, and it will always be assessed by two examiners.

## 4.2 Exemptions

The Board of Examiners can grant you an exemption from examinations and course examinations, optional courses or even for the entire first year. This means you do not have to take the course in question and that you will automatically be awarded the associated credits. By law, an exemption may only be granted if you are enrolled at HU.

HU University of Applied Sciences Utrecht has decided only to grant exemptions on the basis of examinations that a student has passed within the past five years, as follows:

- prior education, on the basis of which you were admitted to the degree programme;
- examinations that you have passed and that formed part of an accredited degree programme;
- examinations during a degree programme, for which quality safeguards apply that are comparable to those of the accreditation system as specified in Section 10 of the Education and Examination Regulations. This is particularly important in the case of foreign degree programmes.

In the Netherlands, 'accredited' means that the degree programme in question has been subjected to an independent external audit by the Accreditation Organization of the Netherlands and Flanders (NVAO). All universities of applied sciences and university programmes that you can enrol for through Studielink are accredited. If other degree programmes are involved, primarily those from other countries, the Board of Examiners will investigate whether the quality of the programmes is guaranteed in a similar manner.

The HU University of Applied Sciences Utrecht does not grant exemptions due to work experience.

However, you can convert your work experience into credits by having it tested in a special course examination which can be taken without having taken the associated course. There is also the option of using professional products you have produced in the course of your work for your degree programme, which may help to accelerate your progress through the programme. See section on *Examination forms and duration* for more information on special course examinations without having to take associated courses.

If you wish to be considered for exemption from one or more courses, you must submit a request to the Board of Examiners stating your reasons. This request must be signed and include the following details:

- your name, address and student registration number;
- a description of the grounds on which the exemption is being requested;
- where possible, supporting documentation demonstrating the content of the course(s) taken (e.g. a course description or course guide showing the knowledge, skills and competencies tested);
- where possible, the course(s) for which the exemption is being requested;
- an authenticated copy of the diploma with a list of marks or an authenticated certificate for examinations previously passed.

In the case of a request for an exemption from the optional courses component (or a part of it), the request must also include:

- the decision by the Board of Examiners showing that it has approved the content of the optional courses component;
- an authenticated copy of the certificate/declaration with a list of marks for the results achieved elsewhere

No exemptions will be granted for the graduation component. In the past, the university was more generous in granting exemptions; any exemptions previously granted by the Board of Examiners will remain valid, even where they relate to the graduation component or part of it.

Exemptions are valid for six years and are granted by the Board of Examiners on the basis of the procedure described in Article 40 of the HU Education and Examination Regulations for Bachelor's degree programmes. In exceptional cases, the Board of Examiners may extend this six-year period. You must submit any request to this effect to the Board of Examiners.

An exemption can only be granted if the examinations already passed were taken no more than five years ago. If you wish to apply for an exemption based on an older examination, you can also make a request to this effect to the Board of Examiners. In such cases, the Board of Examiners may grant an exemption provided that the

competences gained previously or learning objectives are still the same as those for the course for which you are requesting an exemption. For more information about the procedure for applying for such an exemption, see [AskHU - Verzoek en bezwaarschrift indienen Examencommissie](#).

Please note: If you have more than 10 credits worth of exemptions in your first year, this could affect the standard for receiving a positive recommendation on the continuation of your studies.

Please talk to your Study Coach / learning team supervisor about whether it makes sense to apply for an exemption. Requests must always be accompanied by written documentary evidence (diploma, list of marks, declaration, etc.).

At HU University of Applied Sciences Utrecht, exemptions are now only granted when a student can demonstrate that they have already completed certain education elsewhere. Exemptions are therefore shown in OSIRIS as 'VRY-O' (which indicates that they have been granted on the basis of previous education). In previous years, when it was still possible to grant exemptions on other grounds, other codes were also used: 'VRY-A' (on the basis of an assessment of a certified RPL agency), 'VRY-E' (on the basis of knowledge and skills acquired elsewhere without an RPL assessment), or VRY (unspecified).

Exemptions will not be included in the calculation of the mark average for the designation 'with distinction' or 'with merit', when relevant.

## 4.3 Procedure Assessments

### 4.3.1 Duration and Form of Assessments

The purpose of examinations is to test and assess the work you have done in your studies. This can be done using a range of methods and forms, the most common of which are:

- exam with closed and/or open questions;
- product evaluation or work assessment;
- portfolio assessment;
- report assessment;
- presentation assessment;
- activity observation;
- criterion-based interview or oral examination.

The Course Descriptions appendix indicates whether or not an examination can be taken without having taken the associated course. This is important if you believe that you already possess the relevant competencies as a result of your professional experience, other experience or some non-recognized form of schooling. The section on *Exemptions* explains that the University will only grant an exemption on the basis of prior schooling and not on any other experience, but in certain cases you can gain this experience by taking an examination without having taken the associated course and still shorten your study programme.

The examiners set the assignments, questions and assessment criteria, and they ensure (together with others involved with the exam) that confidentiality is observed until the candidates are given the questions.

The amount of time available for each examination is shown in OSIRIS and on the exam paper itself. It will also be announced by the invigilator. In exceptional circumstances - to be determined by the Board of Examiners - examinations may be extended or curtailed.

### 4.3.2 Exam Schedule

Most examinations take place during the examination period at the end of every period (every block). You can find the examination timetable at [AskHU](#) and in OSIRIS ([www.osiris.hu.nl](http://www.osiris.hu.nl)). You can use your yearly timetable to see in which period certain courses are concluded.

The examination timetables provide exact information on the date, time, and location for each examination (or resit).

Resit exams are held in the exam period following the lessons in which the course was followed. Resits for old curriculum courses are planned in accordance with the schedule published in chapter two of this study guide.

The examination timetables provide exact information the date, time, and location for each examination (or resit).

Every effort is made to ensure that examinations are planned at the same time as the lessons for the course. There may be cases where they are scheduled at a different time, to give you the opportunity to progress more quickly through your studies.

### 4.3.3 Exam Registration (including re-sits)

#### Registering for examinations

You may only take an examination if you have registered for it in OSIRIS ([www.osiris.hu.nl](http://www.osiris.hu.nl)) before the relevant deadline. This is your own responsibility. No one else will do it for you. Please always check to see if you are registered. If you are not correctly registered, you will not be able to take the examination.

If you have registered for a course, you will be automatically registered for the first regular examination that follows that course. If you do not wish to take the examination, you must deregister from it no more than one week after the final examination registration date. If you are registered for an examination but do not actually take it, your result will be recorded as 'NA' (not present) in OSIRIS. This is treated as an examination result, meaning that you will have used one of your opportunities to take the examination. Registering for examinations and resits separate from the course is your own responsibility. For the registration dates, please see the table below.

**Overview of the dates for registration for and deregistration from exams:**

Teaching period	Dates exam registration	Dates exam deregistration
Period A (block 1)	18-9-2017(A3) t/m 3-10-2017 (A5)	till 10-10-2017 (A6)
Period B (block 2)	27-11-2017 (B3) t/m 12-12-2017 (B5)	till 19-12-2017 (B6)
Period C (block 3)	19-2-2018 (C3) t/m 6-3-2018 (C5)	till 13-3-2018 (C6)
Period D (block 4)	30-4-2018 (D3) t/m 15-5-2018 (D5)	till 22-5-2018 (D6)
Period E (block 5)	Not yet determined	One week after registration

After registration is closed in Osiris, registration for exams is only possible after approval of the Board of Examiners.

#### Number of examinations / resits / replacement assignment

The number of times that an examination is held in one year is expressed as examination opportunities. The number of times that a student may take the same examination is expressed as examination attempts. As a rule, there are two examination opportunities for each course per academic year.

If you have used up all your attempts for a particular exam and have not yet passed it, you may ask the Board of Examiners to allow you an extra attempt in the following circumstances.

### Events beyond your control

Are you unable to take an examination because of events beyond your control, have you been unable to deregister for the examination and have you used up all of your attempts this year at sitting this examination? If this is the case you should ask the Board of Examiners for an extra attempt at taking the examination. 'Events beyond your control' refers to one or more of the following:

- illness;
- physical, sensory or other functional impairment;
- pregnancy;
- exceptional family circumstances ('family' may include a cohabiting or non-cohabiting partner);
- other situations in which the student was unable to take the examination or participate in the associated educational activities due to events beyond his or her control, at the discretion of the Board of Examiners.

The programme may also grant an extra examination attempt as part of a policy aimed at students who have fallen behind with their studies (or who are likely to do so).

### Students more than three months behind schedule with their studies

You may also submit a request to the Board of Examiners for an extra examination attempt if:

- you have taken the examination at least once, and
- you are otherwise likely to fall behind schedule in your studies by at least three months.

### Examination resits for courses that have been altered or replaced

On occasion, the name, form, or content of a course and examination may change from one year to the next, or a course may be replaced. In the event of any change or replacement, two further examination opportunities will be offered based on the old course. If these do not yield a passing mark for the course, you will have to sit the course examination for the new course.

Examination opportunities based on an old course are called **Transitional Exams** at ICM. They always take place in periods A & B. You can find all transitional exams for year 1 in section 2.3.1 and for the main phase in section 2.4.2.

In addition to an extra examination attempt, you may ask the Board of Examiners for a replacement assignment. This means taking the examination in a form other than the regular version. The Board of Examiners may grant such a request if:

- you are entitled to an examination attempt, and
- you have already taken the regular examination at least twice, and
- a lecturer from the course has given a positive recommendation regarding your request, and
- you are otherwise likely to fall behind schedule in your studies by at least three months.

The Board of Examiners will also allow a replacement assignment if the student is unable to take part in a compulsory introduction, excursion or work week as a result of events beyond his or her control or personal (including financial) circumstances.

### Resitting a passing mark

If you already have a passing mark for a course, but you are interested in achieving a higher mark, you can submit a petition to the Board of Examiners to be allowed to resit the examination.

You must demonstrate one or more of the following:

- the resit will likely enable you to earn the distinction 'with distinction' or 'with merit' (see section *With distinction or with merit*);
- the resit will likely enable you to meet the required average for your desired follow-up programme;
- achieving a higher mark is crucial in the context of a specific career perspective.

You must submit your substantiated petition in a timely fashion to the Board of Examiners as soon as one of the above-mentioned situations applies. Should one of these situations arise after you have earned the final mark needed to graduate, then you must submit your petition to the Board of Examiners within one week after this mark has been published in OSIRIS.

Your petition to resit a passing mark can only be granted once, and it may only apply to a main-phase course that does not exceed 10 credits.

You may not resit a passing mark for the following:

- main-phase courses whose associated examination is no longer regularly offered due to a change to the curriculum;
- main-phase courses with a practical component, as specified in the study guide;
- practicals;
- the graduation component;
- minors.

If your petition is granted and you take the resit, then the highest of your marks will count as your final result.

The resit must correspond to a regular examination opportunity, as shown in the examination timetable. If you have earned all credits for your degree, then the resit may not take place more than a month following the final credits you have earned toward completion of your examination programme.

For students who have passed the graduation assignment and who only still need to pass one subject in order to graduate, the board of examiners will, if this is feasible in terms of planning, grant an extra resit opportunity for the remaining subject.

#### 4.3.4 Unimpeded Study Planning Facilities

A functional impairment is defined as any physical, sensory and psychological condition of a chronic (i.e. long-term) nature. Some limitations can be detected easily, such as visual impairment or a stutter. However, other conditions are much less noticeable, if at all. It is often the case that a disability or chronic illness is not immediately outwardly apparent, such as dyslexia, chronic fatigue, ADHD, CANS/RSI, rheumatoid arthritis or psychological conditions such as depression, and forms of autism such as PDD-NOS and Asperger's Syndrome.

Please see *Facilities and [AskHU – Functional impairment](#)* for general information about the procedure for requesting provisions or facilities from the Board of Examiners if you suffer from a functional impairment.

##### General

If you have a functional impairment or chronic illness, you can ask the Board of Examiners to modify the facilities in order to allow you to take an examination in a modified form.

If you fall into this category, you should contact the student counsellor as soon as possible. He or she will be able to advise you on the options available and to assist you with submitting your petition.

You must submit any petition for modified facilities to the Board of Examiners in writing and in good time, together with a statement from a specialist. 'In good time' means that the programme department should have sufficient opportunity to deal with your petition and to make logistical arrangements before the start of the relevant examinations.

##### Amenities and facilities

The University provides the following amenities in all cases:

- modified examination material (such as a larger typeface, different coloured paper because of dyslexia or visual impairment);
- the use of a laptop during an examination;
- extension of the duration of an examination;
- physical amenities in the buildings (in relation to accessibility, for example).

HU University of Applied Sciences Utrecht also provides the following facilities:

- digital programmes such as ClaroRead, intended primarily for students with dyslexia;
- a place to rest;
- student psychologists.

### General validity of amenities

Any provision granted by the Board of Examiners relating to a disability or chronic illness will be valid for a limited time as specified by the Board.

- If you also wish to make use of this provision on a different degree programme within the university, you should inform the Board of Examiners of the other programme of the existence of the provision. You must report this no later than the time of enrolling for the examination or course examination for which you wish to use the provision. If you are asked for proof of the provision, you must be able to show it (you may also be asked for this during the examination, so make sure you have the letter relating to the Board's decision with you).
- If the Board of Examiners of the other degree programme refuses to accept the provision, it must notify you of this in writing, stating its reasons, before the examination or course examination.

### 4.3.5 Identification During Exams

You must present a valid ID to participate in examinations. Ensure that you have a valid ID on your person at all times.

The following documents (which must all be valid) are accepted as ID:

- passport;
- European ID card,
- Dutch or international driving licence;
- Aliens' document.

### 4.3.6 Exam Procedures

- If you are late for an exam, you will not be admitted to the examinations.
- You can only take part in exams and tests if you are registered.
- If you are unable to submit proof of identity by means of a valid identity card, you will not be allowed to participate in the exam and you must leave the exam room.
- You must sign your signature behind your name on the registration list after submitting proof of your identity to the invigilator. From that moment onwards, you are participating in the exam.
- Instructions issued by the examiner or invigilator in advance of, during or immediately after the exam, must be followed up instantly by the student.
- While taking an exam, you may only use aids which have been mentioned as such on the exam and/or assignment pages. The use of any other aid or instrument is considered to be fraud.
- Visiting the toilet during the exam is only allowed with the permission and monitoring of an invigilator.
- You can only leave the exam room after 30 minutes of the start of the exam.
- Unless indicated otherwise, exam questions may not be taken home or copied. Copying is not allowed either during the exam inspection afterwards.
- When handing in the exam made, you sign with their initials to confirm handing in the work.

## 4.4 Assessment

### 4.4.1 Results and Exam Inspection

#### Assessment of examinations

The marks given for examinations (including part-examinations) are expressed as follows:

- as a figure on a scale of 1 to 10, whole numbers only; or
- as a figure on a scale of 1.0 to 10.0, and to one decimal place; or
- in words: VRY-O (exemption); pass (VD), fail (NVD).

If you are enrolled for an examination but do not actually take it, your result will be recorded in OSIRIS as 'NA' (not present). This is treated as an examination result, which means you will have used one of your examination opportunities. If you do not wish to take an examination, make sure that you unenrol in good time to prevent this situation from arising.

No rights may be derived from any results communicated verbally.

A student is considered to have passed an examination (or course exam) if they achieve a mark of 5.5 or a pass, or if they have been given an assessment of VRY-O. The mark in figures must be at least 5.5 prior to any rounding. This means that if the mark is below 5.50, it will be rounded down to 5.4 (and to 5 if the marks are expressed in whole numbers). In other words, a 5.45 will be rounded down to 5.4, and not up to 5.5, and the student has failed the examination in question.

If an examination consists of several part-examinations, it may be the case that minimum requirements may be set not only for the weighted average mark, but also for the individual part-examinations. This minimum pass mark will be listed in the course descriptions, where applicable.

Notwithstanding the above, the standard minimum pass mark for all the part-examinations for courses of this degree programme is 5.5. This means that credits are only awarded if a mark of at least 5.5 is achieved for *all* the part-examinations of a particular course.

If an examination consists of several part-examinations, it may be the case that minimum requirements may be set not only for the weighted average mark, but also for the individual part-examinations. This will be listed in the course descriptions, where applicable.

If you complete an examination successfully, you will be awarded the credits for the course in question. No credits are awarded for passing individual part-examinations.

The Board of Examiners can declare a course examination invalid for all participating students if the Board cannot vouch for the quality of the marks earned, for example if irregularities have occurred and the Board of Examiners is unable to establish with certainty which students have been involved in those irregularities and which have not. In that case, NG (Not Valid) will be registered for all participants in OSIRIS. The Board of Examiners will ensure that those students who are not guilty of engaging in irregularities are given an extra opportunity to take the examination and they will not forfeit an examination opportunity. Any student who is found guilty of irregularities may have their right to sit one or more part-examinations or examinations withdrawn for up to a year by the Board of Examiners.

#### Announcement of examination results

Examination results will be announced by the relevant examiner or examiners in OSIRIS ([www.osiris.hu.nl](http://www.osiris.hu.nl)), and this also serves as proof that the student has taken the examination. It is always possible that arithmetical errors, typing errors or other errors may occur and as a student, you are expected to check your marks yourself. You can do this by printing out a results list from OSIRIS. Any errors should be reported to the examiner or Board of Examiners no later than four weeks after the publication of the results in OSIRIS. Marks in OSIRIS can still be amended after they have been checked, or if the norms have been changed, or if it is clear that an error occurred when the marks were being entered. After the four-week period following the publication of the marks, these are deemed to be definitive. After the four-week period, they may only be altered with the approval of the Board of Examiners. Also see Article 37 paragraph 4 of the HU Education and Examination Regulations for Bachelor's degree programmes.

If you have any further questions concerning your results, please contact STIP.

Examination results must be published by the following deadlines:

- In the case of an oral examination, on the day of the examination itself by means of a written certificate. The result must subsequently be published in OSIRIS within three weeks.
- Other examination results must be published no more than three weeks after the examination has been taken. Recognized public holidays listed in OSIRIS do not count for this purpose and may be added to the period for publishing results.

Please note: A week is a period of seven successive days.

In exceptional cases, the Board of Examiners may deviate from this period, provided that the interests of students are not harmed disproportionately. Also see Art. 31 and 37 of the Education and Examination Regulations for HU Master's degree programmes.

### Exam inspection

As a student, you are entitled to view the examinations that you have taken and after they have been marked, whether simply out of interest or as part of a post-examination consultation. You can view your work for up to three weeks after the publication of the examination result, but no later than the resit. In exceptional cases, the Board of Examiners may deviate from this period, provided that the interests of students are not harmed disproportionately.

The time at which examinations may be viewed is given in the annual timetable. Students are not obliged to take part in any post-examination consultation or discussion, but they are entitled to view their written work during such meetings. They will also be given an explanation of why their examinations were marked as they were. The lecturer will present the correct answers to the questions, and the discussion provides an opportunity to raise any questions that result from the comparison between your written work and the model answers presented by the lecturers.

#### 4.4.2 Irregularities / Fraud / Cheating

Fraud during examinations is prohibited, and the penalties are severe. If a student commits fraud (or is found guilty of cheating or any other irregularities; see Article 38 of the HU Education and Examination Regulations for Bachelor's degree programmes), then the Board of Examiners can take one or more of the following measures:

- exclude the student(s) in question from taking one or more examinations for a period not exceeding twelve months;
- withhold the diploma, declaration or certificate;
- require the student(s) in question to take a new examination on subjects determined by the Board of Examiners, and in a form to be determined by the Board before the diploma, declaration or certificate is awarded.
- institute a supplementary examination which is equivalent to the original examination.

In serious cases, the Board of Examiners may advise the Institute Director to terminate your enrolment permanently. You will then not be able to re-enrol for the same degree programme at HU University of Applied Sciences Utrecht. This advice will be given if:

1. you have been guilty of irregularities on a previous occasion, which means that you were unable to take examinations for at least six months; or
2. there are aggravating circumstances, for example if criminal behaviour was involved such as:
  - threats or violence;
  - using forged documents (such as diplomas and lists of marks);
  - you have in your possession, without the permission of the lecturer, the examination (or part of it) or information on how the examination standards are to be applied, having obtained them through theft, misappropriation, handling of stolen goods, or from a fellow student, for example.

You will be given a hearing before the Board of Examiners takes a decision. The Board will inform you of its decision as soon as possible, and within no more than two weeks following the hearing. For details of the procedure in full, see Article 38 of the HU Education and Examination Regulations ([www.reglementen.hu.nl](http://www.reglementen.hu.nl)).

If you unenrol from the University after receiving a sanction, then the sanction will be suspended. The sanction will resume upon re-enrolment.

The Board of Examiners is responsible for the quality of examinations and may therefore be forced to take measures that affect the interests of other students who were not involved. This means that on occasions, the examination results of one or more examinations have to be declared null and void. In that case, an extra opportunity to sit the examination in question will be provided to those students who were not implicated in the irregularities.

It is also possible that the examiners or Board of Examiners have good reasons for suspecting an irregularity, but that they do not have enough evidence and therefore cannot impose a penalty. If the Board has serious doubts about whether you have genuinely achieved your results through your own efforts, it may institute a supplementary examination which is equivalent to the original examination. If you fail this supplementary examination, this will be viewed as confirmation of the Board's doubts, the result of the original examination will be annulled and NG (not valid) will be recorded as your result in OSIRIS. If you pass the supplementary examination, then the result from the original (first) examination will remain valid.

#### **4.4.3 Filing and Returning Assignments**

Every examination is kept for at least six months after the publication of the results, or until a decision has been reached regarding any appeals procedure relating to the result. For graduation projects, the period will be seven years from the date of the assessment. Examinations stored digitally are kept for seven years.

You can retrieve your examinations at your own request, but only after the retention period has lapsed. The request to retrieve your examinations has to be submitted before the end of the retention period. However, you may obtain copies of your work before that time.

The Privacy Regulations for HU students (see [www.reglementen.hu.nl](http://www.reglementen.hu.nl)) details other documents that are archived by the University. These regulations also indicate the various retention periods.

#### **4.4.4 Validity Results**

The results of examinations, part-examinations, Work Placements, and practical exercises are valid for six years; the same applies to exemptions. Once this period has lapsed, you may ask the Board of Examiners to extend the validity if the course continues to be relevant, or ask for an additional or replacement examination. Results from a successfully completed first-year examination and/or an Associate Degree examination have unlimited validity.

Exactly six years after you obtained EC's for a subject the validity of that subject expires. If this happens to your results, you can see this in your SP Review: expired EC's are between brackets and after the result there is an asterisk. When the result of a main phase course expires, you can check in the table in section 2.4.2 if it is possible to extend the validity of the course. If it is not possible to extend the validity of the course, you can find the substituting course you have to take in the conversion tables in the same section. The validity of expired first year courses can never be extended.

## 5 Certificates

### 5.1 Procedure Certificates

The Board of Examiners will only award a degree once the procedural requirements have been met. Before such a declaration is made, a check will be carried out to ensure that you have complied with all the obligations relating to the degree programme. This means that you must have passed every examination, the marks must still be valid and you must be properly enrolled as a student.

For each degree programme, students will receive just one first-year and one Bachelor's diploma. At your request, an English-language version of your diploma may be issued instead of one in Dutch. The International Diploma Supplement, which is issued free of charge with the Bachelor's diploma and the Associate Degree, is always in English.

You can only receive one diploma for each degree programme. If you already have a diploma for the programme in question or you take extra courses or complete a second specialization, you will not receive a second diploma – instead, you will be given a declaration stating which work you have completed.

The date of your diploma will correspond to the date on which you complete the final component (exam) of your examination programme.

Anyone who is entitled to receive a diploma may ask the Board of Examiners to postpone the date on which it is awarded. You should submit a petition to this effect in writing, stating your reasons, no later than one week before the date of your last examination or your final supplementary assessment. Postponing the date of your diploma may have financial consequences. It is therefore recommended that you seek advice from the student counsellor on this matter.

If you ask to receive your diploma at a later time, there are two possible reasons for doing so:

1. You are still in the process of completing a second specialization. In this case, both specializations will be listed on your diploma, the date of which will be the date of your final examination of your second specialization.
2. You are in the process of completing additional coursework. In this case, your diploma will be awarded for the examinations that you have taken as part of your degree programme, and it will bear the date of the final examination from the programme. You will receive an additional declaration for the extra courses.

Please note:

Once you have obtained your diploma, you must unenrol from the programme in Studielink. This does not occur automatically. Your liability for tuition fees will only lapse when you have unenrolled. Also see *Section enrolment for and unenrolment from the programme*.

## 5.2 Endorsements: 'With distinction' or 'with merit'

If you achieve good marks, you may be eligible for a degree 'with distinction' (*cum laude*) or 'with merit' (*met genoegen*), which will be mentioned on your diploma. In order to be awarded such an endorsement, you must meet each of the following requirements:

### **'With distinction' endorsement (also see Article 44 paragraph 1 of the HU Education and Examination Regulations)**

- For each of the courses in the main phase (apart from any exemptions granted), you must have achieved a mark of at least 6.0 (this is the mark achieved prior to any rounding).
- The weighted average of all the marks achieved in the main phase (apart from any exemptions granted) must be at least 8.0 (prior to any rounding).
- The mark for the graduation component must be at least 8.0 (prior to any rounding). If the graduation component consists of several courses, then you must achieve an 8.0 before rounding for each individual course;
- You have been enrolled for the degree programme for no more than four academic years;
- You have not obtained more than 90 credits through exemptions for the degree programme in question;
- Results expressed with the words 'Pass', 'Fail' or 'VRIJ' do not count for the purposes of this calculation; The same is true for additional credits (such as those obtained during an 'excellent' route).

### **'With merit' endorsement (also see Article 44 paragraph 2 of the HU Education and Examination Regulations)**

- For each of the courses in the main phase (apart from any exemptions granted), you must have achieved a mark of at least 6.0 (this is the mark achieved prior to any rounding).
- The weighted average of all the marks achieved in the main phase (apart from any exemptions granted) must be at least 7.0 (prior to any rounding).
- The mark for the graduation component must be at least 7.0 (prior to any rounding). If the graduation component consists of several courses, then you must achieve a 7.0 before rounding for each individual course;
- You have been enrolled for the degree programme for no more than four academic years;
- You have not obtained more than 90 credits through exemptions for the degree programme in question;
- Results expressed with the words 'Pass', 'Fail' or 'VRIJ' do not count for the purposes of this calculation; The same is true for additional credits (such as those obtained during an 'excellent' route).

In the case of both of these endorsements, the relevant marks are those recorded in OSIRIS.

If you have been enrolled for more than four academic years as a result of personal circumstances that have been officially acknowledged, the Board of Examiners may decide that you may nonetheless be considered for a 'with distinction' or 'with merit' endorsement, but you must have met all the other requirements. You can ask your student counsellor about this.

## 6 Petitions, Complaints, Objections, Appeals

### 6.1 Introduction

If you do not agree with a decision that has been made, if you believe that another person has misbehaved towards you, or if something else is not as it should be, there is something you can do. The first step is to contact the person who is causing the problem directly and to try to resolve it together. The University expects lecturers, Study Coaches / learning team supervisors and Board of Examiners to be willing to listen to complaints and to do all they can to solve them. But of course it is possible that you will be unable to resolve the problem in this way, or that you are not keen to speak to someone who has been harassing you. Then you have the option of making a formal complaint.

The formal route at HU University of Applied Sciences Utrecht consists of two levels, and is available to both students and prospective students. The first level at which to pursue a matter is with your faculty. This involves an objection or complaints procedure. You can lodge your objection or submit your complaint directly with the body involved. If you do not know exactly where you need to be, or if you require advice, then you can contact the Student Information Desk (STIP).

You can obtain a standard form on which to note your objections. The Legal Protection Desk will ensure that the form is delivered to the appropriate part of the faculty. You can find the form at [www.klachtenwegwijzer.hu.nl](http://www.klachtenwegwijzer.hu.nl). STIP may refer you to the student counsellor or, in the case of complaints about behaviour, to the confidential counsellor. They can advise you about the relevant procedures. Like the student mediators, they also provide support for attempts to reach amicable solutions, thereby preventing the need for initiating the official procedures.

If the objections or complaints procedures at your faculty have not dealt with your objection or complaint to your satisfaction, you can go to the HU Legal Protection for Students Desk. You can also submit an appeal (in the case of an objection) or a request for a review (in the case of a complaint). You can submit your appeal or request for a review to the Students Desk mentioned above. They will make sure that your appeal is dealt with by the appropriate body. The HU Desk can inform you about relevant procedures as well.

You can also submit an appeal or complaint directly to the HU Legal Protection for Students Office – that is, without first going through the objections and complaints procedures at your faculty. However, the faculty procedures are designed specifically to be quicker and less formal. You are therefore advised to use the faculty option first and to submit any objections or complaints there. In the description that follows, it is assumed that this is the path that you would follow.

Please note the deadlines carefully! If you lodge an objection or submit a complaint to STIP, you must do so within two weeks of the decision or event to which it relates. In the case of appeals and requests for a review, you should contact the HU Legal Protection for Students Office within six weeks of the date on which the faculty reached its decision.

The various procedures are explained below, and the procedure is illustrated in a diagram at the end of this Section.

## 6.2 Petitions

The lecturers or examiners and the Board of Examiners implement the rules in the HU Education and Examination Regulations for Bachelor's degree programmes and in the study guide. If you believe that in your case an exception to these rules should be made – for example if you need an extra opportunity to take an examination or a different examination programme – then you may submit a petition to the Board of Examiners. It is important that this is done in good time, however.

If you would like to take an examination during a forthcoming examination period, you should remember that the Board of Examiners will require a period of three weeks in which to process your request.

All petitions must include the following information:

- your name, address, and student registration number;
- the date;
- your request, and the reason for it;
- the degree programme and variant (full-time, part-time, work-study) for which you are enrolled and – if applicable – the course code of the course to which the petition relates;
- any documentary evidence.

Do not forget to sign your petition. No signature is required for a digital submission, however.

Please note that additional rules apply to requests for exemptions. Also see *Exemptions*.

There is a difference between a petition and an objection or appeal. You should submit a petition if you wish the Board of Examiners to make a decision.

If you do not agree with a decision that the Board of Examiners has made, you may lodge an objection (and an appeal). The procedure for the latter is as follows:

- You need to submit your objection within two weeks of receiving the decision from the Board of Examiners; the objection should be sent directly to the Board of Examiners or via STIP.
- In general, the Board of Examiners should reach a decision within two weeks of receiving an objection.
- If you do not agree with the Board of Examiners's decision on your objection, you have the option of appealing against it. You should do this through the HU Legal Protection for Students Office. Appeals are dealt with by the Board of Appeal concerning examinations. The period during which an appeal may be lodged is six weeks after you receive the decision on your objection from the Board of Examiners.

For more information on submitting an objection or appeal, please see Section 7 or go to [www.klachtenwegwijzer.hu.nl](http://www.klachtenwegwijzer.hu.nl). It is recommended that you also seek advice from the student counsellor before embarking on such a procedure.

## 6.3 Objections

Objections may be made against decisions taken on the basis of the Education and Examination Regulations. These are decisions that relate directly to teaching and examinations, such as examination assessment, facilities, and a binding negative recommendation on the continuation of your studies. This only concerns decisions that are aimed at you as an individual student. When you are informed of a decision, you will often also be told that you may lodge an objection, but not always. For example, you may object if you believe that you have been given an incorrect mark for an examination you have taken, even though no mention is made of this option on the OSIRIS page where the marks are published.

You should submit a written objection to STIP or the Board of Examiners within two weeks of the publication of the decision to which you would like to object. A standard form is available for this purpose. If you submit your objection to STIP, the staff there will ensure that it is sent on to the Board of Examiners. The Board of Examiners may ask you to give a verbal explanation of your objection, in which case you will be invited to attend a hearing.

In principle, the Board of Examiners will reach a decision within two weeks of receiving your objection. You will be informed of this decision in writing. It will be based on a fresh assessment and will always be accompanied

by an explanation. If your objection is upheld, the Board of Examiners will also make a new decision on the matter in question. If your objection is rejected, the original decision will continue to stand. In this event, you may submit an appeal to the HU Legal Protection for Students Office within six weeks of the decision on your objection.

It is also possible to object to a decision taken by your faculty or institute management – in the case of a refusal to provide a particular facility, for example, or if a disciplinary measure has been imposed. The same procedure will apply in this case.

The entire objections procedure is described in the Legal Protection for Students Regulations, and the procedure relating to the Board of Examiners is covered in Article 45 of the HU Education and Examination Regulations for Bachelor's degree programmes ([www.reglementen.hu.nl](http://www.reglementen.hu.nl)). Please also see [www.klachtenwegwijzer.hu.nl](http://www.klachtenwegwijzer.hu.nl) or contact your student counsellor.

## 6.4 Appeals

### 6.4.1 Lodging an Appeal

You can appeal against decisions, as well as against decisions on objections, which have been taken on the grounds of the Education and Examination Regulations, such as examination marks, facilities, and binding negative recommendations on continuation of studies. This is also the case with decisions on objections relating to other matters, including enrolment in and unenrolment from a degree programme, financial matters, disciplinary measures, and so on.

Within six weeks of the announcement of a decision, you may lodge a written appeal by sending a digital appeal form to the HU Legal Protection for Students Desk. You fill in a standard form that you can find at [www.klachtenwegwijzer.hu.nl](http://www.klachtenwegwijzer.hu.nl). If you are not a student and do not have access to [www.klachtenwegwijzer.hu.nl](http://www.klachtenwegwijzer.hu.nl), then you can find the form on [bezwaar en beroep \(HUWeb\)](http://www.bezwaar-en-beroep.hu.nl). The HU Legal Protection Office will make sure that your appeal is dealt with by the appropriate body. This may be the Board of Appeal concerning examinations (for most decisions taken by the Board of Examiners) or the Disputes Advice Committee (decisions taken by the programme or faculty management on the basis of the Higher Education and Scientific Research Act). These are independent bodies that operate University-wide and to which students (including prospective and external students) can appeal. In other words, they have no links to any particular faculty or degree programme.

Appeals are to be lodged electronically.

If you wish to lodge an appeal, you are kindly requested to fill in the following information on the appeal form or append it to the form:

- your name, student registration number, your home address, and telephone number;
- name of the faculty and institute/degree programme on which you are enrolled;
- the date;
- the contested decision;
- the ground or grounds on which your appeal is based;
- what you are requesting, worded as clearly as possible.

You must also attach all correspondence (e.g. e-mail messages) and other important documents.

If your appeal is to be dealt with by the Board of Appeal concerning examinations, it will first decide whether it is upheld or unfounded. If your appeal is upheld, this often means that the Board of Examiners that took the original decision will have to take a new one. The Board of Appeal concerning examinations is not empowered to make that decision itself. If your appeal is declared unfounded, the original decision will stand.

If your appeal is to be dealt with by the Disputes Advice Committee, it will investigate the matter at hand before issuing a recommendation to the Executive Board, which will take a decision on the basis of that recommendation. The Disputes Advice Committee advises the Executive Board on whether your appeal is upheld or unfounded. If the Executive Board accepts the recommendation, it will order the management to take a new decision in the event that the appeal is upheld.

The Board of Appeal concerning examinations and the Disputes Advice Committee consist of an external chair

and members drawn from the teaching staff and the student body. If you are interested in becoming a member of one of these bodies, you can obtain information from the secretariat of the HU Legal Protection for Students Office, tel. +31 (0)88 481 85 94.

The HU Legal Protection for Students Regulations ([www.reglementen.hu.nl](http://www.reglementen.hu.nl)) describe the procedures in greater detail. For more information, go to [www.klachtenwegwijzer.hu.nl](http://www.klachtenwegwijzer.hu.nl). Information and advice can also be obtained from your student counsellor or the secretarial offices of the HU Legal Protection for Students Office, tel. +31 (0)88-481 85 94.

## 6.4.2 Further Appeals

If you do not agree with the verdict of the Board of Appeal concerning examinations or the decision of the Executive Board, you may lodge an external appeal to the Higher Education Appeal Board in The Hague. Information about the procedure and related deadlines can be found on the following website: [www.cbho.nl](http://www.cbho.nl).

## 6.5 Complaints

### 6.5.1 Submitting a Complaint

There are some decisions and forms of conduct by other students or employees that you cannot lodge an objection against, but you can still submit a complaint. This should also be done within two weeks, and you can also use the standard form. You can download the standard form from [www.klachtenwegwijzer.hu.nl](http://www.klachtenwegwijzer.hu.nl). You can submit your complaint to STIP (or directly to the responsible body).

STIP will ensure that your complaint is dealt with by the appropriate body. The procedure is very similar to that for objections (see *Objections*). The body that deals with your complaint may offer you a hearing. If your complaint relates to a fellow student or employee, they will always be given an opportunity to respond to your complaint. In principle, you can expect a decision about your complaint to be taken within two weeks.

If you do not agree with the decision, you can submit a request for a review of the decision to the HU Legal Protection for Students Office within six weeks. If your complaint relates to conduct, a term of one year applies.

You can also submit a verbal complaint to STIP, in which case the standard form will be completed on the spot. The procedure does not apply to decisions of a general nature. Decisions of a general nature are not aimed at a specific case, such as determining the amount of tuition and / or institution money.

### 6.5.2 Request for Reconsideration Regarding Complaint

If you are not satisfied with how the faculty has dealt with your complaint, you can submit a request to the HU Legal Protection for Students Office for a review. This must be done within six weeks of the decision taken as a result of your original complaint. See [www.klachtenwegwijzer.hu.nl](http://www.klachtenwegwijzer.hu.nl) for further information on requesting a review.

The HU Legal Protection for Students Office will make sure that your request for a review is dealt with by the appropriate body. For most complaints, this will be the Student Complaints Committee, unless your complaint concerns inappropriate conduct, in which case it will be dealt with by the Inappropriate Conduct Complaints Committee.

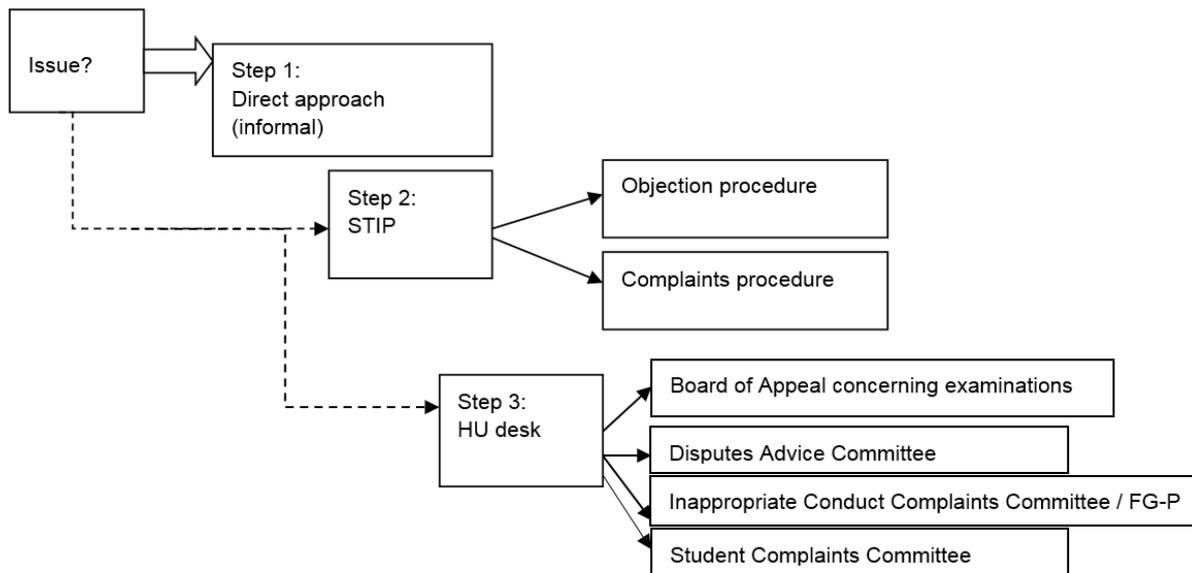
These are both independent complaints bodies that operate University-wide. In other words, they have no links to any particular faculty or degree programme. They make recommendations to the Executive Board, which then reaches a decision.

The HU Legal Protection for Students Regulations and the Regulations on Inappropriate conduct ([www.reglementen.hu.nl](http://www.reglementen.hu.nl)) describe the procedures in greater detail. You can also contact your student counsellor.

## 6.6 Inappropriate Conduct

It may be the case that your complaint relates to conduct that is so intimidating that it falls under the rules governing inappropriate conduct. This could be verbal or sexual harassment, for example, the consequences of which can be very serious. STIP will always offer you the option of contacting a confidential counsellor. If you submit a complaint, you may decide to have this dealt with by the faculty (the complaint will be investigated either by the institute director or by someone acting on his behalf) or to have it referred to the HU Inappropriate Conduct Complaints Committee. The complaint will then be forwarded to the HU Legal Protection for Students Office. The time limit for submitting a complaint about inappropriate conduct is two years after the conduct in question has occurred.

## 6.7 Complaints, objections and appeals overview



## 7 Student Affairs

All information on student affairs can also be found on [AskHU](#).

### 7.1 Student Information Point (STIP)

For all questions relating to your studies, please go to [AskHU](#). You'll find all of your answers there. Sometimes you will be referred and sometimes you will immediately be offered the correct telephone number or e-mail address. You have to arrange some things at the office, [AskHU](#) will let you know when this is the case. Please come by our Utrecht Student Information Desk (STIP) at Padualaan 101 if you are studying at an institute at De Uithof or go to De Nieuwe Poort 21 in Amersfoort if you are a student there.

If you haven't received an answer to your question through [AskHU](#) please let us know by clicking on the feedback button and email your question to [STIP@hu.nl](mailto:STIP@hu.nl) or call 088-4819999 between 08:30 and 16:00. The STIP desk is open Monday to Friday from 09:30 until 18:30 and on Friday from 09:30 to 16:30. STIP is closed during the Christmas holidays, from Monday 25 December until Monday 1 January. From Tuesday 2 January until Friday 5 January STIP will apply special holiday opening hours.

### 7.2 Study Coaching

#### Introduction

During your programme, various teaching methods will be used by lecturers, supervisors and Study Coach / learning team supervisors to encourage and challenge you to become a critical, independent and enterprising professional in your field. This means that during the course of your studies, you take responsibility for your own learning process and your own academic career. The degree programmes at HU University of Applied Sciences Utrecht provide the right environment and the right type of support for this. In addition to the content-related supervision, the University can offer guidance in developing study skills, in making choices and in personal problems that hamper your study progress. The University assumes that you will seek out support and guidance on your own initiative.

#### Study Coaching

All HU students are entitled to the services of an Study Coach / learning team supervisor. His or her job is to:

- discuss and monitor the study results with you;
- drawing up a study plan, together with you, in the event that you are given an interim warning on continuation of your studies;
- discuss the options and the scope for making choices within the degree programme;
- refer you to a student counsellor in the event of personal circumstances and for answers to questions about student grants and the procedure for appeals and objections.

### 7.3 Student Counsellor

You can go to your student counsellor for information, advice and/or guidance if you need to get questions answered or you run into trouble during your studies. One example is falling behind in your studies due to illness or other personal circumstances. Below you will find a list of subjects that are frequently discussed and for which you can turn to a student counsellor:

- Studying with a functional impairment (chronic illness or condition), including requesting special facilities.
- Falling behind in your studies due to illness or other personal circumstances.
- Risk of a negative binding advice concerning continuation or discontinuation of studies.
- Student grants, benefits, private funds.
- Complaints, or objections and appeals against a decision made by the Board of Examiners.
- Information on the consequences associated with temporarily or permanently quitting your studies.
- Referrals to the student psychologist.
- Financial provisions available at the University, such as the Emergency Fund or The Student Support Fund.
- Problems that are the result of the consequences, financial or otherwise, associated with falling behind in your studies.

All HU University of Applied Sciences Utrecht student counsellors have to comply with a code of conduct that also includes a duty to maintain confidentiality. Everything you discuss with a student counsellor remains confidential. The confidential files that a student counsellor keeps are still accessible to other student counsellors. This could prove useful if your student counsellor becomes ill for an extended period of time and you still need help or advice. Student counsellors will of course only check these files when absolutely necessary. Should you object to this, then please inform the student counsellor you are seeing.

### 7.4 Student Participation

Students who are enthusiastic, involved, and keen to learn are essential to the University. Is it important to you to emphasize the student's perspective? Do you wish to make a contribution to the quality of your education, and would you like to gain administrative experience while studying? Are you inquisitive, critical, and brimming with good ideas? Then become active in one of the committees or councils where you can have an impact on the content of your own education, the state of affairs at your faculty or on university-wide policy. For more information please contact the student participation advisor on [studentparticipatie@hu.nl](mailto:studentparticipatie@hu.nl). The student participation advisor offers support and advice to students who sit on Programme Committees or other participation councils. The advisor also organizes activities for students who participate on boards or committees such as training programmes and activities to meet and share experiences.

#### 7.4.1 Consultation Bodies

Which issues and subjects matter most to you? The content of your own degree programme? The way your faculty is run? Or perhaps university-wide strategic policies? You can take part in the consultation process at all three levels and gain administrative experience that will be useful in your later life.

Your degree programme has a Programme Committee, for more information go to [AskHU - Programme Committee](#).

The way in which your faculty is run is discussed in the Institutional Council. Policies that affect the whole of the University are submitted to the council for approval. Topics of discussion include a multi-year plan, the budget and staff and student policy at the institute. The council itself can put items on the agenda and discuss them with the management. Every faculty has its own Faculty Participation Council.

The Employees' and Students' Council is the main participatory body, and it serves as the Executive Board's discussion partner. Policies that affect the whole of the university are submitted to the council for approval. Among the items covered are strategic policies, the Education and Examination Regulations, and policies relating to buildings and quality assurance. The council also discusses its affairs with the Supervisory Board every year.

These consultative bodies can exercise influence in many ways, with the ultimate aim being to raise the quality of the level of education provided at the University.

If you would like to become a member of one or more of the consultation bodies, you can stand as a candidate at the next election ([www.verkiezingen.hu.nl](http://www.verkiezingen.hu.nl)).

#### 7.4.2 Student Participation in University Management

HU University of Applied Sciences Utrecht encourages you, as a student, to become involved with administrative duties in order to help you gain practical administrative and organizational skills. At the same time, we are keen to have enthusiastic and involved students who are eager to learn and contribute towards the development of policies at the University. For that reason, students who are involved with administrative duties will benefit from the following:

- Students involved with administrative duties will be supported by the Student Participation Team and will be offered a range of training programmes and personal advice.
- You may be entitled to facilities such as a weekly printing budget, a coffee card and the option to book meeting rooms.
- You are entitled to claim expenses. The amount of the expenses depends on the consultative body of which you are a member.

## 8 About the University

This chapter contains more information about the HU University of Applied Sciences Utrecht.

### 8.1 Rules and Regulations

Under the terms of the Higher Education and Research Act, HU University of Applied Sciences Utrecht has a number of obligations as an institute for Higher Vocational Education. These have been incorporated by the university into various regulations and set out in more detail.

There are regulations that apply to all students at the University, which can be found at [www.reglementen.hu.nl](http://www.reglementen.hu.nl). In addition, there are regulations that apply only to students in a particular faculty or who are enrolled for a specific degree programme. These regulations can be found on the intranet for your faculty or degree programme.

#### Regulations that apply to all students at HU

The most important University-wide regulations for you are those contained in the 'Student and Teaching' and 'Participation' categories. Here are some of the main examples:

- The Student Charter, which contains your general rights and obligations as a student;
- The HU Education and Examination Regulations, which contains your rights and obligations as a student with regard to teaching, examinations, and other related matters;
- The Enrolment Regulations, which contains procedural aspects of enrolment, tuition fees, and unenrolment. Also see *Enrolment in and unenrolment from your degree programme*;
- The HU Legal Protection for Students Regulations, which contains the steps you can take if you do not agree with something. Also see Section 6 and [www.klachtenwegwijzer.hu.nl](http://www.klachtenwegwijzer.hu.nl);
- The Student Support Fund: various forms of financial support that the University can provide. See [AskHU - Student Support Fund](#);
- The Programme Committee Regulations, which contains matters relating to the Programme Committees (departmental level advisory bodies). Also see *Participatory bodies* and [Ask HU - Programme Committee](#);
- The Regulations on Inappropriate conduct, which contains rules of conduct at HU University of Applied Sciences Utrecht;
- The IT Code of Conduct, which contains rules of conduct in relation to the use of computers and the HU network.

For the most up-to-date versions of the regulations, see: [www.reglementen.hu.nl](http://www.reglementen.hu.nl).

The most important regulations for students, including the Education and Examination Regulations and this study guide, are revised every year. The new versions replace the old versions, which then cease to be valid. If it is necessary to maintain the previous rules, a transitional arrangement will apply, stating for whom and until when certain old rules shall apply. The HU Education and Examination Regulations for Bachelor's degree programmes and the study guide for a particular academic year apply to every student who has enrolled for that academic year.

#### Faculty and degree programme regulations

You can find faculty regulations on [My HU](#). Examples include house rules, examination protocols, and other matters that only apply to students at that particular faculty.

Section 10 of the HU Education and Examination Regulations for Bachelor's degree programmes also contains rules that apply to every student in the faculty concerned. You will find these regulations for your faculty from Section 10 of the HU Education and Examination Regulations of your institute on [www.reglementen.hu.nl](http://www.reglementen.hu.nl). The HU Education and Examination Regulations are explained in greater detail in the study guide in the form of rules relating to degree programmes – these apply to students on the relevant programme. All the HU study guides can be found at [www.studiegids.hu.nl](http://www.studiegids.hu.nl).

## 8.2 Code of Conduct

Article 50 of the Student Charter (see [www.reglementen.hu.nl](http://www.reglementen.hu.nl)) covers maintaining order at the University. Briefly, this involves the following:

### Provisions and instructions

In order to maintain order, provisions and instructions that have been laid down by or on behalf of the Executive Board and Institute Director apply at the University, in addition to the general provisions of the law. These relate to, but are not limited to, the following topics:

- inappropriate conduct;
- fraud (cheating) and irregularities during examinations;
- the use of the buildings and grounds and their facilities;
- reporting of absence by students as a result of illness or other causes;
- exceptional circumstances.

Clothing that covers the face is banned at the University. Degree programmes may impose additional clothing-related rules if this is considered necessary due to the nature of the lessons.

### Obligations of students

As a student, you have the following obligations under the Working Conditions Act:

- the obligation to act with appropriate care when working and studying;
- the obligation to be familiar with safety and other regulations that relate to your work and studies;
- the obligation to follow safety provisions correctly and to wear or use compulsory protective equipment;
- the obligation to report dangerous or unhealthy work situations to the relevant institute management.

### Sanctions

If you are in breach of any of the provisions or instructions, or if you fail to fulfil your obligations, the Institute Director may impose the following sanctions:

- issue a warning or reprimand;
- deny access to the buildings and grounds of HU University of Applied Sciences Utrecht for a period not exceeding one year;
- terminate your enrolment.

Your enrolment as a student at the university may also be refused or terminated. This will occur if you demonstrate, through your words or actions, that you are not fit for the profession for which you are being educated, or are unsuitable for the practical preparations that the education involves.

If you are guilty of irregularities such as cheating on an examination, the Board of Examiners may also impose sanctions. It may decide, for example, that you may not take any further examinations for a certain period of time. The Board may also withhold your diploma. The Board of Examiners may also advise the faculty management to terminate your enrolment permanently. The sanctions available to the Board of Examiners are described in greater detail in the section on [Ask HU - Board of Examiners](#) and in Article 38 of the HU Education and Examination Regulations.

## 8.3 Enrolment in and Disenrollment Bachelor Programme

### Enrolment Office

The Enrolment Office is responsible for enrolling and unenrolling students at the University, collecting tuition fees, and issuing student identity cards.

### Enrolment

You may enrol as a student if:

- you meet the admission requirements (see also *admission test and admission main phase*);
- you have paid your tuition fees (or payment has been arranged by a standing order or a letter of guarantee);
- you meet the other requirements, as stated in the HU Enrolment Regulations (see [www.reglementen.hu.nl](http://www.reglementen.hu.nl)).

You may only use the services and facilities of the University after you have officially enrolled.

If you wish to enrol directly for the main phase, you can use [www.hu.studielink.nl](http://www.hu.studielink.nl) (choose 'Start in first year: no'), but you should first contact the degree programme. They will be able to tell you more about your options and determine whether you meet the requirements for entering the main phase of the programme directly.

### **Re-enrolment**

You must re-enrol for each academic year. Re-enrolment and payment of tuition fees can be organized online through Studielink: [www.hu.studielink.nl](http://www.hu.studielink.nl). Before the start of the new academic year (around June), you will receive a message about this from the Enrolment Office. If you receive a negative recommendation on continuation of studies at the end of the academic year, you may not re-enrol for the same degree programme (and in some cases, not for related programmes either) at HU University of Applied Sciences Utrecht.

If you are in the final phase of your study programme but you will not be able to complete your studies (as you have not yet received your final results) before 1 September, then you must submit a re-enrolment request for full enrolment for the new academic year, for the same programme which means you will also have financial obligations to the University. If you complete your studies with an examination date before 1 September, then the re-enrolment request will be automatically denied and you will not have any financial obligations to HU University of Applied Sciences Utrecht. However, in case there are any courses left to complete, you will already be enrolled for the new academic year.

Please note: your re-enrolment request is denied upon graduation because it is not possible to re-enrol for a programme from which you have already graduated unless your re-enrolment request is for another specialization.

### **Student identity card and proof of enrolment**

When your enrolment or re-enrolment process is complete, you will receive a student identity card and proof of enrolment. These items can also be found online at [www.my.hu.nl](http://www.my.hu.nl). Your student identity card also serves as proof of enrolment.

### **Termination of enrolment**

If you do not re-enrol for the new academic year, your enrolment will end on 1 September. If your enrolment ends, you will no longer be entitled to a student grant or student travel pass. Make sure you arrange the termination of both of these on time, as this will not happen automatically.

You may also request that your enrolment be terminated during the academic year. This will take effect on the first day of the subsequent month, or later if you request it.

When you graduate you must also unenrol via Studielink. You can unenrol with effect from the first day of the month following the month in which your degree is issued. Please note: this unenrolment date is important for the purpose of getting back any tuition fees you may be owed and for your eligibility for a student grant. For more information about the potential reimbursement of tuition fees when unenrolling, please refer to the HU Enrolment Regulations at [www.reglementen.hu.nl](http://www.reglementen.hu.nl) or go to [AskHU - Regulations](#).

Finally, your enrolment may be terminated if you have not paid your tuition fees in spite of being sent a reminder. Your enrolment will then be terminated with effect from the second month following the reminder.

The above information is just a summary of the relevant procedures. These are described in full in the HU Enrolment Regulations (see [www.reglementen.hu.nl](http://www.reglementen.hu.nl)). For more information about enrolling and unenrolling, please visit the Enrolment Office website: [www.inschrijven.hu.nl](http://www.inschrijven.hu.nl) (also see [AskHU - Enrolling in a programme](#) and [AskHU - Unenrolling from a programme](#)) or ask your student counsellor.

## 8.4 Entrance Exam

If you do not have the correct prior education for the degree programme and you are aged 21 or over, then you will need to take part in the programme's admission test 21+ in order to join the programme.

The purpose of the admission test is to enable us to determine whether your knowledge, understanding and language skills make you suitable for education at the university. The level of knowledge that you will be tested on is that of the final exam of Dutch secondary school education. The admission test is also called the colloquium doctum.

More information can be found at [www.toelatingsonderzoek.hu.nl](http://www.toelatingsonderzoek.hu.nl).

## 8.5 The Study Choice Check

Study choice checks are intended for full-time, part-time and combined work-study Bachelor's programmes or AD programmes. Both variants are elaborated on below.

### **Study choice checks for full-time Bachelor's programmes or AD programmes:**

It is important that you choose a study programme that suits you. This will increase your chances of successfully completing your studies. Everyone who signs up for a full-time Bachelor's programme or AD programme has to take HU University of Applied Sciences Utrecht's mandatory study choice check. The study choice check helps you to make a conscious decision about your choice of study. It will also allow the programme to gain insight into your background, expectations and motivation. The programme will then be able to properly advise you on whether or not the programme is suitable for you. Without participating in the study choice check you will not be able to start your degree programme in September.

The study choice check is not mandatory for students whose previous education was not in the Netherlands. This includes students who obtained their diploma after 10-10-2010 on the islands of Curacao, Aruba and St. Maarten. Students who have obtained their diplomas on Bonaire, St. Eustatius and Saba do have to take the mandatory study choice check and may choose to take the test on the computer and do the interviews via Skype.

### **Programme**

All applicants for full-time Bachelor's programmes or AD programmes receive an invitation for the digital component of the assessment. Filling out this questionnaire is compulsory. The results will be included in your student file and may be used by your Study Coach for coaching sessions during the course of your studies at HU University of Applied Sciences Utrecht.

After submitting the digital intake assessment, you will also be required to take part in the mandatory matching day. The matching day activities will vary per programme. Some programmes will give homework, and almost every programme offers a lecture and you will be required to complete a test about the lecture afterwards, sometimes you will be asked to give a presentation. Every matching day ends with a consultation interview, during which you will be given a non-binding recommendation. All of this is intended to allow you to experience the programme before you officially enrol, so that you can determine whether the programme and the level are suitable for you.

### **Recommendation**

You will receive a non-binding recommendation after the matching day activities. There are three possibilities: (1) Positive; (2) Positive but there are some points we believe you need to work on; and (3) Negative. The recommendations are non-binding. The decision on whether or not to enrol in the degree programme is ultimately yours. You can also decide to make a different choice of study programme. If you opt for another full-time Bachelor's programme or AD programme at HU University of Applied Sciences Utrecht, you will have to take the study choice check again.

### Questions

Do you have any questions about the study choice check? Please contact the Student Service Desk on [info@hu.nl](mailto:info@hu.nl) or on 088-481 81 81. Also see [www.studiekeuzecheck.hu.nl](http://www.studiekeuzecheck.hu.nl) for more information about and the scheduled matching days.

### Study choice check for part-time programme or work-study programme

It is important that you choose a study programme that suits you. This will increase your chances of successfully completing your studies. Everyone who registers for a part-time programme or work-study programme before 1 May is entitled to take part in the HU University of Applied Sciences Utrecht study choice check. The study choice check is not mandatory for students of part-time programmes or work-study programmes but it does help you in ensuring you have made the right choice of study programme. It also helps the programme gain an insight into your background, including previous education, work experience, skills, motivation and expectations. This will allow the programme to properly advise you on whether or not the programme is suitable for you.

### Programme

Should you wish to schedule a consultation about the study choice check, then please include this request in your registration in Studielink. You will then receive an invitation for a consultation. Some degree programmes will send you a digital intake form after registration.

### Recommendation

You will receive comprehensive study advice after the consultation. There are three possibilities: (1) Positive; (2) Positive but there are some points we believe you need to work on; and (3) Negative. The recommendations are non-binding. The decision on whether or not to enrol in the degree programme is ultimately yours. After the consultation you are given the opportunity to change your choice of study programme.

### Workplace requirements

In addition to the study choice check, several programmes have a workplace requirement. If this is true for your choice of programme, the degree programme will let you know. If you do not meet the formal workplace requirement, the degree programme may reject your application.

### Questions

Do you have any questions about the study choice check? Please contact the Student Service Desk on [info@hu.nl](mailto:info@hu.nl) or on 088 481 81 81.

## 8.6 Selection Procedures

- For degree programmes with admission restrictions, or a Numerus Clausus, a decentralized selection procedure will determine which prospective students are admitted to the programme.
- The prospective student must register for their choice of study programme via Studielink before 16 January of the current academic year.
- The prospective student may revoke their registration before 16 January without consequences.
- A prospective student of Dutch higher education may apply for a Numerus Clausus programme a maximum of three times. The prospective student may apply for two numerus clausus programmes in Dutch higher education per year. There is an exception for the Physiotherapy and Oral Hygiene programmes: prospective students may only apply to these programmes once at a single institution.
- In exceptional cases, the institute director may admit a prospective student who applies after 15 January, in the event that it can be proven that refusing the student would result in an exceptional case of extreme unfairness.
- The registration is only complete and final when all registration requirements have been met, as set by the degree programme. When the registration requirements have not been met, the prospective student will not be invited to take part in the decentralized selection procedure. The prospective student may withdraw their application until 16 January.
- Decentralized selection will take place between 15 January and 14 April. During that period, the prospective student who has applied for a programme with a restriction on admission, must be available to take part in decentralized selection.
- On the website [www.decentraleselectie.hu.nl](http://www.decentraleselectie.hu.nl) the decentralized selection days will be announced well before 15 January.

- The decentralized selection is based on a minimum of two qualitative selection criteria per degree programme. These selection criteria will be announced on the website of the degree programme prior to the decentralized selection procedure.
- Based on the decentralized selection, the programme will rank prospective students. Prospective students receive their ranking via Studielink on 15 April. The rankings determine the issue of admission certificates. Studielink will start this procedure on 15 April.
- After the prospective student has received their ranking, they will receive a motivation for that ranking from the degree programme.
- In the event that the prospective student does not agree with the decision made by the degree programme during the selection procedure, he or she may submit a formal objection. Please note: no objections can be made to the selection methods and/or the selection criteria used. For more information about the objections procedure go to <https://www.studiekeuze.hu.nl/Aanmelden/Numerus-fixus-opleidingen>
- The prospective student has two weeks to accept their admission certificate.
- Prospective students can submit a request to the board of the institution to have their registration cancelled, if he or she fails to obtain their diploma or certificate. The board of the institution will cancel the prospective student's enrolment if he or she submits a request to the board before 1 September.
- Degree programmes must offer prospective students from the Public Bodies of Bonaire, Sint Eustatius and Saba or Aruba, Curacao and Sint Maarten who apply for a programme with an admission restriction before 15 January and are unable to attend the selection day in person, facilities so they can still take part in the decentralized selection procedure. For example by using Skype.
- In order to actually enrol for a programme with a capacity restriction, the prospective student must, in addition to holding an admission certificate, also comply with all requirements for enrolment. For more information about these requirements go to <https://www.studiekeuze.hu.nl/Aanmelden/Inschrijfvoorwaarden>

## 8.7 Tuition Fees, Personal Contributions, and Financial Assistance

Education at HU University of Applied Sciences Utrecht costs money.

### 8.7.1 Tuition fees

Your specific situation will determine whether you will pay statutory tuition fees or institutional tuition fees. In general, the rules are as follows. You will pay statutory tuition fees if:

- you are not already in possession of a Bachelor's degree if you are intending to take a Bachelor's degree programme, or a Master's degree if you are intending to take a Master's degree programme. This does not apply if you intend to start a degree programme in the field of healthcare or education, unless your previous degree was also in one of these fields and
- you are of Dutch nationality or equivalent (in accordance with Article 2.2 of the Student Finance Act 2000).

For the 2017 - 2018 academic year, the tuition fees are as follows (if the conditions for statutory tuition fees are met):

- € 2.006,- for full-time students
- € 2.006,- for work-study students;
- € 1.664,- for part-time students;
- € 1.811,- for part-time students who are taking a government-funded Master's degree programme;

The institutional tuition fees for the 2017-2018 academic year are:

- €8,090 for full-time students;
- €8,090 for work-study students;
- €6,710 for part-time students;
- €7,305 for part-time students who are taking a government-funded Master's degree programme;
- €17,414 for work-study students who are taking the government-funded Master's in PA or the government-funded Master's in ANP;
- €2.006 for full-time students who are taking the double-Bachelor's programme in Nursing.

**Two Bachelor's degree programmes or two Master's degree programmes at the same time:**

If you were enrolled in two Bachelor's degree programmes in the 2016-2017 academic year, or if you are going to enrol for a second Bachelor's degree programme in 2017-2018, you will be subject to special regulations. If you have obtained your first degree and are aiming to complete the second degree, you will have to pay the statutory tuition fee as long as your enrolment in the second degree programme was uninterrupted.

If you interrupt the second degree programme then you will have to pay the institutional tuition fee (unless your degree is in the field of healthcare or education, for more information see above).

If you were taking two Bachelor's degree programmes in the 2016-2017 academic year, then the fees will be different (see above). For more information, please go to [www.inschrijven.hu.nl](http://www.inschrijven.hu.nl).

**A second Bachelor's degree or Master's degree programme:**

If you have already obtained a Bachelor's or Master's degree (unless it was before 1991-1992) and you wish to enrol for another, then you belong to the category known as 'stapelaars' – people who will have more than one Bachelor's or Master's degree. For the second Bachelor's or Master's degree programme, these people do not pay the statutory tuition fees, but the institutional tuition fees. The government has made an exception for those enrolled in programmes in healthcare or education, provided that their first degree was not in either of these fields.

The institutional tuition fees are considerably higher than the statutory tuition fees, because the University does not receive government funding for students who take a second Bachelor's or Master's degree programme.

Tuition fees may be tax deductible ([www.belastingdienst.nl](http://www.belastingdienst.nl)) in some cases. Are you employed and do you wish to enrol in a degree programme? Ask your employer about the options open to you.

**Enrolling as an external student**

The examination fees for the 2017-2018 academic year for external students on funded CROHO degree programmes determined by HU University of Applied Sciences Utrecht are €1,992, regardless of the time of enrolment within the academic year. This type of enrolment is for individuals who are only taking examinations and who do not need any supervision or support. External students may not attend classes; they only take examinations.

For Lifelong Learning external students, the examination fees for the 2017-2018 academic year have been set at €166 for every month enrolled.

It is not always possible to enrol as an external student. For this programme, a student may enrol as an external student.

## **8.7.2 Additional Costs**

The studies abroad period in year three may create extra costs in terms of travelling, accommodation and costs of living. This will vary, depending on the country of destination and the availability of the EU grant for studying abroad.

## **9 Appendices**

### **9.1 Education and Examination Regulations**

The Education and Examination Regulations HU can be found on [www.reglementen.hu.nl](http://www.reglementen.hu.nl).

### **9.2 Course Descriptions**

All ICM course descriptions are available in the [Education Catalogue \(Onderwijs Catalogus\) on Osiris](#), and in the courses in de [Moodle environment at Learn.hu.nl](#).

### **9.3 Conversion tables**

All conversions are integrated in the year descriptions in chapter 2. For year 1 in section 2.3.1 and for the main phase in section 2.4.2

### **9.4 Miscellaneous**