



HAN UNIVERSITY OF APPLIED SCIENCES

Degree Statute and Education and Examination Regulations of the fulltime Bachelor degree courses Automotive Engineering, Mechanical Engineering and Electrical and Electronic Engineering

School of Engineering and Automotive
Academic year 2020-2021

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PART 1 General part

1 About the degree statute

The Higher Education and Research Act (hereafter the Act) stipulates in article 7.59 that an institution such as HAN University of Applied Sciences (hereafter HAN) is obliged to adopt and publish a student charter. The Student Charter consists of two parts: the institution-specific part (which we call the Student Charter) and the degree-specific part (which we call the Degree Statute).

The degree statute consists of three parts:

- Part 1: General part.
- Part 2: The Education and Examination Regulations, which outline the education, final assessments and examinations for your degree course.
- Part 3: Other regulations.

Part 1 is purely informative. No rights can be derived from it. Rights and obligations can be derived from the other parts; these are legally applicable regulations.

1.1 Which degree course does this degree statute apply to?

This is the Degree Statute for the following HAN degree courses:

Degree course	Degree format	CROHO number	Degree and title after graduation
Automotive Engineering	Full-time	30018	Bachelor of Science
Electrical and Electronic Engineering	Full-time	34267	Bachelor of Science
Mechanical Engineering	Full-time	34280	Bachelor of Science

This degree statute contains information on the structure, organisation and execution of the degree course, the student facilities, counselling and study coaching, the education and examination regulations and the degree-specific regulations that describe student rights and responsibilities. When this document refers to “the degree course”, this means the above degree courses.

1.2 How to read this degree statute

We use regular UK spelling rules.

When we use “you”, we mainly mean you as an internal or external student enrolled in this degree course at HAN. But we also mean others, such as prospective students.

1.3 How long is the degree statute valid for?

The HAN degree courses write a new degree statute for each academic year. The degree statute for a certain academic year applies to everyone enrolled in that degree for that academic year. It does not matter which phase of your degree course you are in, whether you are an internal or external student, nor when you started. You can find the digital version of your degree statute here: Automotive Engineering:

<https://hanuniversity.com/en/programs/bachelor/automotive-engineering/fulltime/practical-info/> | Electrical and

Electronic Engineering:

<https://hanuniversity.com/en/programs/bachelor/electrical-and-electronic-engineering/fulltime/practical-info/> |

Mechanical Engineering:

<https://hanuniversity.com/en/programs/bachelor/mechanical-engineering/fulltime/practical-info/>

This degree statute applies to the 2020-2021 academic year: from 1 September 2020 to 31 August 2021. For students starting their degree course on 1 February 2021, two different degree statutes apply consecutively during their first “year”: the current one and that of the next academic year.

Did you enrol in a previous academic year for the propaedeutic or post-propaedeutic phase of the degree course? And is the degree course using a new curriculum or modified education and examination regulations? Then certain provisions in the education and examination regulations will apply from a degree statute from a previous academic year.

1.4 How does the degree statute come about?

The degree statute for the degree course is adopted by the dean each year. This is based on the model degree statute: a model that applies for the entire HAN.

The school council exercises the participation rights on the degree statute, but only in so far as the HAN participation council has not already exercised these rights through the model degree statute and in so far as these rights have not been conferred to the degree committee. How this works exactly is set out in the participation council regulations and the Regulations of the Degree Committee.

Advice is requested in advance from the degree course’s board of examiners.

The relevant HAN organisational bodies strive to publish the new degree statute each year before 1 July.

1.5 Cohesion between degree statute and other HAN regulations

The Student Charter applies to the entire HAN. The Student Charter lists all the rights and obligations of students and HAN.

Student Charter: <https://www.han.nl/studeren/succesvol-studeren/rechten-plichten/>

The Enrolment Regulations describe the general rules for application, admission, educational requirements, selection and enrolment. These apply to all degree courses. The degree statute only contains degree-specific additions. These additions may not contradict the general rules from the enrolment regulations.

The enrolment regulations can be found at www.han.nl.

2 Education at HAN

Your degree course is part of the HAN educational offerings. HAN has an overarching mission and vision on higher education. Your degree course embodies this vision in its own way. This chapter describes HAN's mission, vision and culture.

2.1 Mission

At HAN we educate you in a way that prepares for your future profession. But that is not our only goal. We also want you to develop your social awareness through the degree course. Also, later in your career, we want you to be able to continue contributing to innovations in a complex, dynamic and international society:

- We want to give you a good **Qualification** for your future profession.
- As a professional, you never work alone, but always in collaboration with others. We call that educating you as a **Network Professional**. As a result, you learn to work well with others and across borders. You also learn how you as a professional relate to the historical context of your field. This gives you insight into what is expected of you now and in the future.
- We want to contribute to your **Personal Development**, so that you grow as a professional and pursue lifelong learning. After all, your knowledge and skills are the basis of your profession, but who you are, your qualities and your approach make the difference.
- We want you to learn a sense of social responsibility, ethics and citizenship for your profession; to learn that you have to mean something for other people in your profession. This is often indicated with the term **Bildung**.

2.2 Vision

We achieve these four goals together. How? Read about it here:

- **You learn in context.** You gain experience in practice. That helps you to understand the complexity of your future work. Learning is not something you do on your own. Your lecturers stimulate learning with and from each other.
- **You learn in the triangle of education-research-professional practice.** You conduct research, for example on the quality of work in a professional field of your choosing, or on the possibilities for innovation. This allows you to contribute to the development of your profession. Also, in the case of new developments, you can quickly adapt to what is needed to perform your work optimally.
- HAN has a lot of **research groups**. These groups account for the research at universities of applied sciences. They also do a great deal for the degree courses. Students, for example, can get research experience within a research group in collaboration with the professional field. You can find all the research groups on our website: www.han.nl/onderzoek/kennismaken/lectoraten.
- **Study coaching and the student as partner.** You are assigned a study coach for the full duration of your studies. At HAN we want you as a student to feel acknowledged, seen and heard. We also involve you in the organisation of the degree course. This is what we call 'student as partner'. Each degree course has the freedom to organise its education in a way that it suits you as a student and the degree course. You can read more about this in Part 1, chapter 3, and Part 2, chapter 7.

- **Education with options.** Besides the regular study programme offered in your degree, we also give you various other options to choose from. The options depend on your degree course. You can read more about these options in the education and examination regulations. We stimulate you to get research experience in the HAN research groups, for example in an innovation lab or work-learning position. For advice on your choices, go to your lecturers and other HAN advisers.
- **Internationalisation @home or abroad.** During their studies, all HAN students get to experience the international context of their field.

2.3 Quality culture

HAN fosters a culture of quality. A culture in which everyone contributes in some way to high-quality education and a smooth-running organisation. Below you can read how.

2.3.1 Highly qualified staff

Our lecturers are highly educated. Many of them have worked in the professional field for which they are educating students. Others have research experience relevant to the field.

Over 80% of the lecturers you encounter during your studies have a master degree and some of these have a PhD.

The lecturers have good teaching skills, which they have acquired through training. This means they know how to guide you properly in your learning. The examiners also have the necessary qualifications. All our support staff are also properly trained in their fields. For example, staff at the secretarial office, the work placement office and the timetable office. They all perform quality work.

Because our degree courses collaborate with our research groups, researchers and professors are also involved in education. This helps you to further develop your own inquiring attitude, for example. The research group also allows you to discover the latest research results and innovations in your professional field.

2.3.2 Stimulating growth and an attitude of learning

We want you to grow so you can successfully complete your studies. This is not something we achieve just by supervising you. We also challenge you to get the most out of yourself and we train you to become ever more independent in your studies. We stimulate you to take initiative, expect you to be proactive in your studies and we help you to develop a professional work attitude. You can expect your lecturers to be available and respond to your questions quickly and clearly. You can also ask for support when you are falling behind or when you are willing and able to do more. You can read more about this in the education and examination regulations.

2.3.3 Responsible for quality

Each degree course has a quality plan. This plan, but also the education and examination regulations, describe how students evaluate the education and indicate what needs to be improved. It also outlines how students, lecturers and other staff can be directly and actively involved in improving their degree course. After all, student involvement and participation are important. It is equally important that staff members, students and professionals from the field, each in their own way, are involved in or take responsibility for the degree course and HAN. For example, for the quality of lectures, timetables, the curriculum, internship supervision, examination and other forms of renewal and improvement.

We invite you, as a student, to play an active role in this. This attitude will also be important in your work. So we also regularly ask you for your opinion on the degree course. We do this in (digital) surveys and an annual national student survey, and in evaluations at the end of a period. We also invite you to actively collaborate on renewal and quality improvement. For example, by improving the degree content and exams or improving logistical or organisational points: together with lecturers and/or support staff.

We also reflect on how we organise education and research, on who we do it for and why we do it the way we do. We check our conclusions regularly with all involved parties. This means you, but also lecturers, researchers and professionals from the field. Also, every 6 years each degree course is officially monitored by the [NVAO](#) (Accreditation Organisation of the Netherlands and Flanders).

2.3.4 Inspiring and interactive environment

We want you to be inspired by your degree course. For example, by getting the latest information on developments in your field. And we always try to create an open, interactive, safe and familiar learning environment. We encourage everyone to give each other honest feedback.

3 Information about your degree course

3.1 Mission and vision of your degree course

The School of Engineering and Automotive has the following degree courses:

- Associate Degree (level 5):
 - Mechanical Engineering Design
 - Electrical and Electronic Engineering - Embedded Systems
 - Electrical and Electronic Engineering - Industrial and Power Systems
 - Smart Industry
 - Automotive Systems Specialist
- Bachelor (level 6):
 - Automotive Engineering
 - Electrical and Electronic Engineering
 - Industrial Design Engineering
 - Industrial Engineering & Management
 - Mechanical Engineering
- Master (level 7)
 - Engineering Systems

This document covers only the bachelor degrees. In recent years, all bachelor courses have started with a completely renewed, coherent and future-proof curriculum. Important elements of this are:

- cocreation in the triangle of education–research–professional practice;
- multi-disciplinary cooperation on projects;
- more autonomy and freedom of choice for the student;
- research and an inquiring attitude are explicitly addressed;
- international orientation;

Within your own degree course, you learn to work together with students from other degree courses. You work on actual projects from the field and on relevant social issues. Research plays an indispensable role in such projects. Within your degree course you have various elective options and therefore space to work on your own specialised profile. After the propaedeutic phase, you choose for yourself which projects you want to work on in the various semesters. This gives you the opportunity to specialise your degree or to broaden your studies in more general terms.

The school and therefore the degree courses have several themes (still in draft form) that are derived from the HAN-wide key areas and related to developments in society and in the region:

- Concept Labs
- Intelligent Mobility
- Reliable Power Supply
- Smart Manufacturing
- Sustainable Mobility



We work in close collaboration with the professional field. We involve the field as much as possible in formulating learning objectives and learning outcomes for our degree courses.

Research is addressed in the form of a research component in numerous projects and research is also a required part of graduation projects. Professors from the research groups often provide support, supervision or advice on such projects. A research group can also be called in for a graduation project. Students can also carry out a

(graduation) project at a research group, and various research groups offer a minor. For example, the Power Minor by the Research Group in Control Systems Engineering and the World Class Performance minor by the Research Group for Lean.

This approach delivers engineering graduates who are entry-level professionals with the ability to contribute in a responsible and sustainable manner to solutions for the technical issues of today and tomorrow. Once you have earned your bachelor degree:

- You contribute in an ethical and responsible manner to a clean, healthy and liveable world, to the wellbeing of people and to the economic performance of companies;
- You have broad basic technical knowledge with sufficient depth to also become a specialist;
- You have the ability and dedication to make connections and work with other disciplines and sectors within a broad social and international context;
- You show yourself to be an innovative, creative and flexible professional who keeps up with and contributes to developments in the field through self-regulated learning, also after your studies.
- You contribute to the learning of the group by collaborating in multi-disciplinary and multi-cultural teams and by participating in professional learning communities.

3.2 Content and organisation of your degree course

All degree courses at the school, as outlined in the previous section, educate you for the eight general engineering competences. The context in which you practice and gain these competences differs depending on the degree course you follow. These eight competences are set by the national HBO-Engineering network and described in a profile description: https://www.hbo-engineering.nl/_asset/_public/DE-profiel_vertaald-engels-versie-def.pdf.

Chapter 4 of this document also describes all eight competences.

Our degree courses are designed around professional tasks. Professional tasks are meaningful tasks such as those that are carried out in all their complexity by a practitioner (expert) in practice. Most professional tasks call on several competences. It is through these professional tasks that you will notice the central role of professional practice in your degree course.

The professional tasks for Automotive Engineering are:

- Determining what the client wants
- Determining system requirements
- Allocating system functions to subsystems
- Designing components
- Verifying components
- Verifying subsystems
- Verifying full system operation
- Implementing and validating the end result

The professional tasks for Electrical and Electronic Engineering, Industrial Design Engineering, Industrial Engineering & Management and Mechanical Engineering are (depending on your degree course, the tasks are offered to a greater or lesser extent):

- BT1 Mechanical development
- BT2 Energy development
- BT3 Industrial automation
- BT4 Development of electric energy systems
- BT5 Development of embedded systems

- BT6 Product-oriented development
- BT7 Operations management
- BT8 Establishing and changing organisations
- BT9 Entrepreneurship
- BT10 Shape and meaning
- BT11 User-oriented design

Characteristic to all our degree courses is that the competences and professional tasks all broadly relate to the professional contexts:

- **making:** the competence making relates to the designers/structural engineers who design, contribute to or maintain technical products or processes;
- **directing:** the competence directing relates to managing the operation of technical processes or processes at the intersection of technology and other sectors;
- **translating:** the competence translating concerns the translation of the technical aspects of products and processes into non-technical applications and vice versa (for example, technology in healthcare).

The extent to which you focus on making, directing or translating differs according to degree course and/or graduation specialisation. For example, mechanical engineers are primarily 'makers', whereas industrial engineers are primarily 'directors'. And for automotive engineers, both directing and translating play a role.

Collaboration between our degree courses

Nowadays, no single field stands alone and innovation often takes place on the cutting edge between fields. That's why you also work on challenging projects with students from other degree courses.

You get a solid foundation of knowledge and skills in your own field. When collaborating, you use the necessary expertise from your own field and background to turn the communal project into a success. In other words, specialism in unity.

Specific

As an **automotive engineer** you have up-to-date expertise that can take you in various directions. Want to delve into pure engineering? Rather work on testing? Or are you more at home in marketing than in the workshop? These are all valid options. During your degree course you choose your own direction. The automotive field is rapidly changing. So the degree course mainly shows you the way. How and where can you find the latest developments? How do you research new information? How do you analyse that information and use the results for the company you are working for? For example:

- Where do you go to update your knowledge of automotive engineering?
- How do you take advantage of international developments in transport?
- How do you achieve sustainable transport in a clean world?
- How do you ensure a company performs well economically?
- How does the technology of a vehicle relate to the user?

As an **electrical engineer** you possess up-to-date expertise and you must be able to collaborate, manage and organise. You learn this by collaborating with students from other degree courses. All of this is important for a good start to your career. There is a great demand for electrical engineers. You'll be sure to find an interesting job with plenty of variation that pays a decent salary. You can work for a company, for the government or at a research centre in the Netherlands or abroad. If you have ambitions to work outside the Netherlands, there are lots of opportunities.

The **industrial design engineering** degree allows you to work as designer, engineer or advisor in one of the subfields of industrial design. For example, in styling or ergonomics. After graduation you can work at design agencies and development departments of manufacturing companies. This could be a small company where your work is quite varied, or a large firm where your work is more specialised. Or you can become an independent entrepreneur. The industrial product designer is pre-eminently an intermediary between technical specialists, the market and product users. You're a key player in the product development.

The **industrial engineer** is the right person to manage projects where multiple specialists and departments work together. You ensure the latest techniques are used and that they benefit the company. As industrial engineer you can work at many different places. For example, production companies, the manufacturing industry, construction, transport and logistics, import and export companies, utility companies, at IT companies and also government or semi-government institutions. The degree course also prepares you for a future as an independent entrepreneur.

As a **mechanical engineer**, you can work almost anywhere in the engineering field. This is one of the most comprehensive bachelor degrees (theoretical and practical), which means you won't be limited to doing just one type of work. You can work in the purely technical side of the field, on research, design, development, testing or operations, but you can also choose from a wide range of technical business jobs. Of course, you can also start your own company. After graduating, you can work at well-known companies like Besi, Bosch, Nefit, Howden, Stork or Kaak. Small and middle-sized enterprises will also be interested in employing you.

3.3 How we educate and supervise

Units of study

The course is organised in units of study, which are grouped in semesters (half years). Each semester is focused on one or more professional tasks. You follow lessons and practicals in a number of subject areas, and you carry out a project assignment with a group of fellow students.

There are various basic subjects (toolbox) in the propaedeutic phase, such as mathematics, mechanics or networking (depending on the chosen degree), with accompanying practicals. The project assignments in the propaedeutic phase take up one or two days a week. The idea is to apply the knowledge and skills you have gained and to learn to work together systematically. You touch on various topics that you will be able to return to later in your degree course. Throughout your degree, you'll be trained in professional skills, like reporting and presenting.

Examination and assessment

Whether you do the full-time, part-time or work-study variant, you are assessed on the same professional tasks and competences. The aim is to maximise validity and reliability of exams and assessments. In terms of validity, we look at whether the exam measures what it aims to measure. In terms of reliability, we look at the comparability of the results.

Each unit of study concludes with an exam or multiple modular exams. All units of study and their assessment are described in chapter 9.

Exams, modular exams and final assessments may only be administered by examiners designated by the degree course. The quality of exams and final assessments is monitored by the board of examiners and by external supervisors.

Internationalisation

The increasing internationalisation has led to more options for going abroad during your studies. By studying or

doing an internship at a foreign institution or organisation, you gain an international perspective and increase your chances on the labour market. We offer a number of our degree courses in English (Automotive Engineering, Electrical and Electronic Engineering and Mechanical Engineering). In the Dutch-taught courses we also offer large parts in English. This means you sometimes join a mixed class and do projects with students from the English-taught groups.

Many Dutch companies work internationally, which you'll experience if you go there for an internship or graduation project. You can also do your graduation project abroad. The international business community has a great need for internationally-trained engineers. The European Union, the Dutch government and HAN also stimulate this. Doing a graduation assignment abroad gives you extra possibilities for personal and academic development.

Actively studying

Whether you achieve your aims largely depends on your own efforts. We expect you to consider the choices in your learning process carefully, to actively take part in the course, to be present and to make time for self-study. Only then can you successfully complete your studies. You will be busy, but the reward will be high: you'll soon be qualified to work in an exciting field that you can enjoy for the rest of your life!

Study coaching

HAN is committed to offering you academic support, which includes support with the choices you make within your degree course at HAN. Study coaching is therefore an important part of our education. The study coach, who we refer to as the 'learning team coach' or 'personal tutor' in our degree course, helps you develop the level of self-regulation you will need to complete your studies. He or she is also your first point of contact in special situations, for example if your studies are not going as planned or if you have a disability or chronic illness. He or she can help you look for ways to improve your progress.

3.4 Internships and/or workplace

All our bachelor degrees are practice-based. By working on various professional tasks during the degree course, you gain the technical, social and personal skills needed to successfully practice your profession. These competences are set out in close collaboration with the business community.

You learn and practice the skills in the various projects. In the third year you do a full-time, in-depth internship at a company for five months. Normally you do your internship in semester five, but you may do it in another period if that better suits the course of your studies. The internship is an important part of the degree course as it gives you intensive experience with the professional practice.

The internships are organised by the Business Relations and Placement Office of the school. This office is the first point of contact and information for students and lecturers when organising and planning an internship or graduation project.

The Business Relations and Placement Office can be reached at the following email addresses:

For Automotive Engineering students:

- internship: stage.automotive@han.nl
- graduation project: afstuderen.automotive@han.nl

And for all other Engineering students:

- praktijkbureau.engineering@han.nl

More information about internships can be found in Part 2 - chapter 9 of the EER.

3.5 How the professional field is involved

Professional advisory committees

In order to guarantee the quality of its degree courses, HAN attaches great importance to the opinion of experts in the professional field for which students are being trained. Each degree course has its own professional advisory committee for this purpose. These experts assemble at least twice a year in the meetings of the professional advisory committee.

External supervisors

The quality of examinations is monitored by the board of examiners and by external supervisors, who work in the professional field for which students are being trained.

The evaluation of the quality of the final assessment concerns in particular:

1. the quality of examination and assessment;
2. the quality of the students (achievement of the intended exit qualifications).
3. the organisational quality of the final assessment.

The external supervisors are present at graduation meetings. The Business Relations and Placement Office keeps an updated list of the names.

ACE Exam Supervisory Board

The three national Automotive Engineering degree courses have set up one joint Exam Supervisory Board via ACE. It visits the institutions in turn and monitors the quality of graduation assignments. The board reports on the degree courses and also provides them with advice.

3.6 Research groups and research centres

Our school has various research groups: Sustainable Energy, HAN Automotive Research, LEAN/World Class Performance, Control Systems Engineering, and the Professorship By Special Appointment: Reliable Power Supply.

- The Research Group for Sustainable Energy works on solutions in the sustainable energy supply within the energy transition. The employees at the research group will tackle problems in the sustainable energy supply, together with local companies and the university.
- The HAN Automotive Research Group (HAN-AR) focuses on the challenges in the area of environment, sustainability and connectivity in modern automotive engineering. The research group strengthens the connection between education and the professional field: students are directly involved in current, innovative topics from the field.
- The Research Group for LEAN/World Class Performance was set up by the HAN Lean-QRM Centre (HLQC). The HLQC is the knowledge centre in the area of Lean and QRM. Together with the business community and with the help of students, they carry out practice-based research. The knowledge gained is directly applied in the education and shared with the business community, also regionally.
- The Research Group for Control Systems Engineering contributes to a good balance between the supply and demand of energy. The research group mainly focuses on Smart Grids and Energy Systems in the Built Environment.
- The Professorship By Special Appointment for Reliable Power Supply focuses on the reliability and affordability of the electrical energy supply. A major challenge is the control of energy flows resulting from the generation of sustainable energy.

Knowledge centres:

The school participates in the national **Automotive Centre of Expertise ACE**:

Mobility is developing at a rapid pace. The future of road traffic requires smart and green solutions. The Dutch automotive industry and automotive degree courses play an important role here. The Automotive Centre of Expertise (ACE) will play a key role in this dynamic playing field with its strong network of a select group of prominent companies and organisations in the Dutch automotive industry as well as three universities of applied sciences. These are Fontys University of Applied Sciences, HAN University of Applied Sciences and Rotterdam University of Applied Sciences.

More information: <https://www.acemobility.nl/en/>

The **Sustainable Electrical Energy Centre of Expertise (SEECE)** forms part of our school:

SEECE works on the reliable, affordable, sustainable electricity supply of tomorrow. The centre of expertise is raising education and research to the next level and is increasing the number of highly trained energy technicians. SEECE is a growing network organisation that is recognised by the Dutch Ministry of Education, Culture and Science. About 40 companies, educational institutions and public authorities are affiliated with the centre of expertise.

More information: <https://specials.han.nl/sites/seece/over-seece-1/english/>

3.7 Options in your degree course

You have several opportunities to make your own choices during your studies. These are:

- Own choice of projects
- Flexible project or 40-hour activity
- Choice of graduation specialisation (not for all courses)
- Choice of a minor (30 ECTS credits)
- Own choice of graduation project

Below we explain the options in further detail:

Projects

From the second year, you work on project assignments from companies or research groups. The assignments give you the option to choose from various technical subjects. You can choose a project that best suits your interests.

Graduation specialisations

Automotive Engineering has six graduation specialisations. These include five technical areas of expertise and one in the field of engineering management. The first part of the degree is aimed at all six areas of expertise. In the second part, you choose one area of expertise as graduation specialisation.

1. Structural Design
2. Vehicle Technology
3. Business Management
4. Manufacturing
5. Powertrain
6. Vehicle Electronics & Control

Electrical and Electronic Engineering has two graduation specialisations. Starting in the second semester, you choose one of these two specialisations.

1. Industrial and Power Systems
2. Embedded Systems.

Industrial Design Engineering, Industrial Engineering & Management and Mechanical Engineering do not have different graduation specialisations.

The various graduation specialisations are described in chapter 9 of your degree course.

Flexible project (80 hours) or 40-hour activity

Automotive Engineering has a 40-hour activity and the other degree courses have a flexible project. Both can be devised as you see fit, but within the preconditions set by the degree course. 40-hour activities are usually activities for the degree course and the flexible project can be devised more broadly.

Minors

Our bachelor degrees consist of a major and a minor (see section 5.2). In addition to the major, which is the main specialisation, you get the chance to choose one elective semester: your minor. The minor you choose will depend on your ambitions and the opportunities you see or wish to create for yourself on the labour market. The minor always consists of 30 ECTS credits. You can choose a minor from the minors offered by HAN or a flexible minor.

Minors offered by HAN are divided into:

- specialisation minors, in which you further specialise within your professional profile;
- differentiation minors, in which you learn to look beyond the borders of your own profession.

The complete list of HAN's minor offerings can be found at <https://www.minoren-han.nl/en/> and is included in the HAN course catalogue in SIS, while the external minor offerings can be found on www.KiesOpMaat.nl (Select language "English"). These offerings consist of:

- minors at other universities of applied sciences in the Netherlands;
- transfer minors at universities, in which you prepare for a master degree course. For a complete overview of all transfer minors, go to <http://doorstroommatrix.nl>.

The School of Engineering and Automotive offers various minors that have been deemed suitable by the boards of examiners of the degree courses. These are shown in the table below. You register for a HAN minor in SIS.

Minor offerings of the School of Engineering and Automotive

Minor	Type	Level	Organised by degree course
Advanced Mobility	specialising	3	Automotive Engineering
Autotronics	specialising	3	Automotive Engineering
Internal Combustion Engines	specialising	3	Automotive Engineering
Light weight	specialising	3	Automotive Engineering
Powertrain	specialising	3	Automotive Engineering
Powerminor (only in Dutch)	specialising	3	Electrical and Electronic Engineering
Embedded Vision Design	specialising	3	Electrical and Electronic Engineering
World Class Performance / Lean Management	specialising	3	Industrial Engineering & Management
Machine Construction	specialising	3	Mechanical Engineering
Wind Energy Project Management	differentiating	3	Mechanical Engineering

In chapter 4 of Part 2 you can read more about the minors and the accompanying regulations. And in chapter 9 of

Part 2 you can find a detailed description of the minors of the degree course.

Graduation project

For the graduation project, you choose a project at a company or research group or you come up with your own proposal. The Business Relations and Placement Office offers a list with possibilities.

3.8 Quality assurance of the degree course

Your degree course conducts regular surveys of students on all kinds of issues relating to education in the broad sense of the word. Primarily on the actual course that you are taking during a particular period, but also, for instance, on study material, course planning and study tasks. Surveys are conducted using the 'HBO-Spiegel', a survey tool that is supplemented with class discussions and other means of communication.

4 The exit qualifications for your degree course and professional requirements

4.1 The professional field

The balanced combination of theoretical knowledge and practical skills gives you a broad expertise. The demand for technical engineers remains high. The degree is highly valued by both the private sector and the government.

The degree courses are mostly geared towards the design and manufacturing industry. Alumni therefore mostly end up working in the private sector (multinationals, medium-sized enterprises and small businesses) and to a lesser degree for inspection institutes and other government agencies or semi-public sector agencies.

Roles in which the profession is practised

Within the professional tasks included in the degree courses your focus can be purely technical and specialised (e.g. research, design and development), but you can also work in industrial engineering positions and, after a few years of work experience, in management positions. You can also start your own business or work abroad. Potential future roles include:

Automotive Engineering:

<i>Production industry:</i> <ul style="list-style-type: none">• Manager• Production Manager• Planner	<i>Quality / Advice:</i> <ul style="list-style-type: none">• Product Manager• Sales Engineer• Technical Purchaser• Account Manager• Business Development Manager	<i>Retail:</i> <ul style="list-style-type: none">• After Sales Manager• Technical Specialist• Manager• Field Service Engineer• Customer Relations Manager
<i>Engineering/Test Engineering:</i> <ul style="list-style-type: none">• Vehicle Test Engineer• Researcher• Test Engineer• Inspector	<i>Development:</i> <ul style="list-style-type: none">• Development Engineer• Design Engineer• Designer• Application Engineer	<i>Other positions:</i> <ul style="list-style-type: none">• Logistics Manager• Director• Independent Entrepreneur• Trainer• Consultant• Lecturer• Race Engineer

Electrical and Electronic Engineering:

- Product Designer
- Developer
- Consultant
- Test Engineer
- Service Engineer
- Team Leader
- Independent Entrepreneur

Industrial Design Engineering:

- Designer
- Engineer
- Project Manager
- Independent Entrepreneur

Industrial Engineering & Management:

- Project Manager
- Production Manager
- Department Head
- Quality Assurance Officer
- Product/Marketing Manager
- Business Consultant
- Independent Entrepreneur

Mechanical Engineering

- Design Engineer
- Designer
- Product Engineer
- Sales Engineer
- Energy Engineer
- Independent Entrepreneur

4.2 Professional requirements

Voluntary professional requirements (based on self-regulation) apply to your degree course and the degree course conforms to these.

They can be found in https://www.hbo-engineering.nl/asset/public/DE-profiel_vertaald-engels-versie-def.pdf.

The national HBO-Engineering network (<https://www.hbo-engineering.nl/>) has drawn up this national profile description. Also, the national consultation committee of each degree course has drawn up a Body of Knowledge and Skills per degree course. These can be found at: <https://www.hbo-engineering.nl/themas/competentieprofielen>. All degree courses in the country conform to these agreements as far as possible.

4.3 Exit qualifications and professional requirements

This section describes your exit qualifications at the end of the degree course. These exit qualifications are formally defined in the education and examination regulations and correspond with the professional requirements described in section 4.2.

When you graduate you conform with the exit qualifications of the degree course. In other words, you have certain (required) knowledge, understanding, skills and (if relevant) attitude, for the profession you have been educated for. The exit qualifications for your degree course are outlined below.

Nr.	Exit qualification	Description
1	Analysing an Engineering task entails identifying the problem or client needs, choosing the right design strategy or solution and conclusively charting the possible demands, objectives or conditions. For this a range of methods is employed, such as mathematical analysis, computer modelling, simulation and experimenting. Conditions in fields as (business) economy, commerce, society, health, safety and sustainability are also taken into account.	Analysis

Nr. Exit qualification	Description
2 Realising an Engineering design requires working together with both engineers and non-engineers. The design can be a machine, process or method and may be more than technical, requiring the engineer to understand the impact his design may have on society, public health, the environment, natural resources, public safety and commerce. The engineer draws on his methodological knowledge in realising a design. The design itself is a full and correct implementation of the programme of requirements.	Design
3 For the realisation and delivery of a product, service or process that meets the requirements set, the engineer must develop practical skills to solve Engineering issues through research and experiments. These skills include knowledge of material use and limitations, computer simulation models, Engineering processes, machines, technical literature and information sources. The graduate is also capable of recognising the (often non-technical) impact of his activities, with respect to ethics, the social environment and sustainability.	Realisation
4 The engineer allows a product, service or process to function at optimum level in its application context or working environment, while taking into account aspects as safety, environment and technical and economic life.	Control
5 The engineer directs organisational processes and manages the employees involved towards the objectives of the business unit or project.	Management
6 The engineer provides well substantiated advice on designing, improving or applying products, services or processes, and brings about profitable transactions involving goods or services.	Consultation
7 The engineer has a critical stance and an investigative attitude. He uses the appropriate methods and techniques for gathering and assessing information, in doing applied research. Examples of such methodology are literature research, designing and executing experiments, and interpreting data and computer simulations, which requires consulting data sets, standards and safety norms.	Research
8 The engineer gains and maintains the skills necessary for performing the competence effectively. These skills may be relevant in a broader setting. Among other things, this encompasses having an international orientation and a perspective on new developments, social norms and ethical dilemmas	Professionalisation

The level of the exit qualifications is geared to the Dublin Descriptors. As a result, our degree courses are guaranteed to be at the correct national and international level. The degree certificates meet all legal requirements and are therefore comparable with and equal to similar degree certificates from other universities of applied sciences in the Netherlands and abroad.

The domain competences of the Bachelor of Engineering correspond to the national and international standards for a bachelor level. The specification of how the Engineering domain competences relate to the Dublin descriptors is outlined below. The Dublin descriptors describe the internationally accepted attainment targets at all universities in Europe.

(Source: https://www.hbo-engineering.nl/asset/public/DE-profiel_vertaald-engels-versie-def.pdf)

Dublin descriptors

Engineering competences	Knowledge & understanding	Applying knowledge & understanding	Making judgements	Communication	Learning skills
1. Analysis	x	x	a,b	c,d	
2. Design	x	x	a,e	f	
3. Realisation	x	a,b	c	d	
4. Control	x	x	c	d	
5. Management	x	a	b	c,d,e	
6. Consultation	x	d	c	a,b,d,e	
7. Research	x	a	b	c,d,e	e
8. Professionalisation	x	x	a,b,c	d,f	x

An 'x' indicates that all behavioural characteristics of the engineering competence in question contribute to fulfilment of the Dublin descriptor. A letter (e.g. 'a') indicates that a particular behavioural characteristic of the engineering competence is related to the Dublin descriptor. The specification of the behavioural characteristics is provided in https://www.hbo-engineering.nl/asset/public/DE-profiel_vertaald-engels-versie-def.pdf.

An exit qualification is defined as a competence at a specific level that someone needs to have mastered at the end of his bachelor programme. The definition of these levels is listed below.

Level	
0	Intake level (HAVO* 5 / MBO† 4 exit level)
1	<p>Nature of the task: Straightforward, structured, involves direct application of familiar methods according to established standards</p> <p>Nature of the context: Familiar; straightforward, monodisciplinary</p> <p>Degree of independence: Directional supervision</p>
2	<p>Nature of the task: Complex, structured, involves application of familiar methods in dynamic situations</p> <p>Nature of the context: Familiar; complex, monodisciplinary, professional practice with supervision</p> <p>Degree of independence: Supervision if necessary</p>
3	<p>Nature of the task: Complex, unstructured, involves improving methods and adapting standards to the circumstances</p> <p>Nature of the context: Unfamiliar; complex, multidisciplinary, professional practice</p> <p>Degree of independence: Independent</p>

* Senior General Secondary Education

† Senior Secondary Vocational Education

The guideline for reaching a certain competence level is that at least two out three factors should be at that level, for instance 'type of task' and 'degree of independence'.

For every Engineering programme the minimum level for each of the eight competences has been set. The sum of

all competence levels must be at least 18:

Competence	Automotive Engineering	Electrical and Electronic Engineering	Industrial Design Engineering	Industrial Engineering & Management	Mechanical Engineering
1. Analysis	3	3	3	3	3
2. Design	2	3	3	2	3
3. Realisation	2	3	3	2	2
4. Control	2	2	1	2	2
5. Management	2	2	2	2	1
6. Consultation	2	1	2	2	2
7. Research	2	2	2	2	2
8. Professionalisation	3	2	2	3	3

5 Structure of a bachelor course at a university of applied sciences

This chapter gives a broad description of your degree course. Part 2 and Part 3 contain the rules and details.

5.1 Scope

A bachelor course at a university of applied sciences consists of a propaedeutic phase and a post-propaedeutic phase.

The scope of the degree course is represented in credits and study load. One credit is equal to 28 hours of study (this is an average indication). This is also stipulated in the Act.

The bachelor degrees have a study load of 240 credits

An abridged programme also has 240 ECTS credits, but the total duration of the degree course is shorter because there are exemptions for a specific group of students.

Fasttrack (Automotive Engineering MBO/HBO)

The Automotive Engineering degree course has set up a transfer programme together with ROC Rijn IJssel for students from VMBO-T. They can do an MBO-HBO course in 6 years, where they earn an MBO BOL4 diploma and an automotive bachelor degree.

This is described in more detail in chapter 3.3 of Part 2.

5.2 Major and minor

Bachelor degrees at HAN consist of a major and a minor. The major is your main specialisation, in which you develop your professional competences. The major consists of 210 credits. You also have the opportunity to deepen or to widen your knowledge, interests and capacities in a minor. A minor consists of 30 credits.

Course structure	Major	Minor	Total
Propaedeutic phase	60		60
Post-propaedeutic phase	150	30	180
Total	210	30	240

5.3 Propaedeutic and post-propaedeutic phase

The first year of your degree course is the propaedeutic phase. This phase has a study load of 60 credits.

The propaedeutic phase has three functions: an introductory function, a referring function and a selective function. These three functions are closely related. The propaedeutic phase gives you a good impression of the entire degree course.

1. It gives you insight into the course content. In that year you can decide for yourself whether the degree course matches your capacities and interests. This is the *introductory function* of the propaedeutic phase.
2. During this year you can decide whether to continue with the degree course. The study advice at the end of the propaedeutic phase helps with that decision. This is the *referring function* of the propaedeutic phase.

3. The propaedeutic phase has a *selective function*. This function is two-fold: on the one hand you decide whether you are suited to the course or not. On the other hand, the lecturers and examiners decide whether you are suited based on your study results. In doing so, they always consider the demands that will be placed on you in your future profession.

The propaedeutic phase is followed by the post-propaedeutic phase, also known as the main phase. In the post-propaedeutic phase, you go deeper into the material and work towards the exit qualifications of your bachelor course. Have you also passed all the exams in the post-propaedeutic phase? Then you conclude this phase and you have earned your bachelor degree. You receive your degree certificate.

6 Academic calendar

This chapter outlines the lecture days, lecture times and the holidays and lecture-free weeks.

6.1 Lecture days and lecture times

All classes last 45 minutes and are scheduled as follows:

Morning block:		Afternoon block:		Evening block:	
Period 01	09:00 – 09:45	Period 06	13:00 – 13:45	Period 12	17:45 – 18:30
Period 02	09:45 – 10:30	Period 07	13:45 – 14:30	Period 13	18:30 – 19:15
Period 03	10:45 – 11:30	Period 08	14:30 – 15:15	Period 14	19:15 – 20:00
Period 04	11:30 – 12:15	Period 09	15:30 – 16:15	Period 15	20:00 – 20:45
Period 05	12:15 – 13:00	Period 10	16:15 – 17:00	Period 16	20:45 – 21:30
		Period 11	17:00 – 17:45		

6.2 Holidays and lecture-free weeks

The calendar for this academic year can be found on HAN Insite.

It gives the lecture weeks and holidays. In addition, there are a number of lecture-free weeks. The lecture-free weeks may also contain study activities, such as a theme week and extra opportunities for exams. Keep this in mind.

The current [academic calendar](#) can be found on HAN Insite. This academic calendar gives the lecture weeks and holidays. There are also a number of lecture-free weeks in January, June, July and August. Study activities can also take place in lecture-free weeks, such as theme weeks and extra exam opportunities. Keep this in mind. The following addition to the HAN-wide academic calendar applies to your degree course:

2020-2021 academic calendar					
week	Date	Lecture week	Details	Start of Semester -	Start of Period - Exams
34	17-Aug-20	Intro 1	Resits/start of academic year		
35	24-Aug-20	Intro 2	Introduction		
36	31-Aug-20	1.01	Start 2020-2021 academic year	Start 1st semester	Start Period 1
37	7-Sep-20	1.02			
38	14-Sep-20	1.03			
39	21-Sep-20	1.04	Exam registration		
40	28-Sep-20	1.05			
41	5-Oct-20	1.06			
42	12-Oct-20	1.07			
43	19-Oct-20	Lecture-free period	Autumn holiday		19 to 25 October 2020

44	26-Oct-20	1.08		Exam week	Automotive Engineering: P1 exams Engineering: P1 exams
45	2-Nov-20	1.09		Exam week	Automotive Engineering: P1 exams
46	9-Nov-20	2.01			Start Period 2
47	16-Nov-20	2.02			
48	23-Nov-20	2.03			
49	30-Nov-20	2.04		Exam registration	
50	7-Dec-20	2.05			
51	14-Dec-20	2.06			
52	21-Dec-20	Lecture-free period	Christmas holiday		21 December to 3 January
53	28-Dec-20	Lecture-free period	Christmas holiday		1st and 2nd Christmas day, 24 and 25 December, 1 January
1	4-Jan-21	2.07			
2	11-Jan-21	2.08		Exam week	Engineering: P2 exams
3	18-Jan-21	2.09		Exam week	Automotive Engineering: P1 resits Engineering: 1st-year P1 resits
4	25-Jan-21	2.10		Exam week	Automotive Engineering: P2 exams
5	1-Feb-21	3.01		Start 2nd semester	Start 2nd semester Start Period 3
6	8-Feb-21	3.02			
7	15-Feb-21	Lecture-free period	Spring holiday		15 to 21 February
8	22-Feb-21	3.03			
9	1-Mar-21	3.04		Exam registration	
10	8-Mar-21	3.05			
11	15-Mar-21	3.06			
12	22-Mar-21	3.07			
13	29-Mar-21	3.08		Exam week	Automotive Engineering: P2 resits Engineering: P3 exams
				Good Friday	2 April
14	5-Apr-21	3.09		Exam week	Automotive Engineering: P3 exams Engineering: 1st-year P2 resits
				Easter Monday	5 April
15	12-Apr-21	4.01			Start Period 4
16	19-Apr-21	4.02			
17	26-Apr-21	4.03		King's Day	27 April
18	3-May-21	Lecture-free period	May holiday		3 to 9 May, Liberation Day, 5 May
19	10-May-21	4.04		Exam registration	
				Ascension Day and day off	13 and 14 May

20	17-May-21	4.05	Exam week	Engineering: 1st-year P3 resits
21	24-May-21	4.06	Exam week	Engineering: 1st-year P3 resits
			Whit Monday	24 May
22	31-May-21	4.07	Exam week	Engineering: 1st-year P3 resits
23	7-Jun-21	4.08	Exam week	Automotive Engineering: P3 resits Engineering: P4 exams
24	14-Jun-21	4.09	Exam week Exam registration	Automotive Engineering: P4 exams Engineering: registration for 1st-year resits
25	21-Jun-21	4.10	Exam registration	
26	28-Jun-21	4.11	Exam week	Automotive Engineering: P4 resits Engineering: main phase resits S1 and 1st-year resits P4
27	5-Jul-21	4.12	Exam week End of academic year	Engineering: registration for main phase S1 resits
28	12-Jul-21	Lecture-free period	Summer holiday	12 July to 15 August 2018
29	19-Jul-21	Lecture-free period	Summer holiday	
30	26-Jul-21	Lecture-free period	Summer holiday	
31	2-Aug-21	Lecture-free period	Summer holiday	
32	9-Aug-21	Lecture-free period	Summer holiday	
33	16-Aug-21	Intro 1	Resits/start of academic year	Engineering: main phase S2 resits
34	23-Aug-21	Intro 2	Introduction	
35	30-Aug-21	1.1	Monday 30 August 2021	Start 2021-2022 academic year – Start Period 1

7 HAN organisation

This chapter gives information about the organisation of HAN. Here you also find information on participation, quality assurance and the facilities you as a student can use.

7.1 Schools

At HAN, the degree courses are divided over 14 schools:
Your degree course belongs to the school of Engineering and Automotive
More information about the schools can be found on our website.

7.2 Management and organisation of the school

HAN Insite provides information about the set-up, organisation and staff of your degree course, and about the school they belong to: www.han.nl/insite.

7.2.1 Board of examiners and examiners

The members of the board of examiners can be found on: Automotive:
<https://www1.han.nl/insite/international/programs/bachelor/automotive-engineering/fulltime/exams-and-board-of-examiners/index.xml> | Engineering:
<https://www1.han.nl/insite/international/programs/bachelor/electrical-and-electronic-engineering/fulltime/exams-and-board-of-examiners/index.xml>

You can contact the board of examiners for your degree course via the board of examiners secretarial office.
examencommissie.automotive@han.nl of examencommissie.engineering@han.nl.

The members of the board of examiners are appointed by the HAN Executive Board.

The tasks and responsibilities of our board of examiners can be found in the Regulations of the Board of Examiners. These include additional rules regarding assessment and examination in so far as these are within the powers of the board of examiners. See also the Regulations of the Board of Examiners in Part 3 of this degree statute.

The board of examiners decides, among other things, whether you meet the conditions set out in the education and examination regulations. You must have the required knowledge, understanding and skills. Once you do, your certificate will be issued.

The board of examiners appoints examiners for each exam. One or more appointed examiners administer that exam and determine the results.

Other duties and powers of the board of examiners include:

- Assuring exam quality.
- Granting exemptions.
- Handling requests for extra exam opportunities.
- Handling requests for modified exam formats.
- Handling requests for flexible minors.
- Handling complaints.

Your degree course has appointed (an) external supervisor(s). An external supervisor evaluates whether the quality of the final assessment of the bachelor degree is sufficient. The external supervisor is not an examiner.

You can find all the further rules on exams and final assessments that apply to you in the education and examination regulations. For rules on the organisation of exams and final assessments, please refer to the exam regulations (see

Part 3).

7.2.2 Participation and consultation

Below is a short overview of the HAN committees and councils. They discuss and also influence the policies and decisions made at HAN.

7.2.2.1 Degree committee

Each degree course or group of courses has a degree committee. A degree committee consists of an equal number of staff members and students. The degree committee advises the degree course about promoting and guaranteeing the quality of the degree course. Each year it also evaluates the degree course's compliance with the education and examination regulations. The degree committee also has a right of consent and advisory rights. Through this committee, you can contribute ideas and make decisions about the curriculum and organisation of your degree course.

Would you like to become a member of the degree committee? You can request more information from opleidingscommissie.automotive@han.nl or opleidingscommissie.engineering@han.nl. The degree committee has its own regulations (see Part 3).

7.2.2.2 School council

Each school has its own school council. This council has the right to discuss all matters concerning the school and to ask the dean about these matters. The council also has the right to be consulted on school policies. The school council gives you the opportunity to contribute ideas and decide on school policies.

Would you like to know more about the school council? Contact the school council secretarial office: academieraad.aea@han.nl

7.2.2.3 Participation council

The participation council allows staff and students to participate at HAN level. This council has a right of consent on certain aspects of policy, on the main features of the institution budget, the general applicable part of the education and examination regulations and more. The participation council has an equal number of students and staff. The participation council deals with general HAN policy.

Would you like to join the participation council? You can ask for more information from the secretarial office for the participation council: secretariaat.mr@han.nl. Would you like to learn more about the participation council? Go to <https://www.han.nl/over-de-han/organisatie/bestuur/medezeggenschap/index.xml>.

7.3 Student facilities

7.3.1 Support

As a student, you can rely on good coaching during your academic career. Within your degree course, you and your study coach look at what coaching you need, your study progress and your career development. We look at your talents, ambitions and support needs. In addition to the coaching offered by your degree course, you can use the services offered by HAN Study Success. This is a team of experts who work together on one goal: your growth as a student.

7.3.1.1 HAN Study Success

As a student, you can contact HAN Study Success for support, advice, training and coaching. This is a network of experts in various areas of student supervision. They have expertise in:

- Study skills, language skills and personal development.
- Degree transfers and study delays.
- Psychological support.
- Student grants, support funds and support and questions about finances.
- Studying with a functional disability, chronic illness or pregnancy.
- Choice of degree and further studies.
- Various statutory and university of applied sciences regulations.
- Complaints, objections and appeals procedures.
- Studying as an elite athlete.
- Purpose and spirituality.

I: https://www1.han.nl/insite/studiesucces/home_opl.xml?

7.3.1.2 HAN Language Center

HAN Language Center can help you with all your language and translation needs. You can also sign up for various language courses, coaching sessions or workshops. HAN students receive a discount on all foreign language courses.

At HAN Language Center you can also take a writing or spelling course. There is also a special course (in Dutch) for students with dyslexia. The courses are intended for both Dutch and international students.

T: (024) 353 03 04

E: talencentrum@han.nl

I: <https://www.han.nl/werken-en-leren/vakgebieden/talen/>

7.3.1.3 Confidential counsellors

At HAN we treat each other respectfully. Unfortunately, incidents can occur in which you as a student or staff member have to deal with unacceptable and/or disruptive behaviour. If this happens, contact one of the confidential counsellors to discuss what you can do about it. You can choose which confidential counsellor you speak to. More information and the contact details of the confidential counsellors can be found on HAN Insite:

<https://www1.han.nl/insite/rondomhetwerk/Vertrouwenspersonen.xml?>

7.3.1.4 Complaints and Disputes Office

Do you have a complaint, dispute, objection or appeal? The first step is to try to work it out together, possibly with the support of the personal tutor. If this does not help, you submit a complaint to the Complaints and Disputes Office. The Complaints and Disputes Office ensures that complaints and letters of appeal are delivered to the right persons within the HAN organisation. The office also takes care of the secretarial duties of the Examination Appeals Board.

E: Bureau.klachtengeschil@han.nl

T: 026-3691504

A: Verlengde Groenestraat 75 Nijmegen / Postbus 6960, 6503 CD NIJMEGEN

I: https://www1.han.nl/insite/rondomdestudie/Bureau_Klachten_en_Geschillen.xml?sitedir=/insite/rondomdestudie

7.3.1.5 Ombudsman

Do you have a complaint that does not fall under the existing complaints and appeals procedures? Then you can turn to an independent ombudsman. The ombudsman has a mediatory role.

E: ombudsman@han.nl

I: https://www1.han.nl/insite/randomdestudie/Bureau_Klachten_en_Geschillen.xml?sitedir=/insite/randomdestudie

7.3.2 Information facilities

7.3.2.1 Student Affairs Enquiry Desk

Do you have questions about your degree course? For example, about enrolment, payment of tuition fees, examinations, lecture timetables or the study information system (SIS)? You can ask the staff at the Student Affairs Enquiry Desk. Find out more about this on <https://www.han.nl/studeren/>.

7.3.2.2 Study and Multimedia Centres

Here you can search for paper and digital sources, or find a quiet place to work. You also have access to DVDs, CDs, CD-ROMs, digital information sources and online videos. For more information about opening hours, phone numbers etc., visit the study and multimedia centres website:

I: www.han.nl/studiecentra.

7.3.2.3 HAN Information Centre

The staff at the HAN Information Centre can tell you everything about degree courses, forms of collaboration, promotional activities and the organisation of the entire HAN.

Opening hours: Monday to Friday 9.00 - 16.30 (until 15.00 during holidays)

I: www.han.nl/contact

7.3.2.4 International Office

HAN is also active internationally. The activities are extremely varied. For example, International Office works on internationalisation of the curriculum, expanding the international network of partner universities, studying abroad for HAN students and lecturer exchanges. International Office also coordinates HAN's efforts in three important work placement projects for community work in South Africa, India and Curacao. Finally, International Office offers practical support regarding scholarships (including Erasmus+) and filling in forms such as the Learning Agreement. The International Office is also the first point of contact for international students. The International Office is located in Arnhem (Ruitenberglaan 31) and Nijmegen (Kapittelweg 33). Drop by to ask your questions or visit the Insite page of the [International Office](#).

I: https://www1.han.nl/insite/internationaloffice/home_opl.xml? (NL)

I: https://www1.han.nl/insite/internationaloffice_english/home_opl.xml (EN)

7.3.3 Other facilities and services

7.3.3.1 Sports facilities

As a HAN student you can purchase a sports card. This allows you to use the sports facilities of HAN Seneca (the HAN centre for sport and health), the sports facilities of the Arnhem council and the sports facilities of Radboud University Nijmegen.

For more information, see:

I: <https://www.han.nl/studeren/voltijd/tijdens-je-studie/naast-de-studie/sporten/index.xml>

7.3.3.2 HAN Employment

HAN Employment mediates between employers and jobseekers doing a work-study or part-time degree course.

HAN Employment also publishes vacancies for alumni.

HAN Employment offers companies the opportunity to post vacancies on the job bank.

Students doing work-study and part-time degree courses are offered training sessions (SollicitatieBoost) and network sessions (Meet & Match).

I: www.hanemployment.nl

7.3.3.3 Entrepreneurship (HAN Centre for Valorisation and Entrepreneurship)

Students with entrepreneurial ambitions can come here for coaching/starter supervision, entrepreneurship education, help in applying for financing, networking and entrepreneurial events. You can also contact the centre about doing an internship or graduation assignment in your own company. And HAN offers various minors on entrepreneurship.

I: www.han.nl/ondernemerschap

7.3.3.4 Health and safety for students

Would you like to know more about the rules for safe and healthy work practices at HAN? Or do you want to know which resources we have in this area? Go to the special page for students on Insite Arbo:

https://www1.han.nl/insite/pz_new/arbo/content/Studenten.xml?sitedir=/insite/pz_new/arbo.

PART 2 Education and Examination Regulations

1 About the education and examination regulations

These education and examination regulations are included in the degree statute that apply to your degree course. The education and examination regulations are laid down each academic year. The education and examination regulations cover the education, exams and final assessments for your degree course and your rights and obligations.

1.1 Term and definitions

The terms and definitions used in these education and examination regulations are given below:

School	An organisational unit with interconnected degree courses, research and knowledge services.
Graduation specialisation	A specialisation within a degree course as defined in the education and examination regulations.
Assessment criteria	Clearly defined and unambiguous standards that can be used to give a motivated assessment of whether and to what extent a student meets the required level of knowledge, understanding and skills and (if relevant) attitude assessed in an exam or modular exam.
Assessment dimensions	Assessment dimensions give a global description of the aspects on which a student's performance and/or the resulting products should be assessed. These descriptions need to be global because the assessment dimensions should apply to any type of student performance that demonstrates their qualification.
Professional task	A meaningful, complete task as carried out in all its complexity by a professional practitioner in an actual professional setting with all its complexities.
Professional requirements	Well-defined qualifications regarding the knowledge, understanding and skills and (if relevant) the attitude a student needs to carry out the profession they are studying for.
BRIN number	The Basisregistratie Instellingen (BRIN) is a database for educational institutions that is published by the Dutch Ministry of Education, Culture and Science. It contains all schools and related institutions. Each educational institution is identified in the database with a number. The BRIN number for HAN is 25KB.
Examination Appeals Board	This is the board referred to in article 7.60 of the Act (Higher Education and Research Act). The board deals with appeals submitted by students against decisions made by HAN. The Regulations for the Examination Appeals Board are included in the HAN Student Charter.
CROHO	CROHO is the central register for degree courses in higher education.

D-stream	This is a customised study programme that has the same exit qualifications, assessment dimensions and assessment criteria for units of study as the standard programme (A track). It allows a student to following their own study track in continuous consultation with examiners, lecturers and classmates.
Exit qualifications	Well-defined outcomes regarding the knowledge, understanding and skills and (if relevant) the attitude a student should acquire by the time they complete their degree course.
Recognition of Prior Learning	Recognition of prior learning gained outside the degree course that leads to a Certificate of Prior Learning from the Nationaal Kenniscentrum EVC, the national research centre for the recognition of prior learning. Recognition of prior learning can lead to exemption from exams and modular exams related to the unit(s) of learning outcomes or unit(s) of study for those learning components.
External student	A person enrolled at a university or university of applied sciences who can participate in exams and final assessments but not in the education or supervision.
HAN	HAN University of Applied Sciences This abbreviation is used in internal documents to improve the readability of documents.
Honours programme	A specialisation or differentiation programme for students who are capable of and want to do more than what is offered in the standard study programme. An honours programme has an additional study load of 22.5 credits or more.
Head examiner	Appointed by the board of examiners as the head examiner responsible for the results of an exam and assessment in cases where more than one examiner has been appointed for an exam.
Degree format	The manner in which a degree is organised: full-time, part-time or work-study.
Elective unit	A unit of study that can be chosen from two or more elective units. Once selected, the unit becomes part of the student's study programme and final assessment. The exams for the non-mandatory elective units that the student did not select do not need to be taken for the final assessment.
Learning outcome	A measurable result of learning experiences.
Exams taken independently of the standard programme	An exam or modular exam for which a student did not follow the corresponding study programme. Instead, the student is assessed on whether they possess the related competences, regardless of where the knowledge, understanding, skills and (if relevant) attitude required for the exam or modular exam were acquired.
Major	The core 210 credits of a bachelor degree. During the major a student acquires the qualifications needed to graduate for a university of applied sciences bachelor degree and meet the professional requirements.

Minor	The part of the post-propaedeutic phase of the bachelor degree that is aimed at specialisation or differentiation within the degree. The minor has a study load of 30 credits.
Module	An internally coherent and to some extent independent part of a work-study degree course. A module consists of one or more units of study and is aimed at a realistic cluster of qualifications derived from professional practice.
Module certificate	Written statement by the board of examiners that a student has successfully completed a module in the part-time or work-study course.
Unit of study	A basic unit of HAN education that is aimed at achieving clearly defined objectives in terms of knowledge, understanding, skills and (if relevant) attitude. These are assessed in an exam and awarded a certain number of credits.
Degree committee	The statutory public participation body as referred to in art 10.3c of the Act, which is responsible for e.g. guaranteeing the quality of the degree courses listed in Part 2, chapter 1.
SIS	The HAN study information system.
Student	A person enrolled as a student in a degree course at HAN with the aim of participating in education and exams.
Study coach / learning team coach / study career coach	A staff member responsible for the study coaching of one or more students.
Study load in hours	Study load in hours is used to express the scope (number of study hours) of each unit of study.
Academic year	The period starting on 1 September and ending on 31 August of the following year.
Credit	One credit is equal to 28 hours of study (this is an average indication).
Study progress requirement	The standard that the degree course sets and that the student must meet in order to receive positive study advice.
Talent programme	A specialisation or differentiation programme for students who are capable of and want to do more than what is offered in the standard study programme. A talent programme has an additional study load of less than 22.5 credits.
Exam	A test of the student's knowledge, understanding, skills and (if relevant) attitude in conjunction with each other. Also, the assessment of the results of that test. The exam is the concluding component of a unit of study.
Track	A track within a degree course that has the same requirements as the degree course in terms of study load and the quality of knowledge, understanding and skills needed to complete the degree.

Exemption	A decision made by the board of examiners that a student does not have to take exam(s) relating to one or more specific units of study. This decision is based on the board's opinion that the student has already sufficiently mastered the required knowledge, understanding, competences and/or skills and (if relevant) attitude.
Act	Higher Education and Research Act (in Dutch: <i>Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek</i>).

Other terms and definitions have the meanings given to them in the national laws and regulations.

The enrolment regulations contain the cases in which you are allowed to do a 21+ entry assessment, and the procedure for this assessment.

The entry assessment will include the following components and requirements:

- sufficient [Dutch/English] proficiency to start the degree course;
- [The department enters degree-specific components and requirements for the entry assessment.]

1.2 Which degree courses do these education and examination regulations apply to?

These are the education and examination regulations, as defined in article 7.13 of the Act, for the following HAN degree(s):

Degree course	Degree format	CROHO number	Degree and title after graduation
Automotive Engineering	full-time	30018	Bachelor of Science
Electrical and Electronic Engineering	full-time	34267	Bachelor of Science
Industrial Design Engineering	full-time	34389	Bachelor of Science
Industrial Engineering & Management	full-time	34421	Bachelor of Science
Mechanical Engineering	full-time	34280	Bachelor of Science

The part-time and work-study degree format(s) part-time degree formats of the degree courses are is/are participating in the experiment for enhancing flexibility in Dutch higher education based on article 1.7a of the Act. This format is not set out in these education and examination regulations, but in het "Opleidingsstatuut voor de aan het experiment leeruitkomsten deelnemende deeltijdse bacheloropleidingen Automotive Elektrotechniek Technische Bedrijfskunde en Werktuigbouwkunde van HAN University of Applied Sciences Studiejaar 2020-2021"

These education and examination regulations do not apply to the associate degree courses.

1.3 Which education and examination regulations apply to you?

At HAN, the education and examination regulations are renewed every year. This does not mean everything changes each year. Generally only a small number of changes are made to the study programme and organisation. Changes made to the education and examination regulations do not apply to events or matters in the past, but only to the new academic year. Special rules may apply when switching from "earlier" education and examination regulations to new education and examination regulations. These rules can be found in the transitional regulations: Part 2 chapter 11

Only in exceptional cases are changes needed to the education and examination regulations during an academic year. Changes can only be made during an academic year if this is reasonably necessary and does not disadvantage the students. Transitional regulations may also apply in these cases: see Part 2, chapter 11.

In cases not provided for in these Education and Examination Regulations, the dean will decide. If a case is subject to the authority of the board of examiners, a decision will be made by the chair of that board of examiners. Those with an interest in the decision will be informed of that decision within four weeks.

2 Regulations concerning admission

The general HAN rules for applications, admission, educational requirements, selection and enrolment can be found in the Enrolment Regulations.

This chapter contains rules that apply specifically to the deficiency tests, the 21+ entry assessment and the extra, personal contribution required by some courses.

2.1 You do not meet the additional education requirements (deficiency)

2.1.1 You have a HAVO, VWO or MBO-4 diploma, but do not meet the additional education requirements

Do you have a HAVO, VWO or MBO-4 diploma, but not with the profiles, subjects or course components required for the degree course based on ministerial policy? In that case, you can take one of more deficiency tests at the level of the HAVO exams or MBO-4 exams. The degree course uses the following deficiency exam(s):

Automotive Engineering: mathematics and physics

Electrical and Electronic Engineering: mathematics and physics

Industrial Design Engineering: mathematics and physics

Industrial Engineering & Management: mathematics and physics

Mechanical Engineering: mathematics

2.1.2 Enrolment based on another diploma, but you do not meet the additional education requirements

Are you exempted from the education requirements because you have already earned an associate, bachelor or master degree, or because you have earned a diploma designated as at least equivalent according to a ministerial regulation or a decision by or on behalf of the Executive Board? Then you are NOT exempted from the (special) further prior education requirements (the required profiles, subjects or course components established by a ministerial regulation). That is why you still have to take the deficiency exams.

You may only be enrolled in the degree course if you have passed the deficiency exam(s).

The degree course uses the following deficiency exam(s):

Automotive Engineering: mathematics and physics

Electrical and Electronic Engineering: mathematics and physics

Industrial Design Engineering: mathematics and physics

Industrial Engineering & Management: mathematics and physics

Mechanical Engineering: mathematics

2.2 You do not meet the legal education requirements: 21+ entry assessment

The enrolment regulations contain the cases in which you are allowed to do a 21+ entry assessment, and the procedure for this assessment.

The entry assessment will include the following components and requirements:

sufficient English proficiency to start the degree course;

The department enters degree-specific components and requirements for the entry assessment

Automotive Engineering: mathematics and physics

Electrical and Electronic Engineering: mathematics and physics

Industrial Design Engineering: mathematics and physics

Industrial Engineering & Management: mathematics and physics

Mechanical Engineering: mathematics

2.3 Network requirements for part-time degree course(s)

Not applicable

2.4 Work-learning contract for the work-study degree format

Not applicable

2.5 Extra contribution

Based on article 7.50 of the Act, at HAN you may have to pay an extra contribution for your enrolment in the degree course (in addition to your tuition fee). This is to cover certain costs directly related to the degree course.

The table in Part 2, chapter 9 also gives the contribution required for specific units of study along with their free alternatives.

For the Automotive Engineering course we ask you to contribute to travel expenses for some of our excursions.

HAN may grant you financial compensation for these costs if you would otherwise not be able to enrol because you lack the funds. You can contact one of the student counsellors (see:

https://www1.han.nl/insite/student-support/content/Campus_counsellors.xml?layout=standard&sitedir=/insite/student-support) to apply for this financial compensation.

Please note: costs for learning resources and other materials you need to purchase for the degree course do not fall under the extra contribution described here.

3 Description of the degree course

In this chapter you can read about the format in which the degree course is offered, where it is taught and how it is organised. You can also read what the study load is for the degree course and what options there are to do a special track within the degree course. This chapter contains a general description. Part 2, chapter 9 describes the exact content of the degree course.

3.1 Structure and formats of the degree course

3.1.1 Degree course structure

A degree course is a coherent set of units of study.

The study load of a degree course is represented in credits. One credit is equal to 28 hours of study (this is an average indication).

The bachelor degree has a study load of 240 credits, of which 60 are in the propaedeutic phase and 180 in the post-propaedeutic phase.

The degree course is divided into a major and a minor. The major and minor have a combined study load of 240 credits.

The purpose of the major is for you to gain the qualifications you need to graduate from a university of applied sciences at a bachelor level, so you are qualified to practice your profession. The qualifications are determined in the descriptions of the education in Part 2, chapter 9.

The aim of the minor is specialisation and/or differentiation. See also Part 2, chapter 4.

Each academic year is structured so it contains a study load of 60 credits.

You can take your degree course in the following formats:

Full-time

Part-time

At location: Arnhem

3.1.2 Structure of the work-study degree format

Not applicable

3.2 Degree tracks

3.2.1 Standard track

The standard track of the bachelor course is Dutch-taught. It comprises 240 credits, divided over 4 years of study, which means 60 credits each year.

The degree course is made up of units of study worth at least 2.5 credits.

Not applicable

3.2.2 Tracks, units of study, modules and minors in a language other than Dutch

The degree course has an English track in addition to the main Dutch format.

Your degree course also offers units of study, modules and/or minors in a language other than Dutch. You can find the study components that are offered in another language and the language requirements for those units in the overview of units of study in Part 2, chapter 9.

3.3 Tracks with a special feature

Tracks with special features deviate from the standard track of the university of applied sciences bachelor degree described in 3.2.1. Your degree course offers the following special degree tracks:

Participation in tracks with a special feature is never mandatory. It is an extra opportunity the degree course offers you.

These tracks are described in more detail in the sections below. For the exact contents, see Part 2, chapter 9.

An abridged track for the Automotive Engineering degree course: Fasttrack Automotive Engineering MBO-HBO.

3.3.1 Fast track

Not applicable

3.3.2 Abridged track

The study load for the abridged track is 240 credits. It is referred to as abridged because exemptions that are granted make it possible for the degree to be completed in less than 4 years.

You can do an abridged track if you have:

- a related MBO diploma
- a related associate degree (see 3.3.3)
- a degree certificate from a university or university of applied sciences or a statement of related exams taken at a university or university of applied sciences

The following conditions also apply:

Fasttrack Automotive Engineering MBO-HBO

The Automotive Engineering degree course has set up a transfer programme together with ROC Rijn IJssel for students from VMBO-T. They can do an MBO-HBO course in 6 years, where they earn an MBO BOL4 diploma and an automotive engineering bachelor degree.

See appendix 3 of the Regulations of the Board of Examiners.

3.3.3 Abridged track from associate degree to bachelor degree

Not applicable

3.3.4 Track for elite athletes

Not applicable

3.3.5 D-stream

Not applicable

3.3.6 Combined track

Not applicable

3.3.7 Other special track

Not applicable

3.4 Options in your degree course

The degree course offers you the following options within the course:

- participation in the minor (see Part 2, chapter 4)
- participation in a graduation specialisation

3.4.1 Elective units

Not applicable

3.4.2 Graduation specialisation

Automotive Engineering has six graduation specialisations. You can choose one of the following graduation specialisations:

1. Structural Design
2. Vehicle Technology
3. Business Management
4. Manufacturing
5. Powertrain
6. Vehicle Electronics & Control

Electrical and Electronic Engineering has two graduation specialisations. You can choose one of the following graduation specialisations:

1. Industrial and Power Systems
2. Embedded Systems.

Industrial Design Engineering, Industrial Engineering & Management and Mechanical Engineering do not have different graduation specialisations.

Part 2, chapter 9, describes the graduation specialisations, with the corresponding units of study, exams and modular exams, and modules. The 'entrance requirements' for the graduation specialisation are also stipulated here.

3.5 If the content or structure of your degree course changes

We regularly change or update components of the study programme so we can guarantee the quality of the degree course and the value of your degree certificate. This means the education and examination regulations for a following academic year may contain changes to the study programme you will be doing.

Changes to the study programme can have certain consequences. If you fall behind in your studies, for example, you may need to pass a different exam than you initially thought. A change may also mean an exam is still offered, but you can no longer attend the classes for that particular component.

A change cannot mean that units of study or exams/modular exams you have already passed no longer count towards your final assessment for the propaedeutic or bachelor phase. The law only allows this in highly exceptional cases.

The transitional regulations in Part 2, chapter 11, stipulate where needed how this works for each change made to the study programme.

4 Minors

4.1 Minor

The aim of the minor is specialisation and/or differentiation. A minor has a study load of 30 credits and consists of one or more units of study or units of learning outcomes.

The minor is part of the post-propaedeutic phase. This chapter explains how the minors are offered and how you can get approval to take a minor of your choice.

You can choose between a HAN minor or a flexible minor.

4.1.1 HAN minors

The quality of all minors offered by HAN is assessed by the HAN minor committee. Not all minors are open to all students. Access depends on the target group, the entry requirements for the minor and the time at when these are offered.

The minors offered by your degree course are described in Part 2, chapter 9.

You can also choose a minor from another HAN degree course. You can find the overview of HAN minors and their entry requirements here: www.minoren-han.nl.

If you choose a HAN minor, you will need approval from your course's board of examiners. The board of examiners determines whether the minor is suitable for your degree course, fits within the professional profile and has the right level (differentiation/specialisation). The board also looks at whether there is any overlap between the minor and major part of your degree course. HAN minors offered by your own degree course or a different HAN degree course are listed in the minor overview on www.minoren-han.nl. The minors that are suitable for your degree course have already been approved by the board of examiners. The list of minors approved by the board of examiners for your degree course can be found at For Automotive:

<https://www.kiesopmaat.nl/modules/?sortBy=title&mode=f&org=han&q=automotive> | For Engineering:

<https://www.kiesopmaat.nl/modules/?sortBy=title&org=han&mode=f&q=engineering&page=1>.

You can enrol for these minors on Studyinformationsystem. After this: SIS.

Capacity limits may apply for HAN minors. You can find the descriptions for the minors in Part 2, chapter 9 of this statute or the degree statute for the degree course offering the minor.

4.1.2 The flexible minor

A flexible minor is a minor that you:

- take at another educational institution;
- have composed from parts of minors or other units of study or units of learning outcomes at one or more HAN schools or at another educational institution.
- complete by doing a module offered in either a part-time or work-study course at HAN or another institution of higher education.

Minors from other universities of applied sciences and from the universities in the Netherlands can be found on 'Kies op maat', www.kiesopmaat.nl. This website lists the minors and explains how you can enrol.

If you want to do a flexible minor, you need approval from the board of examiners for your degree course. The learning team coach or study career coach will assist you in your application.

The board of examiners will assess your application within 6 work weeks.

Your application will be assessed based on following criteria:

- whether the minor fits within the professional profile for the degree course;
- whether the minor does not overlap with the major;
- whether the minor has the correct level;
- whether the minor has sufficient specialisation and/or differentiation;
- whether the quality of the exams and assessments in the minor is sufficient;
- whether there is sufficient coherency between the separate units of study;

If the board of examiners judges that the minor meets these criteria, they will give you approval to take the minor. When they do this, they also appoint the examiners.

For more information and the application form, go to HAN Insite:

I: https://www1.han.nl/insite/randomdestudie/Aanvragen_Vrije_Minor.xml?a=b&sitedir=self&profiel_select=Insite

You can also do your minor by studying abroad for a period. If you choose a foreign minor, the board of examiners for your degree course will give its approval based on the same criteria. Are you interested in doing a minor abroad? You can contact the coordinator for internationalisation for your degree course or you can contact the International Office.

4.1.3 Exemption for the minor

You can also submit an application to the board of examiners for an exemption from the exams for the minor if you have successfully passed a minor elsewhere, you have earned credits for units of study that could jointly form a minor, or you have a statement with a recognition of prior learning that could be recognised as a minor. The board of examiners decides on these applications within six weeks, based on the criteria listed in Part 2, chapter 8.

5 Extra study

5.1 Possibilities for extra education

As a student you can take one or more extra programmes, modules or units of study or units of learning outcomes at HAN. If you choose to do this, you will be expanding your study load. You can do this by taking one of the following at HAN:

- an extra unit of study or unit of learning outcomes;
- an extra module;
- an extra minor;
- an honours programme or talent programme and/or;
- a bridging programme (or part of a bridging programme) for a related master degree.

Capacity limits may apply for participation in an extra unit of study or unit of learning outcomes, an extra module and an extra minor, and may mean priority is given to the students from the corresponding degree course.

If you would like to do extra study, please contact your learning team coach or study career coach.

You do not need approval from the board of examiners to participate in an extra unit of study, an extra module or an extra minor.

5.2 Honours programme

Not applicable

5.3 Talent programme

Not applicable

5.4 Bridging programme

A bridging programme is an extra study course that allows you to continue your studies in a related master degree at a university or university of applied sciences.

Part 2, chapter 9 describes which units of study and which exams comprise the bridging programme, as well as how your department helps students continue their studies in a master degree.

The Master in Engineering Systems consists of the master tracks:

- Automotive Systems
- Control Systems
- Lean Engineering
- Embedded Systems
- Sustainable Energy

direct connection with your bachelor degree, no bridging programme required.

You also need sufficient knowledge of English. If this is not yet the case, you can go to a language school, e.g. HAN Language Centre. More info about the Master in Engineering Systems: Kea.Bouwman@han.nl.

Some universities offer transfer minors which you can follow if you want to do a master at a university. You can find a complete overview of all the transfer possibilities after your bachelor course at: <http://doorstroommatrix.nl>

Available transfer minors can be found at www.kiesopmaat.nl under the offerings of the relevant university. The

University of Twente offers various possibilities for students with an bachelor degree in engineering, such as:

- Transfer minor / doorstroomminor Industrial Design Engineering for students of IDE, amongst others
- Transfer minor / doorstroomminor Systems & Control for students of EEE, amongst others
- Transfer minor / doorstroomminor Sustainable Energy Technology for students of EEE-IPS, amongst others
- Transfer minor / doorstroomminor Mechanical Engineering for students of ME, amongst others
- Transfer minor / doorstroomminor Business Administration for students of IE&M, amongst others

6 Study advice

In this chapter you can read about the study advice you are given, and why and when you get this. Study advice can be positive, negative, or binding negative. If you receive binding negative advice, your enrolment for the degree course ends and you have to stop your studies in that degree. You are allowed to enrol for a different degree course. This chapter covers your rights and the different types of study advice.

6.1 Why do you receive study advice?

The aim of the propaedeutic phase of your studies is to familiarise yourself with the degree course and the related profession. The propaedeutic phase also gives you an idea of whether you are suited to that profession and can expect to complete the degree course successfully.

HAN is legally required to give every student study advice.
This advice may and is only issued once.

Personal circumstances play a role in the decision about your study advice. You need to report any such circumstances to learning team coach or study career coach as soon as possible for confidential registration. In section 6.7 you can find more rules about these personal circumstances.

6.2 Which kinds of study advice can you get?

You can get the following study advice:

- Positive advice
Positive advice means you are likely to complete your degree successfully.
- Negative advice
- Negative advice means you are not likely to successfully complete the degree or only with a great deal of difficulty and effort
- Binding negative advice
Binding negative advice means you have to stop your studies. This is stipulated in section 6.8.

6.3 When do you get positive, negative or binding negative study advice?

You get positive study advice if you meet the study progress requirement. The study progress requirement is included below.

If you do not meet the study progress requirement, you receive (binding) negative study advice. Binding negative study advice means you are not allowed to continue your studies for the degree course in which you are enrolled. You will automatically be dis-enrolled. See further sections 6.8 and 6.9.

Please note: you can only receive binding negative study advice if the degree course has met a number of conditions. These conditions are listed in section 6.6. If these conditions are not met, the degree course may give you negative study advice, but not **binding** negative study advice.

Study progress requirement

You meet the study progress requirement if you:

- earned 45 credits or more in the propaedeutic phase.

Credits based on exemptions

Credits received for exemptions weigh just as heavily as credits for exam results achieved at HAN.

Dis-enrolment before sixth month after start of degree course

If you ask to dis-enrol before the sixth month of starting your degree, you will not receive (binding) study advice. If you then re-enrol for the same degree course, your study advice will be determined in the same way as for all first-year students in that degree.

If you submit a request to dis-enrol during the last five months of your first year of enrolment, you may still be given binding negative study advice within that academic year before you are actually dis-enrolled.

6.4 Who issues the study advice?

Binding negative study advice is always given by the dean of the school.

Before you can receive binding negative study advice, you must receive an official written warning showing that you do not meet the study progress requirement at that time. You should also have had enough time to improve your results.

In your degree course, the dean of the school issues the warnings and the positive and negative advice.

You may always ask for more information if you do not agree with the advice you receive. You ask the person or department who gave the advice.

You can also always ask a lecturer, study coach or mentor for advice.

6.5 When is study advice given?

You receive study advice before the end of your first year of enrolment in the propaedeutic phase or before you pass the final assessment for the propaedeutic phase.

Advice – whether positive, negative, or binding negative – may only be given once and at one specific time.

6.6 Requirements for issuing binding negative advice

Binding negative advice is not legal until it meets the following requirements:

1. The dean of the school gave you an official written warning well ahead of time; this can be:
 - After term 2 if you have not yet earned/passed more than 22.5 credits
 - After term 3 if you have not yet earned/passed more than 30 credits
2. When deciding about binding negative study advice, the dean of the school did not only consider the number of credits you obtained and your results, but also the circumstances mentioned in section 6.7.
3. HAN offered you the study coaching and study facilities as described in Part 2, chapter 7.
4. You were given the opportunity to be heard before the dean of the school issued the binding negative advice. This was done in the form of a meeting during which you could indicate whether you wished to appeal based on one or more of the circumstances mentioned in section 6.7. For your degree course that meeting is held with learning team coach or study career coach.

6.7 Personal circumstances and study advice

The following personal circumstances are considered:

- long-term or chronic illness of the student;

- physical, sensory or other functional disabilities of the student;
- pregnancy of the student;
- special family circumstances;
- membership in the participation council, sub-council, student committee or degree committee;
- membership on the board of a student organisation of some size with complete legal capacity, or a comparable organisation of some size that promotes general social interests and actively develops activities for this purpose, and other circumstances in which you develop activities for the purposes of the organisation and board of the institution. You need to demonstrate that you spend a considerable amount of time on these activities each year;
- other circumstances, including the general impression your lecturers have of you (hardship clause).

Do you have personal circumstances that affect your study results? Discuss these with your learning team coach or study career coach. They will handle your information with strict confidence.

the dean of the school. decides whether or not your personal circumstances make binding study advice unreasonable. They will make this consideration at your request or on the advice of your learning team coach or study career coach. If the dean of the school. decides that binding study advice is unreasonable, they will postpone the study advice, but not for more than one academic year.

6.8 What are the consequences if you have to stop the degree course?

Have you received binding negative advice? HAN will end your enrolment for the degree course in the manner stipulated in the enrolment regulations.

the dean of the school. will recommend another degree course that is as suitable as possible.

You are allowed to enrol in a different degree course.

Once you are dis-enrolled, the following rules apply:

- During the following three years or until you submit a request to the dean for re-enrolment and he or she approves that request, you cannot enrol as a student or as an external student at HAN for the degree course that issued you the binding negative study advice. This applies to all degree formats: full-time, part-time and work-study.

6.9 Appeal

You can submit an appeal against binding negative advice with the Examination Appeals Board within 6 weeks.

You can read how to do this on HAN Insite under Complaints and Disputes Office:

https://www1.han.nl/insite/rondomdestudie/Bureau_Klachten_en_Geschillen.xml?sitedir=/insite/rondomdestudie

7 Study coaching and study facilities

The learning objective and basic principle at HAN is that you are responsible for your own learning process.

We also want you to feel acknowledged, seen and heard during your entire time as a student. You are entitled to good study coaching. Each degree course offers support for this. If needed, HAN can also offer you academic, psychological and financial support. The HAN Study Success network offers you support for successful study progress.

7.1 What does HAN offer to assist you with your studies?

HAN offers facilities that enable you to do well in your studies. Examples of these are:

1. facilities for students with a functional disability;
2. facilities for students who are pregnant and informal care givers;
3. special support for international students;
4. special support for students from minority groups.

HAN Study Success offers support for successful study progress. Students who need this can get extra support. You can contact your learning team coach or study career coach or HAN Study Success for more information about the facilities and coaching offered at HAN. See also Part 1, chapter 7

In addition to the general facilities, your degree course also offers at least the following facilities:

1. study coaching as described below;
2. two exam opportunities each academic year;
3. two exam opportunities before a binding negative recommendation is given.

7.2 How is study coaching organised?

The study coaching starts with the introduction to the learning team coach or study career coach at the start of the academic year. In the first year of study, your personal learning team coach or study career coach will invite you to at least four meetings. Furthermore, study coaching is integrated in the curriculum as part of the units of study.

In addition, there are options to get extra guidance and/or coaching with the help of the senior learning team coaches or the senior study career coaches (Coaching Plus).

HAN University has experts working together in the network HAN Study success. They support students for a good study progress. You can contact the experts from HAN Study success on several subjects concerning your study.

More information:

https://www1.han.nl/insite/student-support/Personal_tutoring.xml?inno_gen=gen_id_68&sitedir=/insite/student-support.

8 Exams and final assessments

This chapter sets out the exams, modular exams and final assessments for your degree course.

8.1 Coherent set of units of study

The degree course consists of a coherent set of units of study. These are defined and described in Part 2, chapter 9. Each unit of study has a related exam.

An exam can consist of two or more modular exams that have a predetermined weight factor and jointly determine the grade for the exam of the unit of study.

8.2 Exam

The result of an exam for a unit of study is used to determine whether the student has the knowledge, understanding and/or skills and (if relevant) attitude required to successfully complete that unit of study. The learning outcomes and assessment criteria of the exams and modular exams are provided in Part 2, chapter 9.

8.2.1 Entry requirements

Some units of study have entry requirements for participating in educational activities, exams and modular exams for that unit of study. The entry requirements are provided in the unit of study descriptions in Part 2, chapter 9. You can submit a well-reasoned request to the board of examiners for permission to deviate from these entry requirements.

Entry requirements may be:

- You need to have passed one or more other specific exams or modular exams;
- You need to sufficiently master the language in which the unit of study is given;

8.2.2 Mandatory participation

In some cases you may only do an exam or modular exam if you have participated in the educational activities for the unit of study linked to that exam or modular exam.

In the case of practicals, participation may be set as compulsory.

Chapter 9 further stipulates which units of study have full or partial mandatory participation. The appointed examiner may grant full or partial exemption of mandatory participation. In that case, the examiner imposes an equivalent requirement instead.

8.2.3 Exam format

The format of an exam or modular exam is specified in Part 2, chapter 9, in the description of the unit of study concerned. The board of examiners may deviate from this format in special cases, on request or at their own initiative.

8.3 The examiner

Each exam and modular exam is designed and assessed by one or more examiners, as decided and appointed by the board of examiners.

The examiner determines the outcome of the exam or modular exam and the result. If more than one examiner is appointed, the head examiner sets the final result.

8.3.1 When have you passed an exam?

The examiner gives the result of an exam as a grade.

The result of an exam is expressed in one of the following numbers: 1, 2, 3, 4, 5, 6, 7, 8, 9 or 10.

You pass the exam if you earn a grade of 6 or higher.

You **fail** the exam if you earn a grade of 5 or lower.

8.3.2 When have you passed a modular exam?

The examiner gives the result of a modular exam as a grade.

A grade for a modular exam is rounded to a number with 1 decimal place.

Grades with the decimals 1, 2, 3 or 4 are rounded down.

Grades with the decimals 5, 6, 7, 8 or 9 are rounded up.

Contrary to the main rule above, the result of one or more modular exams can be expressed in a grade or in a 'pass' or 'fail'. The unit of study descriptions in Part 2, chapter 9, specify which modular exams are assessed with a grade and which with a 'pass' or 'fail'.

You pass a modular exam if you obtain a 5.5 or higher or the 'pass' qualification.

You fail a modular exam if obtain a 5.4 or lower or the 'fail' qualification.

8.3.3 How is the overall grade calculated for an exam with modular exams?

When the overall grade for the exam is calculated, the grades earned for the modular exams are weighted as specified in the unit of study descriptions given in Part 2, chapter 9. The final exam grade is then rounded as follows:

Exam grades with the decimal 1, 2, 3 or 4 are rounded down to whole numbers.

Exam grades with the decimal 5, 6, 7, 8 or 9 are rounded up to whole numbers.

8.3.4 Resits, applicable result and compensation

The final grade for an exam or modular exam is the highest grade achieved. You are allowed to resit an exam or modular exam even if you pass it.

For the Automotive Engineering degree course:

The unit of study descriptions in Part 2, chapter 9, stipulate the compensation regulations for exams and modular exams.

8.3.5 When are you awarded a 'pass/fail' qualification for an exam?

Contrary to section 8.3.1, a pass/fail can be given instead of a grade in the following cases:

1. you are exempt from one or more modular exams, so the result of that exam cannot be expressed in a grade,
2. the HAN conversion tables do not apply,
3. you passed an exam that is part of a flexible minor at an institution of education abroad or with a different Dutch institution of education, and your results for that exam cannot be converted into a result as referred to in section 8.3.1.

8.4 Modular exams and exams in the post-propaedeutic phase

If you have a propaedeutic certificate for this degree course or for a degree course at another university of applied sciences with the same CROHO number, or you have an exemption for the propaedeutic assessment, you will be enrolled in the post-propaedeutic phase and you can participate in the education and exams for the post-propaedeutic phase.

This permission is granted automatically if you have met the study progress requirement. For the study progress

requirement, see Part 2, chapter 6.

The entry requirements in section 8.2.1 still fully apply.

8.5 Number of exam opportunities each academic year

You have two opportunities each year to take an exam or modular exam. The descriptions of the units of study in Part 2, chapter 9, specify how many exams and modular exams are conducted each academic year and in which term.

In the following exceptional situations the unit of study description in Part 2, chapter 9, may stipulate that only one opportunity will be given each academic year for students to take an exam or modular exam:

- if the nature of the education and assessment for the unit of study make it impossible to offer a second opportunity. In this case, the student should receive an indication sometime during the unit of study of whether their performance so far is sufficient for them to pass the exam or modular exam for that unit of study, or,
- if it is not possible to offer a second opportunity due to physical or logistic reasons and the next opportunity cannot be offered until the following academic year, and
- an alternative has been offered that prevents further study delay.

The student will be informed of this exception when they apply for the unit of study and, if possible, before the start of the academic year.

8.5.1 Participation in an exam opportunity

Part 2, chapter 9, describes whether, how and by what date you should register for an exam or modular exam.

8.5.2 Request for extra exam opportunity or another exam format

You can submit a request to the board of examiners for an extra exam opportunity.

You can submit a request to the board of examiners to take an exam or modular exam in a different format.

The request must include a good motivation and at least a description of the reason and importance.

The Regulations of the Board of Examiners (see Part 3) gives further details on the procedure.

8.6 Modified exam format due to functional disability

Do you have a functional disability or chronic illness, or is there another reason such as pregnancy that means you cannot participate in the regular format for the exam or modular exam? Then you can ask the board of examiners to conduct the exam or modular exam in a format modified to your situation.

The board of examiners will decide, if needed after consultation with you and the examiner, which format can reasonably be used for the exam or modular exam, which facilities will be offered and which different rules will apply.

8.7 Oral exams and modular exams

An oral exam or oral modular exam is conducted by means of a conversation between the examiner(s) and the student. Oral exams and oral modular exams are public. In special cases, the board of examiners can deviate from this rule. This decision will be announced and explained to everyone involved.

8.8 When is the result of an exam announced?

It depends on the exam format when the result of an exam or modular exam is announced:

- You will be informed of the result of a written exam or written modular exam within at least 15 working days. This result will be recorded in the student information system (hereafter: SIS).
- The result of an oral exam or oral modular exam will be decided directly after the exam and announced within no more than 5 days. This result will be recorded in SIS.
- You will be notified of the result of a practical exam or practical modular exam immediately after the exam, or if that is not possible, within 5 working days. This result will be recorded in SIS.

A result entered into SIS may only be modified in the following cases:

- If a demonstrably incorrect result has been entered into SIS.
- In cases of fraud, deceit or impersonation.
- If an examiner has revised their assessment for well-founded reasons.
- If you have lodged an appeal to the Examination Appeals Board or the Higher Education Appeals Tribunal against an assessment, the appeal is judged to be valid and the result has been revised by the examiner.

You will be notified if a result changes after it has been entered into SIS.

8.9 Exams: review and discussion rights

Did you think the assessment of your exam/modular exam or the discussion/group discussion were unclear? Then you can ask the lecturer for further explanation. The discussion and individual review are closely monitored to ensure no fraud takes place during this phase. Discussion and review rights are organised as follows:

8.9.1 Group discussion

Within 10 working days after the results of an exam or modular exam, the examiner organises a group discussion, unless there is clearly no need for this among the students.

8.9.2 Revision and discussion of individual work

After the group discussion or if there was no group discussion, you as an interested party are entitled to review and discuss your own work with your lecturer and the examiner, unless you could reasonably have already done this during the group discussion. You are allowed to review and discuss everything: the assessed exam or modular exam, the questions, assignments and grading system. Students must have the option to review and discuss their own work within 6 weeks after the result.

8.9.3 Other exam formats

If an exam has been administered in a format that cannot be reviewed or discussed as outlined in the procedure above, the unit of study description in Part 2, chapter 9, will specify how the review and discussion is organised. The same principles will be guaranteed as in sections 8.9.1 and 8.9.2.

8.10 Exams taken independently of the standard programme

An exam taken independently of the standard programme is an exam you can participate in without following any of the educational components for the unit of study. If you would like to participate in an exam or modular exam taken independently of the standard programme, you can submit a substantiated request to the board of examiners. The request must include at least a description of the reason and importance.

The board of examiners will make a reasoned decision based on the evidence submitted within 20 working days.

If this decision is positive, you can participate in the exam or modular exam. If the regular exam is not suitable for that, the board of examiners will appoint the examiners and decide on the exam format, in accordance with the

relevant exit qualifications and assessment criteria given in Part 2, chapter 9.

8.11 When and how can you request exemption for an exam or modular exam?

Part 2, chapter 9 describes for each exam and modular exam which knowledge, understanding and skills and, if applicable, attitude you need to demonstrate and how they will be assessed. You can request an exemption from the board of examiners for one or more exams or modular exams if you demonstrate that you master the knowledge, understanding, skills and, if applicable, attitude associated with the exam concerned. You can demonstrate this with:

- evidence showing you previously passed an exam in higher education;
- an official report showing recognition of prior learning;
- evidence you gained the required knowledge, the required understanding and/or the required skills elsewhere.

The learning outcomes and assessment criteria of the exams and modular exams as specified in Part 2, chapter 9, form the guidelines for the board of examiners granting the exemption.

Instead of a grade or the 'pass' qualification, you receive the qualification of 'exemption' for an exam or modular exam.

The procedure for granting exemptions can be found in the Regulations of the Board of Examiners (Part 3).

The board of examiners may designate certain previously completed exams and modular exams, credits and degree certificates as entitling students to exemption from one or more modular exams.

The designated exams, credits and certificates are outlined in an appendix to the Regulations of the Board of Examiners.

The board of examiners may also consider these as grounds for exemptions for one or more exams or modular exams for units of study that are part of the abridged track as referred to in Part 2, chapter 3.

8.12 The final assessments

Bachelor degrees at universities of applied sciences have two official final assessments. The final assessment of the propaedeutic phase, and the final assessment of the bachelor at the end of the degree course. You pass these if you have passed all of the exams related to that final assessment. This will differ if the board of examiners decides that an extra assessment is needed of your knowledge, understanding and skills. In that case, you will also need to pass that extra evaluation (exam). Only then will you pass the final assessment.

8.12.1 Cum laude

If you pass all the exams that count towards the final assessment with a grade of 8 or higher on your first attempt, you will pass that assessment 'cum laude'. Exams from the propaedeutic phase count towards the final propaedeutic assessment and exams from the post-propaedeutic phase count towards the final bachelor assessment. These are the overall exam grades for each unit of study; separate grades for the modular exams are not taken into account. If an exam comprises several modular exams, only the grades for the modular exams that were passed on the first attempt will count towards the required grade of 8 for the exam. One exception can be made to this rule for each final assessment. This exception is that for each exam a student may retake one modular exam and the highest grade will then count towards whether or not they receive the cum laude distinction. If an exam does not consist of several modular exams, that exam may be retaken.

Exams that are part of an increase of your study load, as described in Part 2, chapter 5, are not taken into consideration when determining the cum laude distinction.

You may earn no more than 30 credits worth of exemptions or 'pass' qualifications in the propaedeutic phase, and earn no more than 75 credits for exemptions in the post-propaedeutic phase.

8.12.2 With merit

If you pass all the exams that count towards the bachelor assessment with a grade of 7 or higher on your first attempt, you will pass the final bachelor assessment 'with merit'. These are the overall exam grades for each unit of study; separate grades for the modular exams are not taken into account. If an exam comprises several modular exams, only the grades for the modular exams that were passed on the first attempt will count towards the required grade of 7 for the exam. One exception can be made to this rule. This exception is that a student may retake one modular exam and the highest result then counts towards determining whether they receive the with merit distinction. If an exam does not consist of several modular exams, that exam may be retaken.

Exams that are part of an increase of your study load, as described in Part 2, chapter 5, are not taken into consideration when determining the with merit distinction.

You may earn no more than 75 credits worth of exemptions or 'pass' qualifications in the post-propaedeutic phase.

8.13 Overview of results, supporting documents, and declarations

8.13.1 How to request a – certified – overview of your study results

You can make a printout of your exam results as recorded SIS. If you want to use this overview as an official document outside HAN, you can submit a request to the Student Affairs Enquiry Desk for a certified grades list. This certification does not guarantee that the relevant authorities will also consider the document official.

8.13.2 Exam documentation

You will receive signed evidence from the examiner for each exam or modular exam you take. This may be a digitally signed document. This document gives the name and code of the exam, the unit of study and your result. The examiner is required to provide you with this evidence. Keep this evidence in a safe place.

8.13.3 Statement

Are you dropping out of the degree course and not entitled to a propaedeutic or bachelor degree certificate? If you have passed more than one exam, you can ask the board of examiners for a statement listing the exams you passed, for which degree course, how many credits you earned for those exams and, if applicable, the course for which the statement is being issued.

8.13.4 Module certificate

Not applicable

8.14 Degree certificate, degree and diploma supplement

8.14.1 Propaedeutic certificate

Once the board of examiners has determined that you have passed all the exams for the propaedeutic phase, and confirmed that you are enrolled at HAN for the degree concerned and that you have met all your financial requirements towards HAN, the board of examiners will award you the propaedeutic certificate for the degree course.

8.14.2 Bachelor certificate

Once the institutional board has awarded the degree, and the institutional board has confirmed that you are enrolled for the degree at HAN and have met all your financial requirements towards HAN, the board of examiners will award

you the certificate for the bachelor degree and the corresponding diploma supplement.

8.14.3 Degree and degree title

Once the board of examiners has confirmed you have passed the final bachelor assessment, the HAN Executive Board will award you a Bachelor of Science.

This degree title is also stated on your certificate.

The related official abbreviation you can place after your name in the Netherlands and abroad is: BSc..

8.14.4 Extra endorsements

Not applicable

8.14.5 Different issuing date for bachelor degree certificate

Contrary to section 8.14.2, your degree certificate will be awarded on the next graduation ceremony..

You can request the board of examiners to issue your degree certificate at an earlier date. The board of examiners will agree to this.

You can request the board of examiners to postpone issuing your degree certificate. This postponement can be granted for up to two years.

8.15 Appeal

You can lodge an appeal with the Examination Appeals Board against a decision concerning the education, exams and final assessments within 6 weeks based on the education and examination regulations.

You can find more information about which decisions you can appeal and how on HAN Insite under Complaints and Disputes Office:

https://www1.han.nl/insite/rondomdestudie/Bureau_Klachten_en_Geschillen.xml?sitedir=/insite/rondomdestudie

9 Description of the education (the units of study)

This chapter details the education provided in your degree course in the form of a curriculum overview and description of the units of study, starting with the units of study in the propaedeutic phase, then those in the minors.

For each degree course:

- Automotive Engineering
- Electrical and Electronic Engineering
- Industrial Design Engineering
- Industrial Engineering & Management
- Mechanical Engineering

a separate chapter 9 is available as appendix with a description of:

- All units of study
- Graduation specialisations (if applicable)
- And minors.

The tables below show the degree formats and tracks of each degree course.

Name of degree course: Automotive / Automotive Engineering		
CROHO number: 30018		
Degree format	Full-time	Part-time
Language	Dutch and English	Dutch
Variants and tracks	Abridged Fasttrack MBO-HBO Minors	Abridged from associate to bachelor degree Minors

Name of degree course: Elektrotechniek / Electrical and Electronic Engineering		
CROHO number: 34267		
Degree format	Full-time	Part-time
Language	Dutch and English	Dutch
Variants and tracks	Minors	Abridged from associate to bachelor degree Minors

Name of degree course: Industrieel Product Ontwerpen / Industrial Design Engineering	
CROHO number: 34389	
Degree format	Full-time
Language	Dutch
Variants and tracks	Minors

Name of degree course: Technische Bedrijfskunde / Industrial Engineering & Management

CROHO number: 34421

Degree format	Full-time	Part-time
Language	Dutch	Dutch
Variants and tracks	Minors	Abridged from associate to bachelor degree Minors

Name of degree course: Werktuigbouwkunde / Mechanical Engineering

CROHO number: 34280

Degree format	Full-time	Part-time
Language	Dutch and English	Dutch
Variants and tracks	Minors	Abridged from associate to bachelor degree Minors

Below is a schematic overview that gives you an overall impression of the degree course. It also gives the units of study in the degree course.

9.1 Units of study and the propaedeutic phase

See appendix units of study.

9.2 Units of study and the post-propaedeutic phase

See appendix units of study.

9.3 Minors of the degree course

See appendix units of study.

9.4 Graduation specialisations

See appendix education units

9.5 Honours, talent and bridging programmes

9.5.1.1 Honours programmes

Not applicable

9.5.1.2 Talent programmes

Not applicable

9.5.2 Bridging programmes

Not applicable

9.6 Part-time and/or work-study degree format

9.6.1 Part-time degree format

Not applicable

9.7 Tracks with special feature

9.7.1 Fast track

Not applicable

9.7.2 Abridged track

See appendix education units

9.7.3 Abridged track from associate to bachelor degree

Not applicable

9.7.4 Track for elite athletes

Not applicable

9.7.5 D-stream

Not applicable

9.7.6 Combined track

Not applicable

9.7.7 Other track with special feature

Not applicable

10 Evaluation of the degree course

10.1 Evaluation structure

A quality framework has been adopted for all HAN degree courses. This is in line with the accreditation framework of the Accreditation Organisation of the Netherlands and Flanders (NVAO) and the education policy formulated by HAN. This framework stipulates that regular evaluations must be held among students, graduates, professional field and staff.

Assessments are also held by HAN to support the evaluations at degree level.

Each year all HAN degree courses participate in the National Student Survey (NSE) in which students indicate how satisfied they are with different aspects of their degree course.

Every year an alumni survey is held via the HBO-monitor. This evaluates for each degree course how alumni look back on their degree course and how well it was geared to the labour market in their experience.

HAN students who leave a degree course without a degree certificate are contacted to enquire about their reason for leaving. Also, study progress and drop-outs are monitored for each degree course.

Every six years an accreditation is held by the NVAO, with external reviews beforehand by a committee of experts. Halfway through the accreditation cycle, an audit is conducted by an internal committee complemented by an external expert in the relevant field. The aim is to monitor and test the progress of improvement measures relating to the last external assessment of the degree course. This internal audit results in a report with improvement recommendations for those responsible for the content of the degree course, the degree committee and the dean.

The audit is conducted according to HAN guidelines and it includes quality assurance with regards to administrative and educational law and good implementation of the education and examination regulations.

10.2 Evaluation by the degree course

The the dean of the school. is responsible for the structure and the quality of the degree course.

Each year the dean adopts an annual quality assurance report on the degree course. This document, along with the internal audit report or review report, forms the basis for dialogue about the quality of the degree course. This report concerns the improvement activities that were agreed on for the reported year, how they were executed and what results they delivered.

Based on the analysis of evaluation data for the reported year, a description follows of the improvement activities to be implemented in the current year. The evaluation data come about through evaluations of units of study, annual evaluations and curriculum evaluations by lecturers, students, alumni and the professional field. Also through evaluation studies conducted centrally by HAN.

The the managers of the school. and/or the degree committee, curriculum committee and the board of examiners are involved in this cycle at degree level by means of a brief response to this. Their responses are included in the appendixes to the annual report.

10.3 Role of the degree committee

The tasks, role and responsibilities of the degree committee in the evaluation are set out in the Regulations of the Degree Committees. The degree committee can also take the initiative to conduct specific evaluations or have them

conducted.

10.4 Degree-specific quality assurance

Evaluations of your degree course take place via the hbo-spiegel and regular class discussions.

Each year the degree statutes are evaluated. This takes place at school level on behalf of the dean of the school and, naturally, only for those parts which the dean can make decisions about. Each year when compiling the degree statutes, possible improvements are considered. This occurs in consultation with those directly involved from the degree courses.

The input for improvements comes from a large and varied group of involved parties who give solicited and unsolicited feedback on the degree statutes.

11 Transition regulations

11.1 Effective date for changes

A change to the education and examination regulations can only become effective as of 1 September in the following academic year. Exceptions to this rule are clerical error, force majeure, fulfilment of legal regulations or when the change is in your favour.

This chapter sets out the rules for respecting acquired rights and legitimate expectations.

11.2 Validity propaedeutic certificate

A successful propaedeutic assessment and certificate are inviolable, except in the case of proven fraud in the process of earning this.

11.3 Credits/study results obtained

The result of an exam and its corresponding credits remain valid until the board of examiners has made a substantiated decision that the examined material is so outdated that it can no longer be used in the profession and the term of validity has passed as of a date stipulated by the board of examiners.

Results obtained for modular exams remain valid, and may – if they still fit in the new programme – lead to exemptions.

11.4 Participation in education, but not in exam or exam not passed

A student who has participated in the education for a unit of study in the academic year prior to the programme change, but who has not completed an exam or modular exam or has not passed an exam or modular exam, has a right to repeat the education at least during the academic year in which the change becomes effective, and has a right to at least two opportunities to take the relevant exams.

The board of examiners can deviate from this in exceptional cases, in the favour of the student.

If you like, you can directly choose the new programme structure and register for a renewed or changed unit of study. By doing so, you waive your rights concerning the transition rules.

11.5 Degree-specific transition regulations

For Automotive Engineering:

The manner and period in which repeat units, exams and modular exams are offered for units of study in degree courses that are being phased out can be found in chapter 9.

For Electrical and Electronic Engineering, Industrial Design Engineering, Industrial Engineering & Management and Mechanical Engineering:

Exams and modular exams for units no longer taught are offered in the propaedeutic phase for one extra year and in the main phase for two extra years.

When students indicate a need for repeat units, the degree course will deliver tailor-made solutions up to a maximum of one year following modification of the programme.

PART 3 Other regulations

HAN University of Applied Sciences Exam Regulations

2020 - 2021 EXAM REGULATIONS

of HAN University of Applied Sciences

Subject	2020 – 2021 Exam Regulations
Executive Board decision no.	2020/1722
Participation Council agreement	10-07-2020
Adopted on	10-07-2020

These regulations stipulate the following:

1. The rules of conduct for students in written and digital exams and modular exams, insofar as these are not laid down in the Student Charter and the education and examination regulations or related regulations.
2. The rules of conduct for students in exam review and discussion sessions, insofar as these are not laid down in the Student Charter and the education and examination regulations or related regulations.

1. CODE OF CONDUCT FOR STUDENTS DURING EXAM SESSIONS

The facilities provided by HAN for students with respect to exams and modular exams are laid down in the Student Charter and education and examination regulations or related regulations. There is a code of conduct for students. In addition to general provisions, this code of conduct also contains provisions governing the conduct of students at exam venues. These exam regulations contain additional provisions regarding student behaviour during written and digital exams in particular.

Behaviour

The student:

1. must follow the instructions given by the supervisor and treat him/her with respect;
2. must behave in such a way that he/she does not disturb other students at any time during the exam or when entering or leaving the exam venue. The student must be silent before, during and after the exam when in and near the room where the exam is being held;
3. must contact the supervisor a.s.a.p. if anything is unclear before and/or during the exam.

Identification and admission

The student:

1. must report to the supervisor 15 minutes before the start of the exam in the exam room;
2. will only be admitted to the HAN exam if they can identify themselves with a valid student card or valid identity document. This includes:
 - a passport
 - a European identity document
 - a Dutch driving license
 - a valid driving license from one of the member states of the European Union or from another state that is a party to the Agreement on the European Economic Area,
 - a Dutch residence permit
3. if a student is sitting for a national exam they may only use a valid identity document.
4. must place his/her valid student card or other form of identification at the top right-hand corner of the desk during the exam so the supervisor can check his/her identity;
5. will have their name checked off the attendance list by the supervisor to confirm his/her participation in the exam;
6. must immediately inform the supervisor if they are not listed on the attendance list. That student

will only be given the opportunity to participate in the exam if the degree course or school has given prior approval for additions to the attendance list.

Theft/loss of identification

If the student is unable to show proof of identity due to theft or loss, they can apply for a certificate of enrolment at the exams office, which gives them admittance to the exam venue. This certificate will only be issued if the student can show the original police report and/or official request to the municipal authorities for new identity documents; The student needs to apply for this certificate well in advance of the exam.

Before the start of the exam

The student:

1. may place on/next to the table only those items needed to complete an exam;
2. may not – unless expressly stated otherwise – have any of the following in their possession during the exam: digital data carriers or equipment with an integrated digital data carrier, such as USB flash drives, calculators, special watches, special glasses, special earphones, etc.;
3. may not wear a watch. A clock is provided in all exam rooms;
4. may not – unless expressly stated otherwise – use the following resources during the exam: hard-copy versions of dictionaries, law books, textbooks, etc.; if these resources are permitted, they may be checked by the supervisors;
5. must put their coat, scarf, hat, bags, cases, mobile phone(s), smartphone(s), digital data carrier(s) and any device with integrated digital data carrier(s) in the place specified by the supervisor;
6. must turn off mobile phones, smartphones, etc. before putting them away;
7. must write their name, student number, class/group and other details requested by the supervisor on all exam documents at the start of the exam. The student must also write their name on any note paper they use;
8. will not have direct access to the exam venue after the actual start of the exam. Students who do not make it to the exam venue on time are still allowed to enter the exam venue 30 minutes after the actual start of the exam and are allowed to sit the exam for the remainder of the exam time. The supervisor writes down which students are late. Students strictly observe instructions given by the supervisors regarding where they are allowed to sit and they do not disturb students who have already started the exam.

During the exam

The student:

1. may not take toilet breaks during exam sessions of 120 minutes or less. During an exam that lasts more than 120 minutes, students may take a toilet break after 120 minutes if accompanied by a supervisor. Exceptions are possible for all exams in cases of physical discomfort, provided the supervisor is notified no later than 15 minutes before the start of the exam or immediately upon entry when arriving 30 minutes after the start of the exam;
2. may not leave or submit their work during the first 30 minutes of the actual start of an exam (to prevent disruption to other students and/or irregularities). If there are any students who enter the exam venue 30 minutes after the start, any students who want to leave may only do so after the late students have started their exam;
3. will be given access to additional exam facilities if they are entitled to those facilities in accordance with a study contract or a decision to that effect by the board of examiners. These facilities apply if the student has registered for the exam well in advance;
4. may not consume any food during exams that last less than 150 minutes; students may consume food during exam sessions of 150 minutes or longer if this does not cause a nuisance to fellow students;

5. may only consume drinks from a resealable bottle/container;
6. must use the writing materials specified on the cover sheet (black or blue pen or lead pencil) to complete the exam;
7. must ensure that multiple-choice forms are filled in correctly and according to the instructions given by the supervisor;
8. may not copy an exam or parts thereof in any way or take the exam or its contents outside the exam venues by any other means.

Resources

The student:

1. may not use resources other than those permitted. The permitted resources will be announced in advance by the degree course and will be listed on the exam cover sheet.
2. must ensure that resources do not have notes, etc. on them unless the exam cover sheet states that this is permitted;

(Suspected) irregularity

The student:

1. will be referred to Part 2 of the degree statute (the education and examination regulations), and Part 3, chapter 2, of the degree statute (the regulations of the board of examiners) for provisions concerning irregularities or fraud, penalties for irregularities or fraud and confiscation of evidence;
2. will be permitted by the supervisor to complete the exam in the event of a reasonable suspicion of an irregularity or fraud and will sign the "Form for suspected irregularity or fraud". The student signs this form, which is filled in by the supervisor, to confirm they have seen it.

Handing in exam documents

The student:

1. should check before handing in the exam script and assignment(s) whether their name, student number, class/group number and any other details requested by the supervisor are written correctly on all of the exam documents to be submitted;
2. must submit all the exam documents including used and unused note paper to the supervisor and sign the attendance list for confirmation;
3. ensures that everything is left neat and tidy before leaving the exam venue.

2. CODE OF CONDUCT FOR STUDENTS DURING REVIEW/DISCUSSION SESSIONS OF GRADED EXAM WORK.

There is a code of conduct for students. In addition to general provisions, this code of conduct also contains provisions governing the conduct of students at exam venues.

These exam regulations contain additional regulations regarding the review of graded exam work, hereafter referred to as "review".

Before the review: Only students who have taken part in the exam for which review is organised may be present in the classroom.

A lecturer and a supervisor will be present during the review.

Behaviour

The student:

1. follows the instructions given by the supervisor and treats him/her with respect;
2. behaves in such a way that he/she does not disturb other students at any time during the review or when entering or leaving the room in which the review takes place (hereafter referred to as the "room");
3. contacts the supervisor a.s.a.p. if anything is unclear before and/or during the review.

Identification and admission

The student:

1. must show the supervisor a valid student card or other valid form of identification:
 - a passport;
 - a European identity document;
 - a Dutch driving license;
 - a valid driving license from one of the member states of the European Union or from another state that is a party to the Agreement on the European Economic Area, provided that the driving license is still valid;
 - a Dutch residence permit.

If the student cannot show a student card or a valid identification document, they will not be allowed to take part in the review/discussion.

In the case of theft or loss of ID, the student can apply for a certificate of enrolment at the Exams Office, which will give them admittance to the room. This certificate will only be issued if the student can show the original police report and/or official request to the municipal authorities for new identity documents.

2. writes his/her name on the attendance list provided by the supervisor to confirm they have participated in the review/discussion;
3. must place their valid student card or other form of identification at the top right-hand corner of the desk during the review/discussion so the supervisor can check their identity.

Start and resources

The student:

1. must ensure they have a copy of their answer sheet (yellow carbon copy) for a review of a multiple-choice exam with an OMR (optical mark recognition) answer sheet;
2. may only place on the table the admitted resources listed on the review cover sheet or announced by the supervisor at the start of the review;
3. may not – unless expressly stated otherwise – have any of the following in his/her possession during the review: digital data carriers or devices with integrated digital data carrier(s), such as mobile phone, smartphone, USB flash drive, calculator, special watch, special glasses, special earphones, etc.;

4. must put their coat, scarf, hat, bags, cases, mobile phone(s), smartphone(s), digital data carrier(s) and any device with integrated digital data carrier(s) in the place specified by the supervisor;
5. must ensure their mobile phone(s), smartphone(s) or other digital data carrier(s) and any equipment with integrated digital data carrier(s) are switched off before putting them away;
6. must carefully complete all requested details on the protest form.

During the review/discussion

The student:

1. may not take a toilet break during the review;
2. may not eat anything during the review;
3. may only consume drinks from a resealable bottle/container;
4. may only place one or more of the following admitted documents on the table:
 - a. assessment form
 - b. yellow carbon copy (of the multiple-choice exam with OMR answer sheet)
 - c. exam script
5. may not make any annotations or amendments to the exam script. If the student does this – even if by mistake – then this is reported to the board of examiners as an irregularity.
6. may not copy or take with them any model answers or assignments. Neither may students copy their own exam scripts and/or those of other students.
7. may not copy an exam or parts of an exam in any way or take the exam or its contents outside the exam venues by any other means.

(Suspected) Irregularity

will be referred to the current regulations in Part 2 of the degree statute (the education and examination regulations) and Part 3, chapter 2, of the degree statute (the regulations of the board of examiners) for the current provisions concerning irregularities or fraud, penalties for irregularities or fraud and confiscation of evidence;

Submitting reviewed (graded) exam work

The student:

1. submits all the exam documents received for review to the supervisor and sign the attendance list for confirmation of this
2. ensures everything is left neat and tidy before leaving the room

3. FINAL PROVISIONS

Unforeseen circumstances

In exceptional situations and cases not provided for by these regulations and in which an immediate decision is necessary, this decision will be taken by:

- a. the head of the exams office (in so far as this is within the powers of the exams office);
- b. the examiner (in so far this is within their powers);
- c. the chair of the board of examiners (in so far as this is within their powers);
- d. the supervisor, in consultation with the coordinating supervisor if it is not possible to wait until one of the above authorised people is present.

The interested parties will be informed of the decision as soon as possible.

Complaints and appeals concerning decisions and procedures of the exams office

For more on this, see these HAN regulations:

- "Complaints Regulations";
- "Regulations for Legal Protection of Decisions Concerning Education".

4. APPENDIX

Form for suspected irregularity or fraud
Form for suspected irregularity/fraud

Naam surveillant *Name of supervisor*.....

Naam student *Name of student*.....

Studentnummer *Student number*.....

Code/naam tentamen *Code of exam*.....

Datum
Date.....

Tijdstip van de vermoedelijke onregelmatigheid of fraude *Time of suspected irregularity/fraud*.....

Tentamenlokaal *Exam room*
.....

Plaats *Place*
.....

Beknopt verslag door de surveillant van het gebeurde:
Brief written report of the events by the supervisor:

Korte reactie van de student (je bent niet verplicht dit in te vullen, je krijgt nog de kans je verhaal te doen bij de examencommissie):

Brief response by the student (you are not required to fill out this form, you will still have the opportunity to tell your story to the Board of Examiners)

Handtekening surveillant
Supervisor's signature.....

Handtekening 'voor gezien' van student
.....
Student's signature to confirm they have read the form

De surveillant grijpt in geval van een redelijk vermoeden van een onregelmatigheid of fraude direct in. Hij laat de student onder voorbehoud het tentamen afmaken en neemt alle bescheiden in waarmee de vermoedelijke onregelmatigheid/fraude heeft plaatsgevonden. De surveillant vult dit formulier in en levert dit met alle bescheiden na afloop van het tentamen direct in bij de coördinator-surveillant. De student ontvangt een kopie van het ingevulde formulier en de flyer "Informatie voor student bij vermoedelijke onregelmatigheid of fraude tijdens het tentamen". Via het Tentamenbureau gaat het formulier vervolgens naar de examencommissie. De examencommissie neemt contact op met de student.

The supervisor intervenes immediately in case of a suspected irregularity or fraud. He or she provisionally allows the student to finish the exam, and seizes all documents that he or she suspects are involved in the suspected irregularity/fraud. The supervisor fills in this form and submits it to the coordinating supervisor along with all accompanying items immediately after the exam. The student in question receives a copy of the completed form and the flyer "student information in case of suspected irregularity/fraud during the exam". The form is then sent to the Board of Examiners via the exams office. The Board of Examiners will contact the student.

Regulations of the Board of Examiners

2 Regulations of the Board of Examiners

Section 1 General provisions

Article 1.1 Terms and definitions

The terms and definitions applied in these regulations are those set out in Section 1.1 of the Education and Examination Regulations.

Article 1.2 Status and scope of these regulations

1. These regulations contain rules about the duties and powers of the boards of examiners for the School of Engineering and Automotive and measures they may take in this context, as well as rules about the implementation of those measures. This includes:
2. The Engineering Board of Examiners;
3. The Automotive Engineering Board of Examiners
4. These model regulations are adopted annually as part of the model degree statute by the Executive Board with approval from the participation council.
The board of examiners may change paragraphs, articles and sections, provided the changes do not conflict with the education and examination regulations of the degree courses, the HAN Student Charter or the Higher Education and Research Act.
5. These regulations were adopted by the board of examiners and apply to the units of learning outcomes / units of study, exams and final assessments for the following degree courses:
 - Bachelor degrees in Engineering and Automotive Engineering

Section 2: Decision-making and mandates, tasks and meetings

Article 2.1 Decision-making and mandates

1. The chair of the board of examiners signs decisions by the board of examiners, unless this duty has been delegated to someone else.
2. The board of examiners can appoint a managing committee for matters concerning day-to-day affairs. This committee is composed of the chair of the board of examiners and another member and – insofar as this function is carried out – is supported by the official secretary. The managing committee is authorized to make provisions for current matters based on a general mandate. Should situations arise in which the managing committee cannot reach a decision, the situation is presented to the board of examiners as soon as possible for a decision.
3. The board of examiners can be supported in its activities by an official secretary.
4. The duties delegated by the board of examiners are listed in appendix 1 to this set of regulations. The board of examiners remains fully responsible for any duties and/or powers it delegates to others.
5. The duties delegated by or on behalf of the Institutional Board to the board of examiners are listed in an overview in appendix 2.
6. The board of examiners ensures that it regularly receives written reports on the duties and powers that it has delegated to other persons or bodies.

Article 2.2 Duties and powers of the board of examiners

The board of examiners has the following duties and powers:

1. Ensuring the quality of exams and final assessments.
2. Adopting guidelines and instructions in addition to the EER about making objective, reliable, valid and transparent assessments of exams, modular exams and final assessments and grading those exams.
3. Deciding to invalidate results for exams and modular exams and the corresponding credits. Also deciding on what date the validity of these exam results expires. This is only done in cases where reasoned arguments can be given showing the knowledge, understanding and/or skills are so outdated that they are no longer useful for the profession.
4. Deciding on student requests for exemptions. If a decision is later shown to be based on incorrect evidence submitted by the student, the board of examiners is authorized to withdraw the decision.
5. Deciding that certain previously passed exams and modular exams, certificates and other declarations, diplomas and certificates entitle a student to exemptions for one or more exams and/or modular exams. An overview of enrolment decisions for groups of students is included in appendix 3 of these regulations.
6. Determining further rules and regulations regarding possible fraud and/or irregularities on the part of students, prospective students or external students, including any measures to be taken.
7. Adopting policies and rules about how the duties and powers should be performed as described in paragraphs 1, 2, 3, 4 and 5.
8. Ensuring the quality of the organization of exams and final assessments.
9. When establishing guidelines and instructions as specified in paragraph 2, protocols are used for assessing (final) projects that meet national requirements as far as possible.
10. Appointing examiners and head examiners to administer exams and to determine the results of those exams. The board of examiners sets guidelines about appointing and assigning tasks to examiners for each exam format.
11. Terminating the appointment of examiners.
12. Submitting proposals to the Executive Board for termination of a student's enrolment in the event of serious fraud.
13. Advising the Executive Board on the discontinuation of a student's enrolment in a degree course as a consequence of the student's behaviour in relation to future professional practice.
14. Deciding in the event of a suspicion that a student has committed irregularities and/or fraud and, if necessary, taking measures in that regard, in accordance with the regulations of the board of examiners as laid down by the board of examiners.
15. Deciding on a student's request to take a minor in accordance with the EER.
16. Deciding which HAN minors are approved as minors for the degree certificate. The overview of these HAN minors approved by the board of examiners can be found on OnderwijsOnline for Automotive Engineering and on Insite for Engineering.
17. Deciding on a student's request for an extra opportunity to take an exam or modular exam.
18. Only for the regular degree format: deciding on student requests to take an exam for a unit of study independently of the standard program.
19. Deciding on a student's request to take exams and modular exams for the final assessment of the bachelor degree before they have passed the final assessment of the propaedeutic phase.
20. Deciding on a student's request to take units and complete exams and modular exams contrary to the applicable entry requirements.
21. Deciding on a student's request to take exams and modular exams in a different format from what is stipulated in the education and examination regulations.
22. Deciding on a student request, based on a functional disability or chronic illness or other condition such as pregnancy, to take exams and modular exams in an adapted format.
23. Deciding on a student's requests for an oral exam to be closed to the public. The board of examiners may also decide (in principle) to close certain exams to the public without the

student's request in cases where there are special reasons such as company confidentiality during a graduation meeting.

24. Issuing documentation, module certificates and declarations.
25. Contributing to the examination policy for the degree course or group of degree courses.
26. Advising the dean on the education and examination regulations.
27. Issuing a certificate as proof that the final assessment has been passed after the Executive Board has declared that the procedural requirements for issuing the certificate have been met.
28. The requirements for receiving a degree are that:
 - the student is enrolled at HAN University of Applied Sciences;
 - the tuition fees have been paid;
29. Deciding whether or not to grant student requests for postponement of certification.
30. Issuing a statement of successfully completed exams, at the request of a student, in cases where the student has successfully completed more than one exam and to whom a certificate as referred to in article 7.11 paragraph 2 of the Act cannot be issued.
31. Issuing a competence assessment certificate to persons entering the field of teaching from another career background as evidence that they have passed the competence assessment.
32. Request from the student for an extra, different exam sitting.

Article 2.3 Meetings of the board of examiners

1. The board of examiners meets at least 10 times a year.
2. The meetings of the board of examiners are scheduled in such a way that they concur with the scheduling cycles of the degree course(s) and the school.
3. The board of examiners decides by a simple majority of votes.
4. If the votes are equally divided, the chair has the deciding vote.
5. At each meeting, the board of examiners ratifies decisions taken in the intervening period by the managing committee based on its general mandate regarding day-to-day affairs, as well as any other decisions taken on the basis of delegated duties/powers.
6. The official secretary to the board of examiners ensures that a report is drawn up of every meeting. The report is adopted at the next meeting. The report includes a list of decisions made during the meeting.
7. The official secretary to the board of examiners ensures that the dean¹ and any other members of the board of examiners receive a copy of the final report for each board of examiners as soon as possible.
8. The official secretary to the board of examiners ensures that the final, anonymized reports of the meetings can be viewed digitally by lecturers/students/professors and others from the degree course concerned.

Article 2.4 Joint meeting of the dean and board(s) of examiners

1. Each month the chair of the board of examiners meets with all chairs of all other boards of examiners within the school.
2. The board of examiners meets with the dean 4 times each academic year.
3. The board of examiners meets once each academic year with all the chairs of the boards of examiners within the relevant school and the dean.

¹ This means: the person who is in charge of the degree course and who acts as direct discussion partner for the board of examiners. Due to the new HAN2020 reorganization, we cannot yet indicate in this model which officials these should be exactly. The board of examiners can adjust this in their own regulations.

Section 3: Quality assurance of exams, final assessments and organization

Article 3.1 Ensuring the quality of exams

1. The board of examiners is responsible for ensuring the quality of exams.
2. The board of examiners verifies whether the guidelines and instructions as referred to in article 3.2 are observed in practice and result in high-quality exams.
3. The board of examiners offers suggestions for improvements where needed.
4. Each year, the board of examiners prepares a monitoring plan / quality control plan to ensure the validity, reliability, feasibility and transparency of exams. This plan can be found on OnderwijsOnline for Automotive Engineering and on Insite for Engineering.

Article 3.2 Guidelines and instruction for exams

1. Exams and modular exams are administered and graded by examiners and head examiners appointed by the board of examiners.
2. The examiners and head examiners examine and assess the exams based on the criteria listed in the EERs and the guidelines and instructions adopted by the board of examiners.
3. The board of examiners adopts guidelines and instructions regarding:
 - the construction of exams. These can be consulted via DS/EER Exams Office Regulations and Work@han.nl
 - the administering of exams. These can be consulted via DS/EER Exams Office Regulations and Work@han.nl
 - the assessment and adoption of the result of exams. These can be consulted via the Student Information System Alluris.

Article 3.3 Ensuring the quality of final assessments

1. The board of examiners is responsible for ensuring the quality of the final assessments. They adopt and follow a policy for this.
2. The board of examiners regularly inspects whether the entirety of exams test all of the intended exit qualifications.
3. The board of examiners determines whether a student has the knowledge, understanding, skills and (if relevant) attitude, as described in the EER, that are required for obtaining a degree. The board of examiners also determines whether to award a student a distinction. The board of examiners uses a graduation protocol for this purpose that can be consulted on OnderwijsOnline, general Graduation for Automotive Engineering and on Insite for Engineering.
4. The board of examiners is authorised to administer their own further investigation/exam to reach a careful decision about the matters outlined in the previous paragraph.
5. The board of examiners periodically reviews the quality of final graduation projects. The board of examiners may have these reviewed by other persons, who then submit a report to the board of examiners.
6. The board of examiners will oppose and counteract any unjustified awarding or withholding of credits by examiners.

Article 3.4 Ensuring the quality of the organization and procedures for exams and final assessments

1. The board of examiners is responsible for ensuring the quality of the organization and procedures regarding exams and final assessments.
2. The board of examiners monitors compliance with the guidelines and instructions regarding the administering of exams as recorded in article 3.2 paragraph 3. The board of examiners

meets periodically with the exams office about this and if needed also with the institutional board.

Article 3.5 External validation of the quality of final assessments

The board of examiners ensures that the quality of the final assessment is validated by external parties. To this end, the board:

- supports degree-wide and school-wide assessment;
- uses a joint protocol for the assessment of graduation projects;
- hires external supervisors to monitor the quality of the assessment of final graduation projects;

Section 4: Appointment and expertise of examiners

Article 4.1 Appointing examiners and expertise of examiners

1. The board of examiners appoints (external) examiners to construct, administer, assess and grade exams. If there is more than one examiner for an exam or modular exam, the board of examiners also appoints a head examiner.
2. Depending on their role in the exam process, examiners and head examiners are experts in their subject field and possess the necessary knowledge and skills to prepare exams, set out methods and standards for assessing exams, organize examinations and analyse the results of exams based on guidelines and criteria for reliable, valid and transparent examinations and assessments.
3. The board of examiners ensures examiners have sufficient expertise. If necessary, the board of examiners can ask the dean to take the necessary measures to facilitate the professional development of examiners.
4. As a way of ensuring the expertise of examiners and head examiners, the board of examiners has a profile they use when appointing examiners. The profiles can be found on OnderwijsOnline for Automotive Engineering and on Insite for Engineering.
5. Examiners are appointed for one or more specific degree components (unit of learning outcomes, unit of study, exam or modular exam, phase, specialization) and for a specific period.
6. The board of examiners informs examiners about their appointment and the profile used for their appointment.
7. If necessary, examiners and other parties involved may be heard by the board of examiners and asked to provide the board with specific information and/or advice.
8. If requested, examiners must be able to provide the board of examiners with materials for evaluating the quality of exams, assessment methods and assessment results (such as learning outcomes, test plans, test matrices, answer keys, assessment schemes, assessment criteria for assignments, the actual exams and/or assignments, the exam results and the analysis of the results).
9. If an examiner does not meet – or no longer meets – the required level of expertise, the board of examiners is authorized to revoke that examiner's appointment.

Section 5: Further rules for decisions regarding individual students

Article 5.1 EER as model document

The EER contains model stipulations regarding exams, modular exams, minors, assessment criteria, exemptions, exams and modular exams taken independently of the standard programme, Dutch

proficiency, extended study load, study advice and studying with a functional disability, chronic illness or other special condition such as a pregnancy.

Article 5.2 Further rules regarding exemptions from exams and modular exams

1. The procedure for requesting and granting exemptions is as follows:
 1. The student needs to submit a request for exemption from an exam or modular exam and/or for an exam or modular exam taken independently of the standard programme directly to the board of examiners. Requests must be made in writing, using the appropriate form and including the relevant documentation.
 2. The board of examiners may consult an examiner or an external expert for advice when deciding on the student's request.
 3. The board of examiners will notify the student of its decision in writing explaining its reasons within 20 working days of the student's request for exemption.
 4. If exemption is granted, or if the student passes an exam taken independently of the standard programme, the board of examiners will ensure that the exemption or the grade obtained is recorded in the automated student information system (Alluris).
 5. Requests for exemptions must be submitted with the "Exemption application form". This document can be found on OnderwijsOnline for Automotive Engineering and on Insite for Engineering.
2. Designation decisions which offer the prospect of exemptions for special target groups (e.g. as part of an abridged program), can be found in appendix 3.

Article 5.3 Further rules on studying with a functional disability, chronic illness or with some other special condition such as pregnancy.

1. If the student requests non-standard exam facilities, the study career coach / learning team coach submits the student's request to the board of examiners for approval.
2. The study career coach / learning team coach advises the board of examiners about the request and is responsible for communicating about and realising the required measures. He/she also ensures the measures are implemented effectively and that the special facilities approved by the board of examiners are recorded in an agreement.
3. The board of examiners follows the prevailing HAN policy for students with a disability or chronic illness in this matter.

Article 5.4 Further rules regarding flexible minors

The board of examiners will request documentation from students for passed exams that were approved by the board of examiners for a flexible minor. This documentation may comprise a certificate, a statement or other documents showing the student passed the approved exam.

1. The documentation will be archived by the board of examiners.
2. After the board of examiners has received the documentation, the board will record the results of the exam or the exams for the flexible minor in the HAN student information system.
3. Requests for flexible minors must be submitted with the "Flexible minor application form". This document can be found on OnderwijsOnline for Automotive Engineering and on Insite for Engineering.

Article 5.5 Further rules regarding study advice (if delegated by the dean)

N/a

Article 5.6. Further rules on requesting extra exam opportunity

Students can use a form on OnderwijsOnline (for Automotive Engineering) or on Insite (for Engineering) to submit a written request to the board of examiners for an extra exam opportunity. The board of examiners determines whether this request is well-founded and decides whether or not to

grant it. The decision by the boards of examiners whether or not to grant the extra opportunity will be based on the motivation provided.

Article 5.7 Further rules for requesting a different exam format

Students can use a form on OnderwijsOnline (for Automotive Engineering) or on Insite (for Engineering) to submit a written request to the board of examiners for a different exam format. The board of examiners determines whether this request is well-founded and decides whether or not to grant it. The decision by the board of examiners whether or not to approve the other exam format will be based on the motivation provided.

Article 5.8 Further rules for requesting to take exams independently of the standard program

Students can submit a written request to the board of examiners using a form on OnderwijsOnline (for Automotive Engineering) or on Insite (for Engineering) for an exam taken independently of the standard programme. The board of examiners determines whether this request is well-founded and decides whether or not to grant it. The decision by the board of examiners whether or not to approve the exam taken independently of the standard programme will be based on the motivation provided.

Section 6: Irregularity and fraud in exams and modular exams

Article 6.1 Definition of irregularities and fraud

1. An irregularity is defined as "any action or omission by an interested party in which they either intentionally or unintentionally give the wrong impression of their own or one or more other interested parties' knowledge, understanding, skills and (if relevant) attitude."
2. Fraud is defined as "any action or omission of which the interested party knew or should have known that this action or omission made it partly or wholly impossible to form a correct judgement of their or someone else's knowledge, understanding and (if relevant) attitude. And/or intentionally influencing (components of) the exam or exemption awarding process with the purpose of influencing the results of the exam or modular exam or decision about exemption or with the purpose of obtaining a different result for the exam or modular exam or request for exemption."
3. The following situations are in any case considered to be an irregularity or fraud:
 - a. intentionally or unintentionally submitting work in a portfolio and/or presenting or submitting work as a group's or an individual's own work (such as a thesis, project, assignment or other written piece for submission), while it was wholly or partly copied or created by the student in unauthorized collaboration with one or more other students; This also includes the following rules:
 - i. paraphrasing the content of someone else's texts with insufficient references;
 - ii. using or copying someone else's texts, data or ideas without providing the complete and correct references;
 - iii. unclearly indicating in your text, for example without quotation marks or some other formatting, that the text has literally been copied from another author, even if you have provided the right references;
 - iv. submitting text you have previously already submitted or that is comparable to what you have previously submitted for assignments or other exam components;
 - v. submitting other types of written pieces acquired from a commercial institute or that have been written by someone else (whether or not for a fee);
 - vi. not or barely contributing to a (group) assignment, but placing or having someone else place your name under the (group) work.

- b. allowing exam questions and/or answers to be disclosed or obtaining knowledge of these during and/or before the exam sitting;
- c. aiding or assisting another student in a way that gives an incorrect impression of that other student's knowledge, understanding and/or skills;
- d. seeking and/or receiving aid or assistance from a fellow student or other person in a way that gives an incorrect impression of the student's knowledge, understanding and/or skills;
- e. obtaining access to resources that are not permitted during an exam;
- f. using permitted resources during an exam that contain unauthorized notes and/or additions (e.g. margin notes or notes or additions on separate pieces of paper);
- g. leaving the exam venue and returning to the venue during an exam without explicit permission;
- h. leaving the exam venue with the completed exam or part of it, also in cases when that answer sheet is subsequently handed in to the supervisor or their substitute;
- i. making changes to a completed exam already submitted to the examiner or a written exam already assessed by the examiner;
- j. sitting an exam under someone else's name, or having another person sit an exam for you;
- k. violating the rules that apply to reviewing and discussing graded exams;
- l. any other matters or incidents which the board of examiners sees as constituting an irregularity.

Article 6.2 Confiscation of evidence

If there is reasonable suspicion of an irregularity or fraud, the board of examiners, (head) examiner and any other person who is present at an exam on the institutional board's behalf are authorized to confiscate materials that may serve as evidence of the irregularity or fraud. After the decision of the board of examiners as referred to in article 6.5 has become final and conclusive, the board will return the confiscated materials to the student.

Article 6.3 Measures taken in the event of fraud and irregularities

1. The board of examiners may impose one or more of the following measures if a student commits an irregularity or fraud during any part of an exam or modular exam:
 - a. give a written warning;
 - b. give a written reprimand;
 - c. invalidate an administered exam and the exam result if the board of examiners is unable to guarantee the quality of that exam due to the irregularity or fraud. If an exam is invalidated, this will lead to an exam result of 0;
 - d. withhold a student's degree certificate (if the irregularity or fraud is not discovered until after an exam has taken place);
 - e. decide the degree certificate can only be awarded after the student has retaken an exam in a manner, on a date and at a time to be decided by the board of examiners (if the irregularity or fraud was not discovered until after the exam took place);
 - f. revoke the degree certificate after it has been issued (if the serious fraud was not discovered until after the certificate was issued to the student).
2. In the event of an irregularity or fraud, the board of examiners may deny a student access to one or more exams for a period not exceeding one year;
3. In the event of serious fraud, the board of examiners may recommend that the Executive Board terminate the student's enrolment for the degree course concerned.

4. If according to the board of examiners an administered exam does not meet the quality criteria for examination as the result of an irregularity or fraud committed by someone else other than the student, the board of examiners may decide to annul all or part of the exam and/or exam results. Invalidating a past exam leads to the exam results being annulled or not being awarded. Students affected by this are offered the opportunity to retake the exam (or part of the exam) concerned.

Article 6.4. Hearing the student, the reporter of the irregularity and any third parties

1. The board of examiners will notify a student immediately, if possible orally but always in writing, of any reported irregularity or fraud involving that student at an exam.
2. The student will be given the opportunity to be heard by the board of examiners before a final decision is made.
3. If the student wishes to be heard, he or she must make this known in writing within 8 working days of the date on which he or she was notified of the opportunity to be heard.
4. The student will be heard no later than 10 working days after receipt of their request.
5. The board of examiners can hear the person who reported the irregularity and any third parties before making a final decision on the irregularity or fraud.
6. Before the hearing takes place, the student is informed of their right not to answer the questions posed by the board of examiners.
7. Any third parties brought along by the student may not be refused. They are permitted to be present as an observer.

Article 6.5 Announcement of decision

1. If the student does not respond in writing within 8 working days of the date they were informed in writing about the possibility to be heard, the board of examiners will presume that the student does not wish to be heard. After expiry of this period, the board of examiners will inform the student in writing of the decision or proposal/recommendation to the Executive Board within 10 working days.
2. If the student, reporter or any third parties are heard, the board of examiners will inform the student, in writing within 10 working days after the hearing, of the decision or of a proposal/recommendation to the Executive Board.

Section 7: Degree certificate and diploma supplement

Article 7.1 EER as model document

1. The EER stipulates model provisions with regard to units of learning outcomes / units of study², exams and degree certificates.
2. The board of examiners uses the formats for degree certificates, diploma supplements and other certificates adopted by the Executive Board and when awarding certificates ³follows the principles and procedures set out in the notes of that decision.
3. After the board of examiners has established that a student has passed the final bachelor assessment, that student can submit a request to receive their degree certificate before the set dates. The board of examiners will grant this request, and the student needs to take into account a processing period of at least 10 working days.

² This should be read as 'units of learning outcomes' for modules that are part of the experiment and 'units of study' for modules that are not yet included in the experiment or for the full-time degree format.

³ Last adopted version: Executive Board decision 2019/1533. Always check if a more recent version has been adopted.

Article 7.2 Translation of degree certificate

For translations, graduates can contact a certified translator at their own expense (see: www.ngtv.nl). All costs for the translation are to be paid for by the student.

Section 8: Annual report of the board of examiners

Article 8.1 Annual report of the board of examiners and dean

1. Each year in November, the board of examiners writes a report on its activities during the previous academic year and sends this to the Executive Board and dean.
2. The board of examiners uses the guidelines for the annual report.
3. If applicable: The relevant school manager⁴ receives a copy of the annual report.

Section 9: Final provisions

Article 9.1 Unforeseen circumstances

Matters not provided for by these regulations in which an immediate decision is needed will be decided on by the chair of the board of examiners, provided that doing so falls within the powers of the chair. The chair will communicate their decision to all interested parties as soon as possible.

Article 9.2 Complaints and appeals concerning decisions and procedures of a board of examiners

1. A student can submit an appeal to the Examination Appeals Board against a decision made by the board of examiners or an examiner within 6 weeks after this decision was announced. The procedure is outlined in the 'Regulations for Legal Protection of Decisions Concerning Education' of the HAN Student Charter.
2. Every decision taken by the board of examiners or individual examiner contains a remedy clause. This clause stipulates at least the following:
 - a) an appeal must be made within six weeks of the date of the decision;
 - b) an appeal can be lodged with the Examination Appeals Board;
 - c) the correct and current address details of the Examination Appeals Board.
 - d) a reference – for more information – to the 'Regulations for Legal Protection of Decisions Concerning Education' of the HAN Student Charter.
3. If a student wants to file a complaint against an examiner or member of the board of examiners, they can consult the procedure set out in the complaints regulations of the HAN Student Charter.
4. If a complaint or appeal concerns a member of the board of examiners, this member of the board of examiners does not take part in processing the complaint or appeal on behalf of the board of examiners.

Article 9.3 Adoption, effective date and amendments

1. These regulations were adopted by the boards of examiners for the School of Engineering and Automotive on 14 April 2020 and enter into force on 1 September 2020.

⁴ The idea here is that those who are most closely involved in the degree course receive a copy of the annual report. If there is a school manager who is responsible for (the quality of) the degree course, they should receive that report. Organise this in a way that suits the organisation of the degree course/school.

2. These regulations replace the Regulations of the Boards of Examiners for the School of Engineering and Automotive that were adopted on 20 May 2019.
3. These regulations will be made available to the students and staff of the degree course(s) as referred to in article 1.2 paragraph 3 of these regulations by inclusion in the Degree Charter.
4. Amendments to these regulations can be made by the board of examiners in the form of separate decisions. Amendments during the current academic year will be made only if this is necessary for the protection of students' interests.
5. Amendments to these regulations may not have any adverse impact on decisions that were made earlier by the board of examiners and were made based on these regulations.

Arnhem, 14 April 2020

On behalf of the Engineering Board of Examiners,
Examiners,

Gert de Groot
Chair

On behalf of the Automotive Engineering Board of

Harold van der Zee
Chair

Appendix 1: Duties delegated by the board of examiners

Overview of duties delegated by the board of examiners (by board of examiners – mandate giver – mandate decision(s) taken)

	Duties delegated by the Automotive Engineering board of examiners	Mandated body ⁵ , or job title or specific duties of the mandated staff member ⁶
1	Changing the manner in which exams are administered, either orally, in writing or otherwise, subject to the authority of the board of examiners.	Managing committee, board of examiners
2	Deciding on adjustments to make it possible for students with physical or sensory disabilities to take exams	Managing committee, board of examiners
3	Organising and coordinating exams and final assessments	Exams office
4	Approving graduation assignments and/or companies	Community Of Practice (CoP)
5	Approving internship assignments/companies	Community Of Practice (CoP)
6	Rejecting internships.	Community Of Practice (CoP)
7	Rejecting / extending graduation assignments.	Examiner = 1st assessor
8	Approving a minor being removed from the list prepared by the board of examiners.	Learning team coach / study career coach
9	Inspecting the quality of exams	Exam committee
10	Registering part-time module as a minor (part-time modules may be used as flexible minors and must also be recorded as such in Alluris. This can only be done by adding a flexible minor)	Part-time coordinator

	Duties delegated by the Engineering Board of Examiners	Mandated body ⁷ , or job title or specific duties of the mandated staff member ⁸
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⁵For example, committee or office (managing committee, board of examiners, examination task team, exams office).

⁷The official job titles of employees (e.g. dean, lecturer, senior lecturer, educator/trainer/advisor, secretary) can be found on HAN Insite under "Our staff". A duty is a specific work activity carried out by an employee – and may or may not be officially assigned to or requested of them (e.g. chair of the board of examiners, official secretary, personal tutor, team leader, administrative staff member or examiner).

This column lists the specific duties relevant in the context of the mandate given by the board of examiners.

⁶The official job titles of employees (e.g. dean, lecturer, senior lecturer, educator/trainer/advisor, secretary) can be found on HAN Insite under "Our staff". A duty is a specific work activity carried out by an employee – and may or may not be officially assigned to or requested of them (e.g. chair of the board of examiners, official secretary, personal tutor, team leader, administrative staff member or examiner).

This column lists the specific duties relevant in the context of the mandate given by the board of examiners.

⁷For example, committee or office (managing committee, board of examiners, examination task team, exams office).

The official job titles of staff (e.g. dean, lecturer, senior lecturer, educator/trainer/advisor, secretary) can be found on HAN Insite under "Our staff". A duty is a specific work activity carried out by an employee – and may or may not be officially assigned to or requested of them (e.g. chair of the board of examiners, official secretary, personal tutor, team leader, administrative staff member or examiner).

This column lists the specific duties relevant in the context of the mandate given by the boards of examiners.

1	Approval of HAN minors	Degree course of the requesting student (study career coach / learning team coach)
2	Approval of part-time HAN minors	Part-time Office
3	Administering written exams/modular exams	School of Engineering and Automotive Exams Office
4	Approval of request to use module as a flexible minor	Part-time Office
5	Entering results/sending exam documentation	Study Progress
6		
7		
8		
9		
10		

Note:

- The mandate will remain valid unless revoked by the board of examiners and as long as the mandated person remains employed by HAN and performs the duties specified above.
- Unless otherwise explicitly stated, those mandated are not authorized to delegate their duties to third parties.

Arnhem, 14 April 2020

Engineering and Automotive Engineering boards of examiners

Appendix 2: Duties delegated to the board of examiners by or on behalf of the Institutional Board

Overview of duties delegated to the board of examiners

	Duties delegated to the board of examiners
1	Awarding the degree
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	

Note:

- The mandate will remain valid unless revoked and as long as the mandated party remains employed by HAN and performs the duties specified above.
- Unless otherwise explicitly stated, those mandated are not authorized to delegate their duties to third parties.

Appendix 3: For the right to specific exemption(s) for previously obtained exams or modular exams, certificates and other statements, diplomas and certificates

Conditions for exemption of professional skills

When do you get an exemption for professional skills in the part-time degree course?

- A student receives an exemption for all learning outcomes for professional skills if they have a bachelor degree certificate or higher from a university or university of applied sciences (from or after the 2014-2015 academic year).
- A student receives an exemption for Basic Prof. Skills if they have a propaedeutic certificate from a university or university of applied sciences (from or after the 2014-2015 academic year).
- A student receives an exemption for the learning outcomes for the Associate Degree if they have a HAN AD ENG certificate.
 - o Basic Prof. Skills
 - o EVL-2 Communication in the Professional Skills module

In other cases, no exemption is granted. However, a student can prove they have reached certain learning outcomes through the regular pathway by submitting a portfolio.

When do you get an exemption for professional skills in the full-time degree course?

- A student receives an exemption for all professional skills components if they have a bachelor degree certificate or higher from a university or university of applied sciences (from or after the 2014-2015 academic year).
- A student receives an exemption for the components of Basic Prof. Skills if they have a propaedeutic certificate from a university or university of applied sciences (from or after the 2014-2015 academic year).
- In other cases, no exemption is granted. However, a student can prove they have reached certain learning outcomes through the regular pathway by submitting a portfolio.

Chair of Curriculum Committee
Leon Verhoeven
March 2019

(Next page: original and signed document in Dutch)

Translation: see previous page.

Wanneer vrijstelling voor professional skills in de deeltijd?

- Een student krijgt vrijstelling voor alle leeruitkomsten van professional skills als hij/zij een HBO of WO bachelor diploma of hoger (vanaf studiejaar 2014-2015) heeft.
- Een student krijgt vrijstelling voor Basis Prof.Skills als hij/zij een HBO of WO propedeutisch getuigschrift (vanaf studiejaar 2014-2015) heeft.
- Een student krijgt vrijstelling voor de leeruitkomsten die onderdeel zijn van de AD, als hij/ zij een HAN AD ENG -diploma heeft.
 - Basis Prof.Skills
 - EVL-2 Communicatie van de module Professional Skills
- In overige gevallen wordt geen vrijstelling verleend maar kan de student via de reguliere route door het inleveren van een portfolio aantonen aan de leeruitkomsten te voldoen.

Wanneer vrijstelling voor professional skills in de voltijd?

- Een student krijgt vrijstelling voor alle professional skills onderdelen als hij/zij een HBO of WO bachelor diploma of hoger (vanaf studiejaar 2014-2015) heeft.
- Een student krijgt vrijstelling voor de Basis Prof.Skills onderdelen als hij/zij een HBO of WO propedeutisch getuigschrift (vanaf studiejaar 2014-2015) heeft.
- In overige gevallen wordt geen vrijstelling verleend maar kan de student via de reguliere route door het inleveren van een portfolio aantonen aan de leeruitkomsten te voldoen.

Voorzitter curriculumcommissie



Leon Verhoeven

Maart 2019

Regulations of the Degree Committee

3 Regulations of the Degree Committee

Chapter 1 Introductory provisions

Article 1 Status and definitions

1. These regulations are regulations as defined in the administrative and management regulations of HAN University of Applied Sciences (hereafter: HAN).
2. These regulations apply to the joint Engineering degree committee for:
 - the full-time bachelor degrees in Electrical and Electronic Engineering (EEE) (NL and EN), Industrial Design Engineering (IDE), Industrial Engineering & Management (IE&M) and Mechanical Engineering (ME) (NL and EN) and
 - the part-time bachelor degrees EEE, IE&M and ME and
 - the part-time Associate degrees in Mechanical Engineering Design, EEE-Industrial & Power Systems, ELT-Embedded Systems Engineering and Smart Industry, Hereafter called the Engineering degree committeeand to the Automotive Engineering degree committee for:
 - the full-time Bachelor in Automotive Engineering (AUM) (NL and EN) and
 - the part-time Bachelor in Automotive Engineering AUM and
 - the part-time Associate degree Automotive Systems Specialist, hereafter called the Automotive Engineering degree committee
3. The definitions and provisions from the glossary in appendix 1 to the degree statute apply to these regulations.

Chapter 2 Degree committee

Article 2 Establishing degree committee(s)

1. A degree committee will be established for each degree course or group of degree courses.
2. If a school has only one degree course, the duties and powers of the degree committee will be exercised by the school council.
3. If a degree committee is established for two or more degree courses, that degree committee will be referred to as a joint degree committee. The decision to establish or dissolve a joint degree committee will be taken by the dean, and it will require the consent of the school council of the relevant school. The school council consults the relevant degree committees with regard to the decision whether or not to give its consent.
4. The provisions in these regulations also apply to joint degree committees, unless the nature of the provision precludes application.
5. One or more divisions may be established within a degree committee if required. A division can be set up as needed according to the degree format, according to a special feature of the

degree course (e.g. English-taught), according to the location of the degree course or according to any other special aspect of the degree course¹.

6. The Engineering degree committee was established for a group of degree courses. The degree committee consists of 2 divisions: one division for the full-time degree format (Ba NL and Ba EN) and one division for the part-time degree format (Ba and Ad).
The Automotive Engineering degree committee was established for one degree course. The degree committee consists of 2 divisions: one division for the full-time degree format (Ba NL and Ba EN) and one division for the part-time degree format (Ba and Ad).

Article 3 Joint Assembly

If the degree courses of a school do not have a joint degree committee, all of the degree committees within that school will convene in a joint session at least 4 times a year to discuss shared matters. This will include at least those matters specified in article 27 paragraph 4 of these regulations.

Article 4 Composition of the degree committee

1. The Engineering degree committee has 12 members. The full-time division (Ba NL and Ba EN) of the degree committee has 10 members and the part-time division (Ba and Ad) of the degree committee has 2 members.
The Automotive Engineering degree committee has 10 members. The full-time division (Ba NL and Ba EN) of the degree committee has 8 members and the part-time division (Ba and Ad) of the degree committee has 2 members.
2. Half of the members of the degree committee (division) are students from the relevant degree course and the other half are staff from the relevant degree course.
3. No individual belonging to the school or course management or employed as an education manager can simultaneously be a member of the degree committee.

Article 5 Appointment term

1. The members of a degree committee who are elected from among and by the student body have a 1-year term of office. The members of a degree committee who are elected from among and by the staff have a 4-year term of office.
2. The term begins on 1 September.
3. All members step down simultaneously at the end of their terms.
4. At the end of their terms, members of a degree committee may be re-elected, on the understanding that members elected from among and by the staff may serve for two consecutive terms and may not be re-elected after those two terms until they have had a one-term break of service from the committee. The members who are elected from and by the students can be re-elected with a maximum of four consecutive academic years.

Article 6 Termination of membership

1. Membership in a degree committee, division and the joint assembly ends:
 - a. when the term expires, unless the member is re-elected/re-appointed;
 - b. before the end of the term:
 - in the event of death;

¹For the duties and powers of a division, see the description in article 27 paragraph 3 of the regulations.

- in the event the composition of the degree committee no longer meets the requirements specified in these regulations;
 - in the event the lecturer is no longer employed at the relevant school or no longer affiliated with the relevant degree course;
 - in the event the student member has quit the degree course.
2. A member of the degree committee may terminate the membership at any time by withdrawing the membership in writing, stating the reason, to the relevant dean.

Article 7 Composition

1. The composition of the degree committee is determined by election.
2. The method for determining the composition is considered each year.

If the degree committee has opted for elections in the preceding article, the provisions of chapter 3 will apply. If the degree committee has opted for nomination in the preceding article, the provisions of chapter 4 will apply. A choice for appointment must be reviewed each year to determine whether this method of composition is still appropriate.

Chapter 3 Elections

Article 8 Voting Privileges

1. The members of the degree committee will be elected directly by the students and staff who are either enrolled as students in the relevant degree course or group of degree courses or employed as staff by the relevant degree course or group of degree courses on the reference date for composing the electoral register. Each eligible voter can cast one vote.
2. Individuals eligible for election to membership in the degree committee include students who are enrolled in the relevant degree course or group of degree courses and staff members who are employed by the relevant degree course or group of degree courses.

Article 9 Elections

1. Elections for members elected from among and by the staff will be held every four years. The election of the members chosen by and from among the student body are held annually.
2. Elections for all degree committees will be held simultaneously on a date to be determined by the Executive Board, in consultation with the participation council. This date will be included in the HAN academic calendar. Deviation from this date will be allowed only with written approval from the Executive Board.
3. Elections will be held according to an individual candidate system.
4. Elections for the members of a degree course (or group of degree courses) will be organized within each degree course (or group of degree courses) by an electoral committee composed by the dean in consultation with the degree committee(s).
5. The duties of the electoral committee will include the following:
 - determining the electoral registers;
 - taking decisions about requests for improvement to the electoral registers;

- taking decisions on the validity of the candidacy;
 - arranging all facilities needed to ensure the elections proceed smoothly;
 - confirming and announcing a time frame for the elections;
 - maintaining contacts with supporting service providers, such as ICT;
 - documenting the results of the elections.
6. In the event that the electoral committee identifies irregularities in the elections or results, it will submit a report of this matter to the degree committee. If the irregularities could lead to an influence on the voting results, the degree committee may opt to hold new elections, in consultation with the dean.

Article 10 Application for candidacy

1. A list of candidates will be formulated for the election of each degree committee. The lists will include the names of the staff members and students who are eligible for election.
2. Candidates for the elections of the part of the committee that is elected from among and by the staff may be submitted by staff members and by staff organizations.
3. Candidates for the elections of the part of the committee that is elected from among and by the student body may be submitted by students and by student organizations.
4. Application for candidacy will take place by submitting the appropriate form to the electoral committee. The application period for candidacy is at least 10 working days, and ends at least 14 days before the opening of the elections.

Article 11 Voting

1. The elections for each degree committee take place by secret digital ballot. Voting may occur over five working days.
2. If no more candidates have been proposed for a degree committee than there are seats to be filled, no election will be held for that degree committee, and the candidates who have been proposed will be regarded as having been elected.
3. If fewer candidates have been submitted than there are seats to be filled, new elections will be held within six weeks. The mandatory free weeks specified in the official HAN academic calendar will not be included in determining the six weeks.
4. Candidates applying for an unfilled vacancy after the period specified in the preceding paragraph may nonetheless be admitted to the degree committee after consultation between the chair of the degree committee and the dean.

Article 12 Election results

1. The seats in each separate degree committee and in both the staff and student divisions will be allocated to the candidates in order of the greatest number of votes received, except as described in paragraph 3 of this article.
2. In the allocation of seats to candidates for a joint degree committee, the staff members and students of each degree course who are eligible to vote will have the right to be represented in the degree committee by at least one member from their own division.
3. If a seat is not obtained for each division and degree course as defined in paragraph 2, the seats necessary for representation will be withdrawn from those in order of the least number of

votes received. Allocation of the seats as specified in paragraph 2 will subsequently take place for each division to those who are eligible, according to the number of votes received.

Article 13 Interim vacancies

1. In the event of an interim vacancy, the seat that has become vacant will be assumed by a candidate on the list of candidates of the voting division in which the vacancy has occurred. This will be the candidate who received the greatest number of votes following the most recently elected candidate. If the seat that has become vacant is a guaranteed seat as described in article 12 paragraph 2, the vacant seat will be taken by the first eligible candidate, based on the number of votes received.
2. If an interim vacancy can no longer be filled from the list from which the vacant seat emerged, the remaining members of the relevant division will be entitled to elect a candidate on their own for the remainder of the term, with due consideration to the provisions of article 12 paragraph 2.

Article 14 Objections

Any stakeholder may file an objection to the degree committee regarding a decision of the degree committee or the electoral committee concerning the elections. If necessary, the degree committee will make the appropriate arrangements, decide on the objection within four weeks and notify those concerned of this decision.

Article 15 Voting regulations

1. The dean may adopt electoral regulations for the further organization of the elections.

Chapter 4 Appointment

Article 16 Appointment

The members of the degree committee are appointed by the dean.

Article 17 Procedure

1. Before the term of office ends, the members of the degree committee's student division, taking into consideration article 4 of each of the degree courses belonging to the group of degree courses, will not nominate any students to the dean. The nomination will be compiled by the degree committee of the relevant degree course(s), or on behalf of the dean.
2. Before the term of office ends, the members of the degree committee's staff division, taking into consideration article 4 of each of the degree courses belonging to the group of degree courses, will not nominate any staff members to the dean. The nomination will be compiled by the degree committee of the relevant degree course(s), or on behalf of the dean.
3. If no joint degree committee has been established for a school's degree courses, each separate degree committee belonging to that school will choose one staff member and one student from among its members to be delegated to the joint assembly, together with the chair.

Article 18 Interim appointment

1. In the event of an interim vacancy on a degree committee or division, the dean will appoint a replacement member. The appointment procedure specified in article 17 will be followed.
2. The replacement member must be appointed within 4 weeks of the opening of the interim vacancy.
3. The interim replacement member steps down at the same time that the person being replaced would have stepped down.

Chapter 5 Positions and performance

Article 19 Positions

1. The degree committee and division elect one of their members as chair and one as secretary, in addition to electing two members as deputies.
2. A degree committee (or division thereof) will be represented by either the chair or the deputy.

Article 20 Decision-making

1. The degree committee will take decisions by a simple majority of votes. Abstentions will not be counted. Votes may be held only if a majority of the members are present at the meeting.
2. Voting takes place without the presence of management or the discussion partner.
3. The members of the degree committee advise and vote independently and unbound by any instructions.
4. In the event of absence, the absent member may vote by proxy. Proxies must be submitted in writing at the beginning of the meeting. A member may cast only one proxy vote for another member at a time. The proxy will vote independently and unbound by any instructions. Proxies are counted when determining the quorum for the meeting.
5. Anyone who is involved in performing the duties of the committee and who therefore has access to information that is known to be or could be reasonably expected to be of a confidential nature will be bound to confidentiality.
6. Where applicable, the degree committee will ensure that the viewpoints represented by the minority of the votes cast are also communicated to the dean and/or the dean.
7. The degree committee will ensure that its resolutions, recommendations and proposals are available for inspection in a place accessible to the lecturers and students of the relevant degree committee or school.

Article 21 Meetings

1. The degree committee [or division thereof] will meet at least eight times a year and also at any time at least half of the members of the degree committee [or division thereof] request a meeting. Meetings are called by the chair of the degree committee. At the first meeting, a meeting schedule will be compiled in consultation with the dean, and will be posted on the website of the degree course.

2. The members of the degree committee [or division thereof] will receive a written invitation to the meeting no later than five working days before the meeting. The invitation will be accompanied by an agenda.
3. The meeting documents will be sent to the members of the degree committee no later than four working days before the meeting. If the documents are sent later, the members may decide by majority of votes not to address the meeting documents.
4. The degree committee may request information from experts during the meeting. The secretary will be informed about the expert at least seven days before the meeting.
5. The degree committee may compose a temporary committee from among its members in order to prepare a topic. This committee will report to the degree committee.

Article 22 Public nature of meetings

1. The meetings of the degree committee [or division thereof] will be public unless the degree committee [or division thereof] decides otherwise. The degree committee [or division thereof] will determine whether to hold a closed meeting in preparation for a public meeting. No resolutions may be passed in closed meetings.
2. The degree committee must hold at least two public meetings a year. The dates of the public meetings will be scheduled in consultation with the dean and in concurrence with the official HAN academic calendar.

Article 23 Reporting procedure

1. The secretary of the degree committee [or division thereof] will prepare a report of each meeting.
2. This report must contain at least:
 - the date, time and location of the meeting;
 - the names of the members who are present at and absent from the meeting;
 - the agenda items;
 - the main discussion points;
 - any explanations of votes;
 - the recommendations;
 - the resolutions concerning recommendations, any votes taken on these recommendations and the results of the votes;
 -
3. A draft version of the report will be sent to the members of the degree committee no later than 15 working days after the meeting, after which the report will be confirmed in the subsequent meeting.
4. The reports of the public meetings of the degree committee [or division thereof] will be made available in digital format to the lecturers and students of the school or relevant degree course.

Article 24 Contact with management

1. The dean for the relevant degree format/course with special feature will promptly and without request provide the degree committee or division thereof with all information they might reasonably or justly need to fulfil their duties. Upon request, they will promptly provide the degree committee *or* division thereof with all information the committee may reasonably or fairly deem necessary to fulfil its duties.

2. At least twice a year, the degree committee is authorized to invite the dean to discuss the intended policy based on the agenda that it has prepared.
3. At the opening of the academic year, the degree committee will prepare a policy plan with its key policy points for the coming academic year. The policy plan is then shared with the dean.
4. At the request of the dean, their designated deputy or at the request of the degree committee [or division thereof], the dean or their designated deputy will attend the meetings or parts of the meetings of the degree committee [or division thereof].
5. The dean will be responsible for ensuring the students and staff of the relevant school are sufficiently informed of the existence and performance of the degree committee [or division thereof].

Article 25 Annual reporting procedure

1. No later than November of each year, the chair of the degree committee will submit a written report to the dean concerning the duties and performance of the degree committee during the previous academic year. The chair will forward the report to the school council for inspection.
2. The report will contain information on at least the following points:
 - the composition of the degree committee;
 - the degree committee's vision on its duties and procedures;
 - the degree committee's policy plan and evaluation of its policy plan;
 - the recommendations and resolutions issued by the degree committee, including requests for consent;
 - the board's reaction to the recommendations and resolutions;
 - conclusions and recommendations.
3. The written report referred to in paragraphs 1 and 2 must at any rate be made available digitally and, if requested, in hard-copy format to the staff and students of the school or degree course(s) concerned.

Article 26 Contact with school council

The chair of the degree committee will ensure that consultation with the school council (or its chair) is held as needed.

Chapter 6 Duties and powers of the degree committee

Article 27 Duties of the degree committee

1. The degree committee has the duty to advise on the promotion and safeguarding of the quality of the degree course.
2. The degree committee is also charged with the following duties:
 - annually assessing the operational methods of the education and examination regulations (EER) of the relevant degree course;
 - advising or issuing proposals to the school council and the dean on all other matters concerning education in the relevant degree course(s) when requested or on its own initiative.

3. A division of the degree committee will be charged with advising the degree committee on the following:
 - promoting and safeguarding the quality of the degree course;
 - annually assessing the implementation methods of the EER of the relevant degree course;
 - advising or issuing proposals to the degree committee on all other matters concerning education in the relevant degree course(s) when requested or upon its own initiative.
4. The joint assembly has the following duties:
 - discussing the separate recommendations about the EER made by the degree committees belonging to a school so they can reach a joint resolution in the event the EER is adopted at school level;
 - discussing the separate evaluations made by the degree courses on the implementation of the EER to reach a resolution on the implementation of the EER at the school level;
 - providing solicited or unsolicited advice to the dean and/or school council on all other matters concerning education in the relevant degree course(s).

Article 28 Right of consent

1. The degree committee has right of consent concerning the administrative and management regulations in so far as they:
 - specify a manner of composition other than election for the degree committee;
 - concern the annual assessment of the appropriateness of this other method of composition;
2. The degree committee has right of consent concerning the EER of the relevant degree course in so far as they concern:
 - the manner in which education is evaluated within the relevant degree course;
 - the content of the graduation specializations within a degree course;
 - the quality of the knowledge, understanding and skills that students should have acquired upon completion of the degree course;
 - where needed, the organization of practical exercises;
 - the study load of the degree course and each of its units of study and units of learning outcomes;
 - if applicable, the selection procedure for students applying for a special track within a degree course that aims at helping students attain a higher level of knowledge;
 - if applicable, the regulation that stipulates that the study load for a fast track aimed at students with a Vwo diploma is 240 instead of 180 credits.

Article 29 Advisory rights

The degree committee has advisory rights concerning the EER of the relevant degree course in so far as it concerns:

- the content of the degree course and the exams associated with it;
- any further rules on issuing study advice for the propaedeutic phase for the bachelor degree or the first year of study of an associate degree and further rules on issuing referrals in the propaedeutic phase/first year of study if a degree includes more than a graduation specialization after the propaedeutic phase/first year of study;
- the number and order of exams, as well as the times at which they can be administered;

- the full-time, part-time or work-study structure of the degree course;
- where necessary, the order in which, time frame within which and number of times each academic year that students are to be offered the opportunity to take exams and final assessments;
- where necessary, the extension of the validity term of passed exams, subject to the authority of the board of examiners;
- the method used to administer exams, whether orally, in writing or otherwise, subject to the authority of the board of examiners to decide on a different method in special cases;
- the manner in which students with disabilities or chronic illnesses are to be given the opportunity to take the exams;
- the public character of exams that are to be administered orally, subject to the authority of the board of examiners to decide differently in special cases;
- the time frame within which the results of an exam are to be posted, along with circumstances under which exceptions may be made to this time frame;
- the manner and term in which individuals who have taken a written exam will be allowed to review their work after it has been assessed;
- the manner and term in which questions and assignments made or given as part of a written exam may be reviewed, as well as the standards according to which the assessment was performed;
- the grounds upon which the board of examiners may grant exemptions for one or more exams based on previously passed exams or final assessments in higher education or based on knowledge and skills acquired outside the context of higher education;
- where necessary, the requirement to pass certain exams before admission can be granted to take other exams;
- where necessary, the requirement to participate in practical exercises for the purposes of admission to taking the relevant exam, subject to the authority of the board of examiners to grant exemptions from this requirement, whether or not that is conditional upon alternative requirements;
- the monitoring of study progress and individual study coaching;
- the actual design of the education.

Article 30 Conditions for consent and advice

1. The dean ensures that:
 - a. advice is requested at such a time that it can actually bear an influence on the decision-making,
 - b. the committee has the opportunity to consult with the dean before the advice is issued,
 - c. the committee is notified in writing as quickly as possible concerning the manner in which the advice will be acted upon.

Article 31 Procedure for consent and advice

1. The degree committee notifies the dean in writing about whether the degree committee has granted consent or what the degree committee's advice is as soon as possible, but no later than 6 weeks after consent or advice has been requested.

2. The degree committee and the deans may agree to extend the term specified in the preceding paragraph, or to shorten it due to the urgency of the decision to be taken or if the decision to be taken is required in order to comply with a legal prescription.
3. If the degree committee has not notified the dean of its advice or decision concerning the requested consent within the term referred to in paragraph 1 of this article, or within the extended or shortened term, the degree committee is deemed not to be exercising its powers.
4. The degree committee may consult with students and/or staff members from the relevant degree course prior to deciding on a request for consent or before issuing advice.

Article 32 Deviating from advice

1. If the dean does not wish to follow all or part of the advice given by the degree committee, the dean will notify the degree committee of this, along with the reasons, within four weeks.
2. The dean will ensure that the degree committee has the opportunity to engage in further consultation with him or her before making a definite decision.
3. The dean will suspend the execution of his or her decision for 4 weeks after the day on which the degree committee announced its decision, unless the committee has no objection to the immediate execution of the decision.
4. The dean will notify the degree committee and school council in writing of the definite decision, noting that the decision deviates from the degree committee's recommendation.

Article 33 Right of initiative

1. If the degree committee makes a proposal to the school council or dean as referred to in article 27 paragraph 2 of these regulations, upon request or at its own initiative, the dean will respond to the proposal within two months of receipt. The degree committee will send these recommendations and proposals to the participation council or the relevant school council for inspection.

Chapter 7 Quality assurance

Article 34

1. At the opening of the academic year, the degree committee and the dean make agreements concerning the manner in which quality assurance is performed.

Chapter 8 Involvement in accreditation

Article 35

In the context and for purposes of the accreditation of the degree course:

- the degree committee provides a recommendation for the self-evaluation of the degree course upon request by the dean;
- in certain cases the degree committee has advisory rights with regard to the recovery plan.

Chapter 9 Disputes

Article 36 Access to the Disputes Advisory Committee

The disputes committee for participation will inspect disputes between the degree committee or the dean with regard to:

- a. the application of the regulations of the degree committee;
- b. disputes arising from articles 27 to 30 of these regulations.

Article 37 Amicable settlement

In the event of a dispute between the degree committee and dean, the Executive Board will investigate the possibility of amicable settlement. If this is not possible, the dean or the degree committee will submit the dispute to the Disputes Advisory Committee.

Article 38 Binding judgment of the Disputes Advisory Committee

The disputes committee is authorized to effect an amicable settlement between parties. If they are unable to reach an amicable settlement, the disputes committee will resolve the dispute by issuing a binding judgement after assessing whether:

- a. the dean has adhered to the requirements of the law and the internal regulations for degree committees;
- b. the dean could have reasonably reached the proposal or decision when considering the interests involved;
- c. the dean has acted negligently with regard to the degree committee.

Article 39 Suspended execution of a decision

If the dispute concerns the choice whether or not to follow the advice or part of the advice given by the degree committee, the execution of that decision will be suspended for four weeks, unless the degree committee has no objection to the immediate execution of the decision.

Article 40 Permission in the absence of consent

If the dean has not received consent from the degree committee for an intended decision, the dean may request permission from the disputes committee to make the decision, contrary to the provisions of article 31. The disputes committee will only grant permission if the decision of the degree committee not to provide consent is unreasonable or if compelling organizational, economic or social reasons call for the intended decision of the dean.

Chapter 10 Facilities

Article 41 Facilities for degree committees (and their members)

1. The dean will grant the degree committee the use of facilities that are available and that the committee could reasonably need to fulfil its duties, including at least administrative, financial and legal support.
2. More specifically, the degree committee is entitled to:
 - meeting space;
 - facilities for the reproduction/distribution of meeting documents;
 - secretarial support;
 - catering facilities;
3. The dean will allocate a training budget to the members of the degree committee. The training budget is determined at the opening of the academic year, in joint consultation between the degree committee and the dean. It enables members of the degree committee to at least participate in the training and professional development opportunities offered by HAN Academy. The training budget for the Engineering degree committee and the Automotive Engineering degree committee amounts to 2,000 euro including VAT for each degree committee per academic year.
4. The members of the degree committee who are employed as staff members will have the opportunity to participate in this training during working hours and with retention of salary.
5. The dean gives the degree committees the opportunity to meet during working hours whenever possible. Each student and staff member of the degree committee will be facilitated for all degree committee activities for 80 hours each academic year, with the positions of chair and secretary receiving additional facilitation of 40 hours each academic year. This facilitation has been adjusted (once only) for the 2020-2021 academic year per member from 80 hours to 100 hours, and for the chair and secretary from 120 hours to 150 hours. This is because of the expected extra activities related to the new school structure.

Chapter 11 Final provisions

Article 42 Legal protection

The Executive Board, the dean and the school manager of the relevant degree format/degree course with a special feature will ensure that the members of the degree committee, the division and the members of the joint assembly are not disadvantaged in their position and/or interests in relation to the university of applied sciences on account of their membership in the degree committee.

Article 43 Unforeseen circumstances

Matters that are not provided for in these regulations and for which an immediate decision is needed by the degree committee, division or joint assembly will be decided upon by the chair of the degree committee or the chair of the joint assembly. The chair must communicate this decision as soon as possible to the other members of the degree committee (*or division thereof*) or the other members of the joint assembly, and to the dean.

[Article 44 Effective date](#)

These regulations were adopted by the dean on 19 August 2020 and will come into effect on 1 September 2020.