

Student Handbook

edition juli 2022



Rotterdam Mainport Institute

FUNDED MASTER
PROGRAMME



ROTTERDAM MAINPORT INSTITUTE

Rotterdam University of Applied Sciences

Rotterdam is a dynamic city, innovative and in full swing. As Rotterdam University of Applied Sciences, we explicitly opt for connection with the city, whether it concerns the health of Rotterdammers, the transition in the port, the reduction of socioeconomic inequality or the increasing role of artificial intelligence in our daily lives. Hogeschool Rotterdam trains professionals who make a substantial contribution to our society. With our education, we respond to the rapidly changing environment.

Occupations change, or even disappear, while other, new forms of highly skilled labour emerge. Issues are becoming more complex and they are increasingly calling for a cross-discipline approach. It is no longer enough to approach a problem or propose a solution from your own background and knowledge. Due to the increasing complexity, the demands placed on the professional also increase. Not only must they have the necessary knowledge to be able to practice their profession, but also an investigative attitude and an ability to look beyond the boundaries of their own field are necessary. Solutions are often found in innovative concepts presented from professional practice.

With its offer, Hogeschool Rotterdam wants to contribute to and provide for the training of professionals who can work with the above complex issues.

Table of contents

Rotterdam University of Applied Sciences	2
Introduction	6
PART 1: Education and examinations	7
Chapter 1 General provisions	8
Article 1.1 Scope of the Student Handbook	8
Article 1.2 Information services	8
Article 1.3 Dean of the institute	8
Article 1.4 Exam board	8
Article 1.5 Hardship clause and unforeseen circumstances	9
Chapter 2 Rotterdam Mainport Institute	10
Article 2.1 Vision of the institute	10
Article 2.2 Study programmes (offer)	11
Article 2.3 Language of instruction	11
Article 2.4 Annual planning	11
Chapter 3 Study	13
Article 3.1 Credits and study load	13
Article 3.2 Study progress	13
Article 3.3 Intake and renewal	13
Chapter 4 Assessments and examinations	14
Article 4.1 General provisions	14
Article 4.2 Conditions for participation in assessments	14
Article 4.3 Public access to oral assessments	15
Article 4.4 Awarding credits	15
Article 4.5 Publication of the results	15
Article 4.6 Review	15
Article 4.7 Validity of study results	16
Article 4.8 Exemptions and recognition of acquired competencies (EVC)	16
Article 4.9 Final exam	16
Article 4.10 (Summa) cum laude	16
Article 4.11 Fraud and irregularities	17
Article 4.12 Invalidation of (partial) assessments	17
Chapter 5 Other education-related information	18

Article 5.1 Evaluation of education	18
Chapter 6 Organisation of the education	19
Article 6.1 Organisation	19
Article 6.2 Exam Board	19
Article 6.3 Administration office	19
Article 6.4 Advisory council	19
Chapter 7 Master of Shipping and Transport	20
Article 7.1 Profile	20
Article 7.2 Study programme-specific information	20
Article 7.3 Curriculum (education programme)	20
Article 7.4 Workplace requirement	21
Article 7.5 Internship	21
Article 7.6 Graduation	21
Article 7.7 Conversion	22
Article 7.8 Entry requirements	22
Article 7.9 Extra assessment opportunity	22
Article 7.10 Study costs	22
Article 7.11 Internationalisation	22
Article 7.12 External experts	23
PART 2: Rights and obligations	24
Chapter 1 Behaviour and effects	25
Article 1.1 Conduct and integrity	25
Article 1.2 House rules and disciplinary measures	25
Chapter 2 Rights	26
Article 2.1 Right to education	26
Article 2.2 Right to support and guidance	26
Article 2.3 Right to facilities	26
Article 2.4 Right to legal protection	26
Article 2.5 Right to privacy	27
Article 2.6 Intellectual property rights	27
Article 2.7 Right to participatory decision-making	27
Chapter 3 Obligations	28
Article 3.1 Obligations	28
APPENDICES	29
Appendix 1 Glossary	30

Appendix 2 Code of Conduct and Integrity	34
Appendix 3 Conduct and Measures Regulations	38
Appendix 4 Rules and Guidelines of the Exam Board	40
Appendix 5 Assessments Regulations	55
Appendix 6 Implementing Regulations for the Financial Support of Students	57
Appendix 7 Reviews / results	64
Appendix 8 Grading table	66
Appendix 9 Study programme MST Fulltime	67
Appendix 10 Study programme MST Parttime Year 1	68
Appendix 11 Conversiontable MST 22-23	69

Introduction

With 40,000 students and almost 4,000 employees, Rotterdam University of Applied Sciences is a world in itself. We are a community in which we have made agreements about how education is structured and how we treat each other. There are legal guidelines for this, as defined by law (Higher Education and Research Act), but also guidelines that we have drawn up together. Guidelines that offer support and security and provide clarity on what we can and cannot expect not only from the university of applied sciences, but also from the students.

The law states that the student must be given adequate and clear information about the study programme. It's not only important to have the correct information about the study programme, but also to be familiar with the rights and obligations that are part of studying at Rotterdam University of Applied Sciences. We assume that everyone is familiar with the contents of this handbook and acts accordingly.

Many (house) rules, rights and obligations are described in this Student Handbook. Although topics such as culture, safety, and integrity are not explicitly mentioned, the provisions in this student handbook reflect these standards that are highly valued by the university of applied sciences. In addition, it determines who is responsible for the implementation of these (house) rules, rights and obligations, such as the Exam Board that guarantees the exit level, the management that oversees the day-to-day operations of the organisation and the Executive Board that administers the entire organisation. Tasks are mandated to the deans of the departments and institutes.

Many matters are described but there will always be exceptions that require a customised approach for a student. It depends on the subject whether this will involve the Exam Board, the dean of the institute or the Executive Board. These are the competent authorities to address any issues.

This Student Handbook contains not only the Education and Examination Regulations (OER), but also the Student Statute. This Student Handbook consists of two parts:

1. Education and Examinations: this contains information tailored to the student at that specific institute and study programme. Information on the content of the study programme and the corresponding examinations.
2. All other rights and obligations of the student, such as rules concerning how we treat each other at Rotterdam University of Applied Sciences and what we may expect from each other.

The texts in the handbook that relate to (the entire) Rotterdam University of Applied Sciences were adopted by the Executive Board (CVB) on March 28, 2022 after obtaining advice/consent from the Central Representative Board (CMR). The texts in the handbook that relate to the study programme/institute, in addition to the institutional texts, have been determined by the dean of Rotterdam Mainport Institute on June 2nd 2022 after receiving advice/consent from/by the Institute Representative Board (IMR) and the Programme Advisory Committee(s) (OC).

Rotterdam University of Applied Sciences

The Executive Board

PART 1: Education and examinations

Chapter 1 General provisions

Article 1.1 Scope of the Student Handbook

1. This Student Handbook applies to the master study programmes of Rotterdam Mainport Institute in the study year 2022–2023. In the event of differences of interpretation between the English and Dutch texts, the Dutch text prevails.
2. If anything changes during the study year that affects the content of this handbook, the text in the handbook will be adjusted. This will also happen when the Executive Board makes decisions that affect the contents of this handbook.
3. In some parts of the handbook, we refer to a course guideline or course description. That course guideline or description is part of the Student Handbook. The study programme will ensure that the final version of the course guideline or description is available in a timely manner. In case of a conflict between the text of a course guideline or description and the Student Handbook, the text of the Student Handbook shall prevail.
4. The student or external student ('extraneus') is enrolled in a funded Master's programme. The course participant is enrolled in a post initial Master's programme. The legal position of a course participant differs in a number of aspects from that of a student or external student (in particular the post enrolment rights and different legal protection). The external student is allowed to take examinations/assessments but cannot attend courses or take classes.
5. To make it easier to read, the text was written in the masculine form. Wherever the text refers to 'he', this can also mean 'she' or 'they'.

Article 1.2 Information services

1. Upon enrolment, the student will receive an individual e-mail address from Rotterdam University of Applied Sciences. The university of applied sciences communicates with the student via this e-mail address. We therefore assume that the student checks the university of applied sciences' e-mail regularly. The university of applied sciences may also send communications to the home address or to the student's private e-mail address; it will use the contact information from Studielink for this purpose.
2. A lot of information about the institute, the study programme or the university of applied sciences can be found on Hint, the university's intranet. We refer regularly to Hint in this handbook.

Tip: make sure that any changes to your address, e-mail and telephone information are immediately and correctly updated in Studielink. This allows us to always reach you.

Article 1.3 Dean of the institute

1. The Executive Board has several authorities based on the law to carry out tasks within the institute. The institute's dean executes these on behalf of the Executive Board.

Article 1.4 Exam board

1. The Exam Board is responsible for ensuring the quality of assessments and examinations. It does so in an objective and expert manner.
 2. The Exam Board assesses whether the graduate has achieved the required exit level and handles requests, for example, for exemptions or for an extra opportunity for a (partial) assessment. The student submits such requests via Osiris Case.
 3. Additional rules about the tasks and authority of the Exam Board and the execution of these tasks can be found in the Rules and Guidelines of the Exam Boards (appendix 4).
-

Article 1.5 Hardship clause and unforeseen circumstances

1. In cases where the application of this handbook would result in significant unfairness, the Exam Board will decide, except in cases that are covered by the responsibility of the Executive Board or the institute's dean.
2. In cases where this handbook does not provide, the Executive Board will decide, except in cases that are covered by the responsibility of the institute's dean.

Tip: the hardship clause allows for an exception in a case where the application of the rule in the Student Handbook would result in an unreasonable consequence.

Chapter 2 Rotterdam Mainport Institute

Article 2.1 Vision of the institute

1. INSTITUTE

Rotterdam Mainport Institute (RMI) is a partnership between STC Group and Rotterdam University of Applied Sciences. RMI offers four Higher Education bachelor study programmes in the STC Group building on Lloydstraat in Rotterdam, where a large maritime, port and transport simulator park is located. RDM Campus and the STC location in Brielle will also be used for practice and practical education. The Chemical Technology program uses the facilities at the Hogeschool Rotterdam location at the Academieplein for practical training.

In addition, Rotterdam Mainport Institute offers the Master Shipping and Transport from September 2021.

Whoever says Rotterdam says the port. The Rotterdam Mainport is one of the largest in the world and the largest port in Europe. With the commissioning of the second Maasvlakte, Rotterdam's leading position will be further expanded. The demand for well-trained employees at higher vocational level is growing and is expected to increase in the coming years.

We believe it is the task of the mainport institute to prepare its students for their place in this new reality. A new reality in which the influence of higher professional education graduates is increasing. Because even for challenges in the port, the solution lies in resourcefulness and 'daring to think differently'.

Time for port talent!

The new reality requires science technicians with unique competences. It is a combination of qualities that come together in what we call "port talent". A port talent is not just a shipbuilder, maritime officer, logistics manager or chemical technologist. Port talent is the driver of innovation in the port. It is someone with an international scope. Someone who masters knowledge from different fields and knows how to connect them. Someone who has craftsmanship and at the same time comes up with valuable and innovative solutions.

2. GOAL

Our goal is to provide excellent graduates that the mainport demands. The way in which we want to realize this ambition is summarized in three core values: connected, decisive and reliable. These are, as it were, the preconditions for our actions. In this way, the student can develop into port talent.

3. VISION ON LEARNING

We do not only train students to become the port talent, that the mainport demands, by stimulating the technical aspect to the students, but also by teaching them an economic focus. Our graduates have unique competences that make them port talent. They are internationally oriented and able to come up with valuable solutions with all other disciplines. As an organization, we therefore ensure quality, a good learning environment, involvement and connection between its courses and the professional field in order to deliver the port's talents to the main port.

We are partners in talent development and provide sustainable and innovative solutions for the port.

Our education provides students and alumni who come up with sustainable and innovative solutions for the port. We focus on two pillars:

1. partners in talent development :

- We force students to think about what they stand for, how they want to market themselves later. Our

study career coaches guide them in this.

- We encourage our students to push their boundaries and explore the international playing field. Our students are given the opportunity to participate in international exchange projects, internships, graduation assignments and competitions.

- We pay a lot of attention to developing craftsmanship. High quality work is a prerequisite for success.

2. Ensuring sustainable solutions for the port :

- We let our students collaborate with students from other disciplines and on behalf of companies and institutions. In the Sustainable Port City Knowledge Center and the RDM Center of expertise, our students work on new knowledge and sustainable solutions for the port. We want to be recognized and recognized again as an institute that has know how about maritime / offshore innovation, green raw materials, service logistics, energy in the process industry and hinterland connections.

Article 2.2 Study programmes (offer)

1. The Institute offers the following master's degree:

- a. Master of Shipping and Transport; croho 49153, this is a government-funded Master with a total study load of 60 credits.

Article 2.3 Language of instruction

1. The Rotterdam Mainport Institute offers education and administers assessments in English. This is due to the international nature of the program and the background of the students.

Article 2.4 Annual planning

1. In principle, each study programme of Rotterdam University of Applied Sciences offers a curriculum of 1680 study hours per study year. The study year of Rotterdam University of Applied Sciences starts on 1 September and ends on 31 August.

2. Below are the special days for the academic year.

Special days	Dates
Start of the academic year	August 29 2022
Autumn break	October 24 - October 30 2022
Christmas break	December 26 2022 - January 8 2023
Spring break	February 27 - March 5 2023
Good Friday	April 7 2023
Easter Monday	April 10 2023
King's Day	April 27 2023
May holidays	May 1 - May 7 2023
Liberation Day	May 5 2023
Ascension Day + day after Ascension Day	May 18 and May 19 2023

Whit Monday	May 29 2023
Summer vacation	July 24 - August 27 2023
Start of the academic year	August 28 2023

3. The educational periods are:

Educational period 1: August 29 2022 to November 13 2022

Educational period 2: November 14 2022 to Februari 5 2023

Educational period 3: February 6 2023 to April 23 2023

Educational period 4: April 24 2023 to July 9 2023

Educational period 5: July 10 2023 to August 31 2023

Chapter 3 Study

Article 3.1 Credits and study load

1. Each study programme offers a 'feasible curriculum'. The curriculum schedule provides an overview of the structure of the study programme per study year, the courses, the study load per course and the assessment form.
2. The study load is expressed in credits (EC). This is the number of clock hours that the student spends to complete a course or obtain a certificate, under normal circumstances. One credit (1 EC) represents 28 study hours, including independent learning.
3. The study load for an study year of a full-time/dual-track study programme is 60 credits.
4. A course is at least one credit. After passing the assessment, the student receives the number of credits equal to the study load of the course.
5. The course description contains at least the following:
 - a. learning outcomes
 - b. place and alignment (structure) within the curriculum;
 - c. examination;
 - d. assessment.

Article 3.2 Study progress

1. Rotterdam University of Applied Sciences offers the student study career coaching during his study programme and monitors his study progress. This enables us to provide optimal support to the student during his studies, such as to guide the student in choices offered by the study programme and help him to successfully complete the study programme.
2. If there are matters (such as a [functional impairment, disability](#)) that may affect the study results, the student should contact the student counsellor as soon as possible. If necessary, the Exam Board will give the student the opportunity to take the (partial) assessments in a way that accommodates for the student's disability.

Article 3.3 Intake and renewal

1. To be admitted to a master's program, the student must meet all registration conditions; these are included in the [registration process regulations](#).
-

Chapter 4 Assessments and examinations

Article 4.1 General provisions

1. The study programme concludes with an examination. A course is concluded with an assessment. If the student has successfully passed all assessments, the examination is passed.
2. Examiners administer (partial) assessments and examinations and assess (partial) assessments and examinations.
3. One assessment can consist of several partial assessments. No compensation is allowed between the results of partial assessments, unless stated otherwise in the course guideline.
4. In principle, a second assessment opportunity is offered for each assessment within a reasonable time frame. The exact arrangement is stated in the study programme chapter.
5. The curriculum schedule shows for each study year in which education period, and in which form the assessments are offered.
6. The time of the (partial) assessment is published no later than 10 working days before the assessment date.
7. Each (partial) assessment is assessed with a result as listed in **appendix Reviews / results (appendix 7)**.

Tip: there are various assessment forms, such as oral, a (group) report, your graduation thesis, or a written assessment.

Tip: always check your registration in time and bring a valid ID to the assessment location.

Tip: if your studies are likely to be delayed, you can ask the Exam Board for an extra assessment opportunity in special cases. The Exam Board will then review your specific situation, including matters such as participation in previous assessments.

Tip: check the course description when you can resit an assessment. It should be within a reasonable timeframe.

Article 4.2 Conditions for participation in assessments

1. The students who want to participate in a (partial) assessment must comply with the assessment regulations.
2. The student who has successfully passed a (partial) assessment may not participate in the next (partial) assessment opportunity.
3. If the student is required to pass one or more assessments to be allowed to participate in another assessment (entry requirement), this will be described in the study programme chapter of this student handbook and the course guideline.
4. In the case of a course with compulsory attendance relating to practical exercises (indicated with the abbreviation 'CPE' in the curriculum schedule), it is a condition for the student's participation in assessments that he has complied with the compulsory attendance as described in the course manual.
5. At Rotterdam Mainport Institute, the student has to register for the second (or more) attempt to participate in (partial) assessments.
6. The student is automatically registered by the Administration Office for regular written exams (first chance). All subsequent occasions in which a written exam of the same course is offered will be regarded as **resits**. (This also applies to written exams from a previous academic year.)
7. For **resits** (included in the exam schedule on Hint) an **enrollment obligation** applies and the student must register via OSIRIS. A registration period is used per educational period. The dates of the different registration periods are listed on Hint.

8. A student must register for a resit if:

- The student has not passed the first session of a written examination or has not taken part;
- The student wants to participate in a written exam of an earlier academic year than the academic year in which the student is now assigned according to the class list.

9. After registration (via Osiris), the student will receive a confirmation e-mail. If this e-mail is not received, the student must report this to the student office within the registration period. The student must bring the confirmation email (on paper or digitally) to the exam. Registering for an exam will lead to an assessment if you do not participate; ND (Not Participated) and thus counts as a used examination moment.

10. In the unlikely event that a student does not want to participate in a written exam and has registered, the student must deregister within the registration period. The student will again receive a confirmation e-mail about this. This e-mail must be kept.

11. Students who have not registered for a resit will be denied access to the examination room.

12. If, due to circumstances, written exams are taken online, the same provisions apply.

13. In the event of unforeseen circumstances, a student can turn to the Examination Board, which can decide otherwise if necessary.

Article 4.3 Public access to oral assessments

1. Oral (partial) assessments are not public.
2. Unless decided otherwise, this is stated in the course guide for the relevant course.

Article 4.4 Awarding credits

1. The student will receive the credits associated with the course if he:
 - a. has passed the assessment with a satisfactory result in accordance with the pass mark as included in the course guideline, or;
 - b. is entitled to study credits for an assessment with unsatisfactory result on the basis of a compensation scheme (as stated in the study programme's chapter), or;
 - c. has been granted an exemption by the Exam Board.

Article 4.5 Publication of the results

1. The student will receive the result via Osiris no later than 15 working days after taking the (partial) assessment, except if the Exam Board is investigating suspected fraud. If the next assessment opportunity is sooner, the student will receive the result at least five working days before that assessment opportunity.
2. The Exam Board can correct a mistake in Osiris. This is possible up to two months after publishing the result of the (partial) assessment. After that period, correction is no longer possible and the student is entitled to the result that is recorded in Osiris.

Article 4.6 Review

1. The student has the right to review the (partial) assessment. The review takes place (digital or not) at a time that allows the student to sufficiently prepare for the next assessment opportunity.
 2. A student can review his assessed work up to 2 weeks after the assessment has been published via Osiris Student. A student can inspect the assessed work at the scheduled reviewmoments. If there are no scheduled reviewmoments, the student can make an appointment with the teacher.
-

Tip: you can contact the examiner concerned and indicate that you would like to review your assessment in order to gain insight into what the mistakes and difficulties were and to receive explanation and feedback. If you wish to resit, it is useful to ask for specific feedback about what you should focus on in preparation for the resit (via learning objectives, literature/chapters, readers, slides, etc.).

Article 4.7 Validity of study results

1. The study results are valid for at least five years and can only expire after that period if the knowledge, skill or insight regarding the educational unit has demonstrably become outdated.

Article 4.8 Exemptions and recognition of acquired competencies (EVC)

1. If the student has relevant previously acquired knowledge, insight and skills that correspond with the learning objectives of a course from their exam programme, the Exam Board may exempt the student from taking the assessment. The student submits a request for exemption via Osiris Case. The Exam Board can grant an exemption on the following basis:
 - a. possession of a record, diploma, certificate, or other evidence (EVC-statement) of an equivalent level which proves that the student has fulfilled all the requirements of the course in question, either at the university of applied sciences, or another educational institution.
 - b. results obtained elsewhere.
2. The student will not be granted exemption from a partial assessment.
3. For master programmes, the total number of exemptions to be granted amounts to a maximum of 25 percent of the study load.
4. More information on exemptions can be found in the Rules and Guidelines of the Exam Boards (appendix).

Article 4.9 Final exam

1. The examination is successfully passed when all assessments of the courses that are part of the study programme have been successfully passed. As proof of this, the Exam Board will award a certificate. More information can be found in the Rules and Guidelines of the Exam Boards.
2. The Exam Board may determine that a final research project is part of the examination.
3. The Exam Board does not award a certificate based on exemptions alone.
4. The Executive Board grants the following degree and distinction to the student who has successfully completed:
 - a. Master of Shipping and Transport: Master of Science (MSc).
5. A student who has not yet passed all the examinations can ask the Examination Board for a statement of the examinations passed. At Rotterdam Mainport Institute, this is mandated to the Administration Office, where the student can request a certified study progress overview.

Article 4.10 (Summa) cum laude

1. The Exam Board establishes (judicium) whether the student has passed cum laude or summa cum laude. If the student fulfils all the conditions for one of these distinctions, it will be stated on the certificate.
2. To be eligible for (summa) cum laude, the student must meet the following conditions:
 - a. the weighted average of the results obtained by the student for all courses that are part of

the curriculum are at least:

- a. 8.00 for the cum laude distinction;
- b. 9.00 for the summa cum laude distinction, and
- b. the student has obtained at least the following assessment for all courses that are part of the curriculum:
 - a. 7.00 or the alphanumeric equivalent for the cum laude distinction;
 - b. 8.00 or the alphanumeric equivalent for the summa cum laude distinction, and
- c. all components of the graduating programme have been assessed with:
 - a. at least an 8.50 for the cum laude distinction;
 - b. at least a 9.00 for the summa cum laude distinction, and
- d. the student has completed the study in no more than the nominal study duration plus one year of study, and;
- e. the Exam Board has never determined any fraud committed by the student.

Article 4.11 Fraud and irregularities

1. The Exam Board determines if there has been a fraud or an irregularity.
2. Fraud is defined as conscious or unconscious acts, omissions, attempts or instigations to behave in a way that makes it completely or partly impossible to correctly and honestly assess someone's knowledge, insight, skills or (professional) attitude. Plagiarism is a form of fraud.
3. An irregularity occurs when a (partial) assessment does not take place in accordance with the Regulations for examinations and no proper assessment can be made of the student's acquired knowledge, insight, and skills.
4. If the Exam Board determines that fraud or an irregularity has taken place, it may impose the following sanction(s):
 - a. warning;
 - b. void the result of the assessment in question;
 - c. enter the result of fraud for the assessment in question;
 - d. exclude the student from participation in upcoming assessments;
5. In case of serious fraud, the Exam Board can submit a request to the Executive Board to permanently de-register the student from the study programme.
6. All provisions on fraud and irregularities can be found in the Rules and Guidelines of the Exam Boards (appendix).

Article 4.12 Invalidation of (partial) assessments

1. The Exam Board can declare a (partial) assessment invalid if, in the reasonable opinion of the Exam Board, it seriously impedes the formation of a correct assessment of the acquired knowledge, insight and skills in all or in a significant number of the students. This may be the case in the following situations:
 - a. a general technical interruption or failure;
 - b. suspicions of large-scale fraud;
 - c. unforeseen circumstances;
 - d. insufficient quality of the (partial) assessment.
-

Chapter 5 Other education-related information

Article 5.1 Evaluation of education

1. The Dean of the institute shall evaluate the education and regularly assess the curriculum.
 2. The Dean will inform the Institute Representative Board and the Programme Advisory Committees on how and with what frequency the curriculum components are evaluated.
 3. The Dean will inform the Programme Advisory Committees of the results of the evaluation, the intended modifications as a result thereof and the effect of actual modifications.
 4. The dean of the institute has assigned these tasks to the Education Managers of the programs. They report on this to the dean of the institute.
-

Chapter 6 Organisation of the education

Article 6.1 Organisation

1. The University of Applied Sciences is governed by the Executive Board (CVB). The Supervisory Board (RVT) supervises the policies of the Executive Board and the entire operations of Rotterdam University of Applied Sciences as a whole. Rotterdam University of Applied Sciences is divided into institutes, each with their own management. Each study programme falls under an institute.
2. The institute's management is responsible for education, staff, resources, and facilities. The course director is responsible for the day-to-day operations of a study programme.

Article 6.2 Exam Board

1. Each institute has one examination board. The Examination Board appoints the examiners
2. The Examination Board deals with procedural complaints about exams, exams and assignments. The Examination Board is not authorized to judge decisions made by teachers. For this, the student can apply to the Examination Appeals Board (EAB). The Examination Board is a legally required body and is independent in its functioning. The Examination Board plays a crucial role in monitoring the quality of the diploma award. The Examination Board determines whether a student meets the final level of the study program and the conditions set by the Teaching and Examination Regulations with regard to knowledge, insight and skills required to obtain the diploma.
3. A timetable is available for the meeting dates of the RMI Examination Board (including assessment of final exam and propaedeutic phase). This will be announced at the start of the academic year and can be found on [Hint](#).

Article 6.3 Administration office

1. The Administration Office provides administrative and organisational support for the study programmes. For questions, the student can go to the information desk of RMI on the 9th floor on the Lloydstreet. The Administration Office can also be reached via telephone number 010-7947700, via chat (HR app or via [mijn.hr.nl](#)) or via e-mail rmi-bedrijfsbureau@hr.nl.

Article 6.4 Advisory council

1. The university of applied sciences has the Central Representative Board (CMR) at a central level. At the institute level, there are also the Institute Representatives Board (IMR) and Programme Advisory Committees (OC).
 2. The Central Representative Board and Institute Representatives Boards are involved in strategic (policy) issues such as budgets, policy decisions and objectives, the programme advisory committees are involved in structuring the education of the study programmes.
 3. The three advisory councils have authorities that are defined in the regulations. All regulations are available on [Hint](#).
 4. This article is only applicable to funded master programmes.
-

Chapter 7 Master of Shipping and Transport

Article 7.1 Profile

Shipping plays a vital role in world trade and is the backbone of the world economy. Without ships and the services they provide, the world would not be as prosperous as it is today and many countries would not be able to participate in world trade. The shipping and logistics industries are two of the few industries that are truly global in both geographical scope and in the nature of the business.

Globalisation of trade and economies has led to a situation where multinationals have developed worldwide sourcing and marketing strategies. Logically, ports and shipping companies play an important role in enabling the smooth and efficient transportation of cargoes, thus connecting manufacturers and consumers around the world.

The Master of Science Shipping and Transport programme will give students an excellent opportunity to improve their skills in business administration in the maritime and logistics field.

Unique Master's programme

Rotterdam Mainport Institute offers its master of Shipping and Transport students:

- In-depth knowledge of shipping and transport of the various constituent domains, specifically shipping management, economics and finance, logistics management and transport laws & policies.
- Knowledge and insight into transitional processes, system changes, and research methods;
- Challenges to approach maritime and transport related issues from different perspectives and from different stakeholders
- Development of personal and professional competencies through research methods based on a didactically supported competency profile and students will be tested and assessed for satisfactory completion by maritime professionals, applied professors, researchers, and lecturers.

The Shipping and Transport master is the only professional Master's programme in this field at the hbo level in the Netherlands. A Master's programme at the hbo level is distinguished by its practical approach, intensive collaboration with the work field, and a broad perspective on the material.

Article 7.2 Study programme-specific information

The Master of Science Shipping and Transport programme was established in 2007 by STC Group in cooperation with the maritime and logistics business communities. The programme has been taken over by Rotterdam Mainport Institute in 2021.

Rotterdam Mainport Institute provides a programme that gives students an excellent opportunity to improve their maritime knowledge and understanding as well as strengthen their managerial skills. Rotterdam Mainport Institute offers a full-time and part-time programme.

Article 7.3 Curriculum (education programme)

7.3.1 Fulltime programme

The Master Shipping and Transport is a one year fulltime programme which guides students to make the link between understanding the fundamental maritime and transport concepts, tools and techniques and to apply them effectively and successfully in real-life situations. At Rotterdam Mainport

Institute we practice a genuine 'Rotterdam hands-on and make-things-happen' approach which is our distinctive strength.

The year is split into two semesters, within each semester there are 2 blocks, so 4 blocks within the year.

The programme culminates with the Master thesis, the final and ultimate deliverable of the programme, which demonstrates the proof that the student has reached a master level of all the programme competencies.

Programme Master of Shipping and Transport Fulltime 2022-2023 (Appendix 9)

7.3.2 Parttime programme

The parttime variant of The Master Shipping and Transport is a two year programme which guides students to make the link between understanding the fundamental maritime and transport concepts, tools and techniques and to apply them effectively and successfully in real-life situations. At Rotterdam Mainport Institute we practice a genuine 'Rotterdam hands-on and make-things-happen' approach which is our distinctive strength.

The year is split into two semesters, within each semester there are 2 blocks, so 4 blocks within the year. Including the day at school, you have to count about 20hrs. a week. In year 2021-2022 the day at school is on Monday approx. from 09:00 – 17:30hrs.

The programme culminates with the Master thesis, the final and ultimate deliverable of the programme, which demonstrates the proof that the student has reached a master level of all the programme competencies.

Programme Master of Shipping and Transport Parttime Year 1 2022-2023 (Appendix 10)

Article 7.4 Workplace requirement

Within the Master Shipping and Transport there are no requirements regarding the performance of (payed) activities while following the training.

Article 7.5 Internship

There is no internship within the Master Shipping and Transport.

Article 7.6 Graduation

1. Graduation consists of:

a. Thesis, 15 credits.

2. In order to participate in the graduation course, the student must meet the following conditions:

a. the student has obtained 40 credits, including the management and research skills course.

3. The subject of the graduation research is determined in consultation between the client and the student. In the graduation research, the student demonstrates the professional competences at the final level.

4. The student is assigned a tutor at the start of the graduation research. This tutor provides support with the professional content, the research process and the progress.

5. The graduation research is assessed on the basis of a research report; this is assessed by two teachers from the study program: the graduation supervisor and a second assessor. At least one examiner was not involved in the supervision of the graduation.

6. Further information can be found in the course manual "Graduation manual Master Shipping and Transport".

Article 7.7 Conversion

1. If a course is cancelled, the assessment will be offered two more times in the following academic year. After that, the student must attend the converted course or complete a substitute assignment.
2. The study programme is obliged to include a proper conversion table if the curriculum is changed. The study programme has made changes to the curriculum, these are included in the conversion table below:

[Conversiontable Master of Shipping and Transport 2022-2023](#) (Appendix 11)

Tip: if you have not yet completed a course that is no longer offered, check whether it appears in the conversion table and, if necessary, contact your study career coach.

Article 7.8 Entry requirements

Before starting with the Thesis (MSTTHES11) a student should have:

- Completed course Management and Research Skills (MSTMRS11);
- Have a maximum of 13 studypoints default.

Article 7.9 Extra assessment opportunity

1. The Master Shipping and Transport does not organize any additional exam opportunity, except for the resits mentioned in 4.2.

Article 7.10 Study costs

1. Within the Master Shipping and Transport there are no (compulsory) components with extra costs for the student.

Article 7.11 Internationalisation

1. In order to obtain credits through activities abroad, the student must make individual arrangements with the exchange coordinator, internship or graduation coordinator or with the education manager of the relevant study program.
 2. If obtaining credits through activities abroad requires an adjustment in the student's examination program, the Examination Board will decide whether these credits may be obtained abroad.
 3. For a stay abroad for study purposes, the student is obliged to provide his telephone number and address of residence via Osiris Student (module 'abroad') prior to departure. This registration is a condition for obtaining permission from the study program for a stay abroad. If the telephone number or residence address changes during the stay abroad, the student must also report this via Osiris Student.
 4. The student is expected to take out the necessary insurance himself. The student is responsible for checking which insurance policies are required. If the student has nevertheless not taken out (sufficient) insurance, Rotterdam University of Applied Sciences cannot be held liable for damage suffered by the student abroad.
 5. More information about studying abroad can be found on Hint.
-

Article 7.12 External experts

1. During the study, in addition to lecturers, the student will be confronted with various external experts from the professional field. The external experts perform different roles in this. On the one hand, external experts are deployed as practical experts, among other things in the role of external 'strange eyes'. On the other hand, external experts are deployed in graduation projects in the role of process monitor. The professional field committee also looks at the curriculum and the didactic concept of the study program.

PART 2: Rights and obligations

Chapter 1 Behaviour and effects

Article 1.1 Conduct and integrity

1. Within Rotterdam University of Applied Sciences we treat each other with respect and we reject all forms of unacceptable behaviour. Unacceptable behaviour includes discrimination, bullying or (sexual) harassment, aggression and violence.

Tip: if you have encountered unacceptable behaviour at the university of applied sciences, such as bullying, (sexual) harassment, discrimination or aggression, you can contact a confidential counsellor. More information is available at [Hint](#).

Article 1.2 House rules and disciplinary measures

1. Anyone who is (online) in the buildings or on the grounds of the university of applied sciences or who uses its facilities must comply with these rules and the instructions given in this context.
2. The Executive Board may impose disciplinary measures on a person (including a student) if that person acts contrary to the proper course of business in and around the university of applied sciences. If serious misconduct does not cease even after a warning, the university of applied sciences can permanently deny access to the buildings and grounds or permanently terminate registration.
3. More information on these rules and measures (for "good conduct") can be found in the Conduct and Measures Regulations.

Chapter 2 Rights

Article 2.1 Right to education

1. Rotterdam University of Applied Sciences offers the student education and guidance by qualified lecturers to develop knowledge and skills.
2. The study programme is structured in such a way that the 'average' student can reasonably graduate within the duration of the curriculum (nominal study duration).

Article 2.2 Right to support and guidance

1. Rotterdam University of Applied Sciences offers the student support and guidance to study successfully, such as:
 - a. support if the student needs help because there are limiting circumstances, such as dyslexia or a chronic illness;
 - b. financial support if the student is at risk of being, or has been, delayed due to special circumstances. The conditions for financial support can be found in the Implementing Regulations the Financial Support of Students (Appendix 6);
 - c. study career coaching during the study programme and monitoring of study progress. This enables us to provide optimal support to students during their studies, such as guide them in choices within the study programme and help them to successfully complete their study programme.

Article 2.3 Right to facilities

1. The student is entitled to access the buildings and facilities of the university of applied sciences.
2. Rotterdam University of Applied Sciences offers a variety of facilities such as workplaces, printing and copying facilities and other ICT facilities, as well as the use of the media library and laboratories.

Article 2.4 Right to legal protection

1. A student can file a complaint via the Complaints & Disputes Office, an objection (via the Advisory Appeal Board) or an appeal (via the Board of Appeal for the examinations). The Complaints & Disputes Office makes sure that a submitted complaint, objection or appeal is referred to the right body to address the complaint. The student can choose from different categories to file a complaint via [Hint](#). For questions, please contact the Complaints & Disputes Office at klacht@hr.nl. An overview of all applicable regulations can be found on [Hint](#).
2. If the student has a complaint about the Rotterdam University of Applied Sciences, the institute or its employees, we expect the student to first present it to the employee or department concerned and ask for a response. If this does not resolve the issue, the student can contact the Complaints & Disputes Office. In accordance with the Complaints Regulations, the Complaints & Disputes Office will present the complaint to the relevant person or department in charge with a request to address it.
3. A student who has a complaint about unacceptable behaviour, discrimination or (sexual) harassment should contact one of our confidential counsellors for help, support and advice (see also Regulations for the Complaints Procedure for Unacceptable Behaviour).

Article 2.5 Right to privacy

1. Rotterdam University of Applied Sciences handles personal data with care.
2. The student has, among other things, the right to review, the right to improve, supplement, delete or block data that are incorrect, incomplete or irrelevant. You can find more information on [Hint](#).

Article 2.6 Intellectual property rights

1. Everyone respects the original work of others.
2. In principle, the intellectual property rights of the work created by the student belong to the student.
3. The intellectual property rights of work created by the employee in the performance of his or her duties or for the benefit of the employer belong to the university of applied sciences as determined in the CAO-HBO (collective labour agreement for higher vocational education).

Article 2.7 Right to participatory decision-making

1. [Participatory decision-making](#) involves the student in the decision-making process of the university of applied sciences. The student has a say in matters that are important to students through the right to vote (actively and passively) in the Central Representative Board (CMR), the Institute Representative Board (IMR) and the Programme Advisory Committee (OC).
-

Chapter 3 Obligations

Article 3.1 Obligations

1. Every student at Rotterdam University of Applied Sciences has the duty to:
 - a. actively contribute to the education of the study programme in which the student is enrolled;
 - b. be present and actively participate when required by the study programme, as indicated in this Student Handbook or in the course guideline (especially participation in a practical exercise);
 - c. actively contribute to a viable, safe and enjoyable study environment for the student and others;
 - d. behave respectfully in accordance with the rules of Rotterdam University of Applied Sciences;
 - e. take the initiative to be informed of everything that is important to attend the study programme, such as this Student Handbook and the course guidelines;
 - f. respect the copyright of educational material. It is not allowed to make copies of educational materials, (partial) assessments and lectures, other than for the purpose of their own study. It is also not allowed to distribute the educational material, in any format whatsoever;
 - g. insure himself for third-party liability and medical expenses. If the student is not (sufficiently) insured, Rotterdam University of Applied Sciences cannot be held liable for any damages or harm suffered by the student;
 - h. to report any unfair or undesired conduct by or on behalf of the University of Applied Sciences towards the student as soon as possible;
 - i. pay tuition fee (or examination fee in the case of external students) for each study year that the student is enrolled in a study programme.
-

APPENDICES

Appendix 1 Glossary

Ad, associate degree study programme

A two-year study programme in higher vocational education that prepares for level 5 of the European Qualification Framework (EQF) and the Dutch Qualification Framework (NLQF).

Rejection

An official written notification to a student in the first year of enrolment that the study programme may not be continued (also called 'negative binding study recommendation' or nbsr).

Bachelor programme

A four-year study programme in higher vocational education which, upon successful completion, confers the degree of Bachelor and the right to use a title.

BKG (Dutch: bureau klachten en geschillen), Complaints & Disputes Office

The office where a student, applicant or external student may submit a complaint or dispute.

BSR, binding study recommendation

Every student receives a binding study recommendation at the end of their first year of enrolment in the propaedeutic phase. This advice will determine whether the student can continue the study programme or not.

Pass mark

The fail/pass limit of an assessment, the minimum number of points that must be achieved to obtain a passing grade.

Grade, assessment, result

Each course is assessed with a grade/assessment/result. This can be a grade between 1 and 10 (numerical), a description (almost satisfactory, good, etc.) or an alphanumerical assessment (VRIJ = exemption, VLD = completed, etc.).

Tuition fee

The money that is paid annually by a student to cover their enrolment for a study programme offered by the university of applied sciences.

CROHO

Central Register of Higher Education Study Programmes. The national register of all study programmes managed by the Directorate DUO, Ministry of Education, Culture, and Science.

Curriculum

The education programme of the study programme that applies to the student.

Curriculum schedule

Schematic representation of the study programme's curriculum, including the structure of the courses/units of learning outcomes, the study load and the assessment form.

Course participant

A person who is enrolled at Rotterdam university of applied sciences to pursue education and take assessments and examinations for (parts of) a post-initial Master programme.

Course

Educational unit or unit of learning outcomes, part of the curriculum, expressed in credits, which is always evaluated with an assessment.

Course description

The course description provides students with basic information on the course, including at least the following: designation of the course (name and code), number of credits, learning objective, instructional format, assessment form and, if relevant, submission dates.

Course guideline

The course guideline contains the course description, as well as lesson content/subject matter/assignments, and serves as a syllabus. The internship guidelines and graduation guidelines serve a similar function.

CVB, Executive Board of Rotterdam University of Applied Sciences

The institutional board that is in charge of administration of the university of applied sciences pursuant to the Act and the Statutes.

Ec, European credit

Also known as credit. The study load of a study programme is expressed in credits.

Examination

The total of assessments that are part of a study programme or the propaedeutic phase of the Bachelor programme. The student who passes the examination will receive a certificate (diploma).

External student (extraneus)

A person who is enrolled at a university of applied sciences solely for the purpose of taking assessments (and examinations) of a study programme.

Functional impairment, disability

The presence of one or more visible or invisible functional disabilities due to a long-term or permanent physical or psychological condition.

Dispute

An objection or appeal.

Certificate

Proof of successful completion of an examination. This is awarded upon the successful completion of the propaedeutic phase and/or the study programme.

HBO, higher vocational education

Within HBO there are: • the associate degree study programme (120 credits, no propaedeutic phase), • the Bachelor programme (240 credits), • the funded Master programme (at least 60 credits), and • the post-initial Master programme (at least 60 credits).

Initial and post-initial study programmes

Initial study programmes are funded by the government and post-initial study programmes are not. The majority of students follow an initial (associate degree, Bachelor, funded Master) study programme: a study programme that prepares the student for their start on the labour market, a post-initial (Master) study programme will build on this.

Complaint

A formal written expression of dissatisfaction about an act or behaviour towards the student by a person or body connected to Rotterdam University of Applied Sciences.

Learning outcome

The content and level of the knowledge, insight and skills required to achieve a specific number of credits. A unit of learning outcomes will carry a maximum study load of 30 credits.

OER (Dutch: Onderwijs- en examenregeling), Education and Examination Regulations

The regulation as referred to in Article 7.13 of the WHW (Higher Education and Research Act), which provides information about the content and structure of the study programme (the courses, examination opportunities, study load, etc.). The Education and Examination Regulations are part of the student statute.

Study programme variant

The structure of the study programme: part-time, full-time or dual-track.

Osiris (Case)

The study information system where the student can enrol for courses and the corresponding assessments, and where results and schedules can be viewed. It also contains the student's personal information, as well as information relating to student progress and notes.

RIO (Dutch: Registratie Instellingen en Opleidingen)

The new (successor to CROHO) national register in which an overview of all educational programmes, organizational design and accreditations/licenses are registered.

School working day

A day which is not a Sunday or a recognised statutory or bank holiday, as well as not a school holiday. See the definition of "non-working day" in the CAO-HBO (collective labour agreement for higher vocational education).

Student

A person who is enrolled at Rotterdam University of Applied Sciences to pursue an education and take assessments and examinations as part of a funded study programme.

Study year

The period of time that commences on 1 September and ends on 31 August of the following year.

Study load

The number of hours that the student must dedicate to their study programme, under normal circumstances, to complete a course or obtain a certificate.

Credit

The study load of a study programme is expressed in credits. One credit represents 28 study hours.

Student statute

Description of the rights and obligations of the student as referred to in the WHW (Higher Education and Research Act) with due observance of the exceptions referred to in article 7.59 WHW.

SPO, study progress overview

An overview of study results that provides insight into the student's study progress.

Assessment

An examination of the knowledge, insight and skills, as well as the assessment of the results of that examination.

Assessing

All information that is collected before, during and after education to provide an assessment of the student's learning and the level achieved.

Exemption

The written, signed and dated declaration of the Exam Board stating that the student named in this declaration has been exempted from taking the assessment of the course specified in the declaration (and the corresponding number of credits).

Week

In principle, a week will consist of five school working days, from Monday to Friday. Sometimes Saturday is designated as a day of education.

Act, WHW

The Higher Education and Research Act (Dutch: Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW).

Appendix 2 Code of Conduct and Integrity

Introduction

In laying down this Code of Conduct and Integrity, Rotterdam University of Applied Sciences sets out to put in place safeguards to ensure an effective, safe and stimulating working and study climate within the organisation, in which each individual will interact with one another in a respectful manner and in which mutual acceptance and mutual trust constitute essential underpinning values. In the context of Point 10 of the Focus Programme, Rotterdam University of Applied Sciences also wants this Code of Conduct and Integrity to contribute towards the development of a strong culture of quality, in which each individual feels able to challenge another individual in an open and critical manner. Guidelines on good standards of behaviour are important if an atmosphere of this nature is to be created and maintained. This Code of Conduct and Integrity sets out the expectations of Rotterdam University of Applied Sciences where standards of behaviour are concerned. In a stimulating and safe working and study environment, collegiality, respect and attention for others all form part of a normal, good standard of behaviour and undesirable conduct is avoided.

Undesirable conduct is difficult to define. Undesirable conduct may be raised for discussion in situations where conduct is experienced as undesirable. Undesirable conduct must be prevented and combated and requires an active contribution from everyone who is employed by or studying at Rotterdam University of Applied Sciences. Individuals will be expected to consider their own conduct, but also to adopt a vigilant stance towards any form of undesirable conduct that they might observe in their own situation, as employees or students. Undesirable conduct must always be raised for discussion, either by challenging the person(s) concerned directly or by seeking the assistance of a third party.

The Code of Conduct and Integrity forms part of the overall policy in place at the university of applied sciences, of the exemplary behaviour that is expected of its managers, the professional mentality required of its staff and the attitude to studying required of its students.

This Code of Conduct and Integrity has been formulated with the greatest possible care. However, the use of legal language is unavoidable. A version of this Code of Conduct and Integrity that has been written in a more accessible style is also available.

Please see the glossary in one of the appendices to this Code of Conduct and Integrity for definitions of the various terms used in this document.

Objective

The objective of this Code of Conduct and Integrity is to explicitly draw the various starting points and expectations to the attention of all staff and students.

Founding principles

In all of its activities, Rotterdam University of Applied Sciences upholds the fundamental principle that all persons are equal. It does not make any distinction between gender, sexual orientation, religion, beliefs, cultural background or skin colour when recruiting and selecting staff and admitting students.

Rotterdam University of Applied Sciences promotes mutual respect and tolerance. Rotterdam University of Applied Sciences strives to achieve ideological multiformity and encounters and students will only be divided up into groups for educational purposes. Rotterdam University of

Applied Sciences is emancipation-oriented in its approach (in the broad sense of the term), with due observance of democratic relations.

This Code of Conduct is based upon the founding principles of Rotterdam University of Applied Sciences, as laid down in the Statutes. The Statutes are published on HINT and on the Rotterdam University of Applied Sciences website.

The Code of Conduct and Integrity includes the rules for ethical aspects¹ associated with the activities carried out by the institution. These are prescribed by Article 1.7 of the Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek) (WHW).

Starting points

Rotterdam University of Applied Sciences has elaborated on the above in a number of additional starting points:

1. Rotterdam University of Applied Sciences rejects all forms of undesirable conduct. Rotterdam University of Applied Sciences wishes to prevent and combat undesirable conduct by means of this Code of Conduct and Integrity, in its everyday actions and in the policy it develops.
2. Rotterdam University of Applied Sciences endeavours to enable students to resolve problems using a results-oriented approach. This means that students will work together regardless of social, religious or other views. This starting point imposes requirements on the way in which groups are put together for lectures, projects, assignments, etc. (multiform).
3. Rotterdam University of Applied Sciences allows ideological multiformity to form part of its education programmes and, by doing so, enhances knowledge of the backgrounds to different religions, beliefs and cultures.
4. In the assessment of parts of the education programmes, the professional mentality required for the profession for which students are being prepared will also play a role. Actions that are contrary to that professional attitude may result in negative assessments.

Code of Conduct and Integrity

1. As a member of staff or a student, I undertake to uphold this Code of Conduct and Integrity and to abide by it in my day-to-day actions.
2. I will interact with others in a manner that acknowledges the dignity of other people.
3. The way in which I act, dress, behave, etc. will be respectful and will take account of the viewpoints of others at the university of applied sciences. This means that I will dress in an appropriate manner for the school and profession for which I am being trained. Clothing that covers the face is not permitted at Rotterdam University of Applied Sciences.
4. I will refrain from all forms of undesirable conduct: particularly, discrimination, (sexual) intimidation, harassment, bullying, aggression and violence. I will make every effort to contribute to a safe school climate.
5. I will take care to uphold the name, interests and starting points of the university of applied sciences and will do so both at the university of applied sciences and when elsewhere (on placements, in publications, on social media, etc.).
6. I will treat the property of the university of applied sciences with care.
7. I will communicate in an honest and open manner and will refrain from any anonymous communications. I will take care when using the facilities provided by Rotterdam University of Applied Sciences. This pertains especially to Internet and telecommunications facilities. In terms of privacy, this means that I will not use personal data for any purpose other than specified.

8. The language that I will use to communicate with others at Rotterdam University of Applied Sciences will be the language used for the delivery of education. This will be the Dutch language (exceptions to this rule, namely the English learning routes and the language study programmes offered as part of teacher training, and other modules delivered in a foreign language).
9. I will act honestly and with due care and respect. I will treat all information attained confidentially as part of the study programme in a confidential manner.
10. I will refrain from any conduct that unnecessarily and/or unjustifiably brings, or could bring, the good name of Rotterdam University of Applied Sciences, one of its employees or one of its students into discredit.
11. I will carefully uphold the interests of the university of applied sciences, but will not do so in a manner that is detrimental to my own interests and/or the interests of other institutions or companies, whether or not in competition with Rotterdam University of Applied Sciences. If in doubt, I will consult my immediate line manager, especially where taking up other activities or paid activities is concerned.
12. This means that, as an employee, I will not favour any members of my family, partners or friends when granting (holiday) jobs, (paid) assignments or awarding study results. If in doubt, I will act transparently and refer decisions to my line manager.
13. In the event that an emotional relationship develops with an employee or student, I will abide by the standards of professionalism and impartiality. As an employee, this means that I will inform my line manager immediately of any relationship with a subordinate or student. This notification will be handled with the utmost discretion and lead to a solution that precludes interdependence. The agreements will be recorded in writing.
14. I am familiar with the following provisions regarding people and animals in terms of demonstrations and/or testing:
 - The involvement of individuals from the study programmes is limited to demonstrations, practice and/or treatment situations. If persons from the study programmes are involved, this always takes place with their consent and under the supervision of an authorised supervisor. This also applies to placements and study or graduation projects. If students practice on one another, this must be part of a mandatory requirement as stated in the Student Handbook (Education and Examination Regulations).
 - Insofar as persons are involved in medical research carried out under the responsibility of the university of applied sciences, this may not take place until a positive assessment has been obtained from the Medical Ethical Review Committee based on Article 16 of the Medical Research (Human Subjects) Act (Wet medisch-wetenschappelijk onderzoek, WMO).
 - The use of test animals is limited to curriculum components that form part of the specialisation of working with test animals. This use is only permitted when unavoidable, must be of a limited scope and as described in the Student Handbook (Education and Examination Regulations, EER). Compliance with the provisions of the Experiments on Animals Act (Wet op de Dierproeven) is required.
 - When providing information to prospective employees and students, attention must be devoted to ethical issues that may be of importance in the study programme concerned and, if so, whether or not they are mandatory.
15. I hereby subscribe to these starting points and rules, which I will observe and actively call others to account about, where necessary.

Scope

This Code of Conduct and Integrity is applicable to all contacts between members of staff and students at Rotterdam University of Applied Sciences, whether these contacts take place in a professional context or in relation to a course of study on the one hand, or outside this context on the other hand.

Compliance

Rotterdam University of Applied Sciences will endeavour to bring about the behaviour desired by adopting a proactive approach and displaying exemplary behaviour in work and teaching. This Code of Conduct and Integrity contains agreements and regulations that form a framework and guidelines for students and staff.

A more detailed implementation of measures that may be taken in the case of students or staff members in the event of serious contraventions of, or consistent actions contrary to these values have been included in the Student Handbook and in the Collective Labour Agreement for Professional Vocational Education, both of which have been published on HINT and on the Rotterdam University of Applied Sciences website.

Entry into force

This Code of Conduct and Integrity was incorporated into the Student Handbook on 1 September 2016. Rotterdam University of Applied Sciences will ensure that this Code of Conduct and Integrity is implemented in the education provided.

Adoption

Adopted by the Executive Board, following recommendations from the Central Representative Board.

Appendix: Definitions

Good standards of behaviour

Standards of behaviour and actions that are experienced as desirable or proper in social and economic life.

Undesirable conduct

Actions experienced as undesirable or improper in social and economic life. Undesirable conduct is in particular understood to mean discrimination, (sexual) intimidation, harassment, aggression and violence. The latter forms of undesirable conduct have been defined in detail in the Regulations on the Complaints Procedure in relation to Undesirable Conduct.

Member of staff

Any individual who is employed at Rotterdam University of Applied Sciences.

Students

Any individual who is enrolled at Rotterdam University of Applied Sciences to attend education and sit the assessments and examinations scheduled for a unit of study programme at the university of applied sciences.

Appendix 3 Conduct and Measures Regulations

Rotterdam University of Applied Sciences has created regulations to ensure order, proper conduct, and the correct use of the facilities. Anyone who is in the buildings or on the premises of the Rotterdam University of Applied Sciences or who uses its (online) facilities, must comply with these regulations and the instructions given in this context. We ask everyone to be respectful towards each other.

Article 1 Scope

1. This regulation has been derived from article 7.57h of the Higher Education and Research Act and on Rotterdam University of Applied Sciences regulations, which are available on [Hint](#).
2. For our agreements about integrity, see the Code of Conduct and Integrity (see appendix 2 of the Student Handbook).
3. For regulations on proper conduct during assessments, see the assessment regulations (appendix 5 of the Student Handbook).

Article 2 Regulations (house rules)

We expect everyone to treat each other respectfully. That means:

1. Respect for each other and demonstrate appropriate behaviour
 - a. Quiet areas: we are always quiet in a designated quiet area;
 - b. Corona regulations: we comply with the applicable measures.
 - c. Be recognisable:
 - i. don't be anonymous (including online);
 - ii. no clothing that would make someone unidentifiable;
 - iii. be able to show proof of identity upon request.
 - d. Don't make any recordings without explicit permission.
2. Use respectful communication:
 - a. during educational activities, we communicate in Dutch;
 - b. careful use of communication resources within the (online) university of applied sciences environment.
3. Respect for each other's property and the facilities at Rotterdam University of Applied Sciences:
 - a. Use the spaces and the equipment for their intended purpose;
 - b. (Electronic/vaping) smoking is not allowed inside the buildings and on the premises of the university of applied sciences.

Article 3 Consequences (disciplinary measures)

We will address anyone who does not behave respectfully. We expect that everyone complies with our instructions.

1. The dean may impose the following measures on a student: \
 - a. educational measure;
 - b. verbal warning;
 - c. written warning;
 - d. denial of access or termination of enrolment for up to a period of one year.
3. In serious cases the Executive Board may permanently deny access or terminate a student's enrolment.

4. The verbal warning may also be given by the course director involved on behalf of the dean.
5. In urgent cases a staff member of Rotterdam University of Applied Sciences may also have someone removed from the premises for safety reasons. In that case the procedure described in article 4 will be applied.

Article 4 Procedure

1. The measure, as described in article 3, paragraph 1, a, c, d, and paragraph 2, will only be applied after the person in question has been given the opportunity to be heard.
2. A decision to apply the measure as described in article 3, paragraph 1, a, c, d and paragraph 2, will be shared with the person in question in writing, with an explanation of the reason.
3. The decision to apply a measure as described in article 3, paragraph 2 (the permanent termination of enrolment or permanent denial of access) will only be used after a student has received a warning and has been given the opportunity to adjust their behaviour. If the student doesn't adjust their behaviour, the measure can be applied permanently.
4. Every decision that includes applying a measure, will be registered in Osiris.
5. A student can file an objection against a decision as described in article 3 with the Advisory Appeal Board (see the Regulations for the Advisory Appeal Board).

Appendix 4 Exam Board Rules and Guidelines

Explanation of this document:

The Student Handbook includes descriptions of the end-level qualifications and the educational content of the study programme. The Rules and Guidelines (R&R in Dutch) include the work method of the Exam Board is laid down for the student regarding assessments and examinations. Under the law, the content of the R&R falls under the authority of the Exam Board. The R&R is included as an appendix to the Student Handbook and is structured to firstly describe the formal (procedure-based) tasks, followed by the material (content-based) tasks.

The work method and implementation of the tasks are further explained in the 'Handbook for Exam Boards', written specifically for the Exam Boards. This is a separate document for internal use.

Furthermore, the Exam Board determines the guidelines and instructions for the examiners to assess and determine the results of (interim) examinations, written specifically for the examiners. This is a separate document for internal use ('Guidelines and Instructions' (R&A in Dutch)).

Table of Contents

RULES AND GUIDELINES	3
CHAPTER 1 GENERAL PROVISIONS	3
Article 1.1 Scope.....	3
CHAPTER 2 COMPOSITION AND WORK METHOD.....	3
Article 2.1 Composition of the Exam Board.....	3
Article 2.2 Tasks, authorities and responsibilities of the Exam Board	4
CHAPTER 3 ASSURING THE QUALITY OF ASSESSMENTS AND EXAMINATIONS	4
Article 3.1 Accreditation	4
Article 3.2 Quality assurance.....	4
CHAPTER 4 ASSURING THE ORGANISATION OF EXAMINATIONS (ASSESSMENTS)	5
Article 4.1 Ensuring the organisation and coordination of assessments	5
CHAPTER 5 DECISION-MAKING PROCEDURE	5
Article 5.1 Decisions, proposed decisions, views of student and time frames	5
Article 5.2 Procedure of requests or complaints	6
Article 5.3 Appeal procedure after processing a request or complaint	6
Article 5.4 Conditions for filing a request or complaint	7
CHAPTER 6 ASSESSMENTS AND EXAMINATIONS (ASSURANCE).....	7
Article 6.1 Exam programme.....	7
Article 6.2 Invalidation of (partial) assessments	7
Article 6.3 Elective courses and minors.....	8
CHAPTER 7 REQUESTS AND SPECIAL CIRCUMSTANCES	8
Article 7.1 General requests	8
Article 7.2 Compensation.....	8
Article 7.3 Exemptions.....	9
Article 7.4 External minor	9
Article 7.5 Individual arrangement.....	10
Article 7.6 Adjustments for students with a disability.....	10
CHAPTER 8 CERTIFICATE	10
Article 8.1 Procedural requirements.....	10
Article 8.2 Certificates and declarations	11
CHAPTER 9 FRAUD, PLAGIARISM AND IRREGULARITIES	11
Article 9.1 Fraud	12
Article 9.2 Plagiarism	12
Article 9.3 Irregularities.....	13
Article 9.4 Procedure	13
Article 9.5 Consequences in case of fraud and irregularities.....	14
CHAPTER 10 FINAL PROVISIONS	14
Article 10.1 Platform Exam Board Chairs	14
Article 10.2 Hardship clause.....	15

Rules and Guidelines

Chapter 1 General provisions

Article 1.1 Scope

1. The Exam Board is responsible for ensuring the quality of the examination and the certificate. Within the framework of the Student Handbook, the Exam Board is authorised to define guidelines and instructions. This is how the Exam Board assesses and determines the result of assessments and examinations. These guidelines should be seen in the context of the core function of the Exam Board.
2. The law mentions two documents that must describe the regulations for assessments: the Student Handbook (which covers assessments and other information) and the Rules and Guidelines (R&R). The Executive Board and the deans of the institutes compile the Student Handbooks. The Student Handbook includes, among other information, descriptions of the end level qualifications and the educational content of the study programme. The Rules and Guidelines document includes the work method of the Exam Board regarding assessments and examinations. According to the law, the content of the R&R falls under the authority of the Exam Board.
3. In the event of differences in the interpretation between the English and Dutch texts, the Dutch text prevails.
4. The instructions that the Exam Boards may provide, refer to the examiners.
5. In these regulations, the term 'student' also includes course participants and/or external students ('extraneus'), if the text applies to them.
6. The following articles do not (completely) apply to (post initial) Master programmes.
 - articles 5.3 (appeal procedure after a request or complaint has been handled),
 - article 6.3 (elective courses and minors),
 - article 7.4 (external minor),
 - article 7.6 (adjustments for students with a disability).
7. These R&R will go into effect as of 1 September 2022. In principle, the R&R should not change during the study year. If the text in Osiris Case contradicts the R&R, the R&R text shall prevail.

Chapter 2 Composition and work method

Article 2.1 Composition of the Exam Board

1. The Executive Board appoints the chair and the members of the Exam Board based on their expertise in the corresponding study programmes. This occurs in accordance with article 7.12 a, sub clause 1 of the Higher Education and Research Act, on the recommendation of the dean.
2. The chairperson is responsible for the day-to-day operations of the Exam Board. In the absence of the chairperson, there is a vice-chair. The (official) secretary of the Exam Board supports the chairperson.

Article 2.2 Tasks, authorities, and responsibilities of the Exam Board

1. The Exam Board determines in an objective and expert manner if a student has successfully passed their final exam. Based on the law, the Exam Board has a number of specific tasks and authorities for this purpose. The Exam Board is responsible for the following:
 - a. ensuring the expertise of the examiners,
 - b. safeguarding, monitoring, and analysing the quality of the assessment tools,
 - c. safeguarding and monitoring the assessment and certification,
 - d. overseeing the implementation of improvements in the above-mentioned tasks.
2. In addition to the previously described legal quality assurance tasks and authorities, the Exam Board is also responsible for the following:
 - a. guaranteeing the organisation of assessments (for the actual organisational process itself, see **'Instructions for assessments'**)
 - b. processing requests or complaints about the assessments and examinations (see [Requests and special circumstances](#)),
 - c. granting exemptions from taking one or more assessments,
 - d. imposing sanctions in case of proven fraud and irregularities committed by a student.

Chapter 3. Assuring the quality of assessments and examinations

Article 3.1 Accreditation

1. Every study programme is evaluated every six years by an external assessment firm. Thus, a group of independent experts evaluates the study programme. The purpose is to obtain or maintain the accreditation of the Accreditation Organisation of the Netherlands and Flanders (NVAO). The study programme receives a seal of approval when the NVAO approves the quality of the study programme. As a result, the study programme will be legally recognised. The examination process is a component of the quality of the education that is assessed in the accreditation.

Article 3.2 Quality assurance

1. The Exam Board must objectively and expertly determine if each student meets the requirements of the study programme in order to obtain their degree.
2. In the context of its quality assurance role, the Exam Board distinguishes between procedure-based and content-based tasks. A procedural task includes:
 - a. ensuring R&R compliance,
 - b. supervising the correct use of assessment forms,
 - c. overseeing the expertise of the examiners.
3. For content-based tasks, the quality assurance focuses on the required end level. Quality control is performed in the following ways:
 - a. annually determining if the examination programme covers the end level qualifications,
 - b. determining if the assessments/components of the end level work comply with quality requirements, such as validity, reliability and transparency; This is done by screening instruments and procedures, as well as conducting random checks,

- c. requesting relevant information from the study programme to conduct the quality assurance task,
 - d. giving the study programme (un)solicited advice to implement (specific) improvements which are then monitored,
 - e. thoroughly checking and determining if the required components for the final exam have been obtained by the student.
 - f. providing a transparent report about the implementation of the Exam Board's tasks in an annual report.
4. The Exam Board can authorise an Examinations Advisory Committee to investigate the quality of the exam.

Chapter 4 Assuring the organisation of examinations (assessments)

Article 4.1 Ensuring the organisation and coordination of assessments

1. The dean of the institute is responsible for ensuring the appropriate assessment organisation and conditions, and the Exam Board is responsible for safeguarding these assessment conditions.
2. If a student finds the assessment conditions to be insufficient, the student can report this to the Exam Board no later than six weeks after the event. If the Exam Board receives word about serious deficiencies in the organisation of assessments, it will bring this to the attention of the dean of the institute. A possible consequence may be that the assessment is deemed invalid.
3. The Exam Board will conduct a structural check of the assessment organisation process. It will check if the assessment and examination system is sufficiently guaranteed to prevent, detect, and address any irregularities.

Chapter 5 Decision-making procedure

Article 5.1 Decisions, proposed decisions, views of student and time frames

1. The Exam Board usually decides within six weeks after receiving a request. When calculating this period, the (study programme or institute of the) university of applied sciences will not include designated holidays. Examples of decisions include:
 - a. a decision to grant exemptions,
 - b. a decision to approve graduation; this means that a student has complied with the end level qualifications for the study programme,
 - c. a decision to grant a special distinction, such as cum laude,
 - d. a decision to allow alternative assessment forms for students with a [functional impairment or disability](#) (see also article 3.2 of the Student Handbook),
 - e. the implementation of sanctions in case of fraud (including plagiarism),
 - f. decision to grant individual arrangements, such as early or extra assessment opportunities,
 - g. approval of education still to be pursued and completed abroad.
2. The Exam Board usually communicates its decision to the students via Osiris Case.

3. If a student disagrees with a decision, the student is allowed to request a hearing within five working days after the decision has been published by submitting a motivated request via Osiris Case. The student can then explain his view to the Exam Board.
4. The Exam Board will only grant the request for a hearing if the information on which the Exam Board has based its decision differs from the information provided by the student. If the difference has very minor consequences for the student, the Exam Board may still decide to not grant a hearing.
5. If the student has not requested a hearing or if the request has been denied, as described under paragraph 4, the decision will become final after five working days. A student may appeal a final decision (this does not apply to a course participant).

Article 5.2 Procedure of requests or complaints

1. The student can submit a request or a complaint about the assessment and examination procedure to the Exam Board via Osiris Case. The student first goes through an amicable process (for example, by first talking to relevant people involved) and, when submitting a request or complaint, presents all relevant documents.
2. When processing a complaint, the Exam Board will hear the student and will ask the lecturer for information, and if necessary, also hear the lecturer. A minimum of two persons are involved in processing a complaint on behalf of the Exam Board. If the examiner involved is a member of the Exam Board, this examiner will not participate in handling the complaint.

Article 5.3 Appeal procedure after processing a request or complaint

1. The Exam Board does not deal with the issue if the student does not agree with the *content* of an assessment, only the establishment of the assessment (assessment procedure) is considered. In that case, it is preferable for the student to first review the exam or request a review and meet with the examiner before proceeding with an appeal or complaint. If a student of a bachelor or funded master programme still files an appeal against an examiner's assessment, the student can only file an (administrative) appeal with the Examinations Appeals Board on the grounds that the 'Decision conflicts with the law'. See article 2.4 of the Student Handbook for further provisions about this and see [Hint](#). If a student/course participant of post-initial education still does not agree with an examiner's assessment, despite an attempt to come to an amicable resolution, the student may submit a complaint to the dean.

Tip: The Examinations Appeals Board will not assess the student's knowledge or ability. In other words, the Examinations Appeals Board does not award the student any other assessment; there is only an assessment based on the requirements of due care and justification.

2. The Exam Board addresses requests and/or complaints by giving the student a reply via a decision. An appeal to the Examinations Appeals Board is considered closed when the decision is made or if the student decides to withdraw the appeal.

*Tip: If you no longer have an interest, for example, because the case has been resolved, and/or a settlement has been reached, it's important that **you** personally withdraw your appeal with the Examinations Appeals Board. Keep in mind that, during or after a conciliation meeting, you will be*

offered a specific timeframe (for example two days) to report to the Exam Board and the Examinations Appeals Board if you wish to pursue the appeal.

Article 5.4 Conditions for filing a request or complaint

1. The student must submit a complaint in writing about the assessment process. The complaint must be submitted, in writing and with justification, within six weeks after the incident concerning the complaint has occurred.
2. If a request to the Exam Board is incomplete, the student must complete the request within ten working days. If the student fails to do so, the Exam Board will not further handle the request, due to a lack of substantiation.

Chapter 6 Assessments and examinations (assurance)

Article 6.1 Exam programme

1. The Exam Board appoints each examiner, usually from within the study programme. The examiner creates and assesses the assessment and determines the result. Graduation components are always assessed by at least two examiners.
2. The student will pass the final exam when all the required exams (collectively also known as the exam programme) have been completed with a passing grade (or with any exemptions). After the assessment has been graded, the student will receive a result, which will be published via Osiris. The student may derive rights from the determined result, as long as the final grade in Osiris correctly reflects the reality.
3. The Exam Board may determine that a final assessment is part of the examination. The study programme chapter in the Student Handbook describes what this assessment involves and how many credits will be earned. The Exam Board may institute its own assessment in the following cases:
 - a. The Exam Board finds that the adjustments made to the assessments due to the Covid-19 pandemic do not provide enough assurance that the assessments provide a proper evaluation of the student's knowledge, insight, and skills,
 - b. a new similar pandemic occurs and adjustments to the exam methods described in the Student Handbook are necessary,
 - c. an internal accreditation or audit has resulted in an improvement plan,

Article 6.2 Invalidation of (partial) assessments

1. According to article 4.11 of the Student Handbook, the Exam Board can fully invalidate an assessment (opportunity) in the following cases:
 - a. a general technical interruption or failure,
 - b. suspicions of large-scale fraud,
 - c. insufficient quality of the (partial) assessment,
 - d. unforeseen circumstances.
2. A decision to invalidate the assessment will be made after consulting the dean and the examiner(s) involved. The study programme will immediately notify the students of the Exam Board's decision, via the regular communication channels of the university of applied sciences. The Exam Board can register the assessment in

question as Not Valid (NG). After invalidating an assessment, the Exam Board will consult with the examiner(s) as quickly as possible to determine to what extent the assessment will have to be (re)administered. Ideally, a new assessment should take place within two weeks after the original assessment date. This new assessment date will be published on Hint.

3. The Exam Board can invalidate an assessment of an *individual* student if it has become reasonably impossible for the examiner to properly grade the student's acquired knowledge, insight, and skills. The Exam Board can register the concerned assessment as Not Valid (NG). The Exam Board will ask the examiner of the study programme to enter the result as Not Valid.

Article 6.3 Elective courses and minors

1. The minor is a coherent set of educational components around a theme relevant to the chosen Bachelor or Associate Degree study programme. The student's Exam Board determines, based on the criteria described in [article 7.4 of the R&R](#), if the student can participate in their chosen minor. Participation in the minor also depends on the number of available places.

Tip: apply in time if you want to request an external minor. It could happen that your request is approved by the Exam Board, but the minor at another study programme has filled up and they can no longer admit you.

Chapter 7 Requests and special circumstances

Article 7.1 General requests

1. Students can submit the following requests or complaints to the Exam Board via Osiris Case:
 - a. an exemption request for one or more courses,
 - b. a request for an additional or rescheduled assessment opportunity,
 - c. other requests for exemptions (individual arrangements) regarding courses and examinations, if applying the Student Handbook rules and regulations would result in unreasonable hardship (an appeal to the hardship clause),
 - d. complaints about an assessment,
 - e. a request to enrol in an external minor,
 - f. a request for results that have been or will be obtained externally,
 - g. if applicable: a request for a language switch,
 - h. a file statement request (see 'Other regulations').
2. Students can submit their request for graduation or postponement of graduation via Osiris Student under 'Request Diploma.'

Tip: make sure that you submit a request for graduation (request or postponement) via Osiris Student and not via Osiris Case.

Article 7.2 Compensation

1. The Exam Board can allow the study programme to determine a compensation arrangement, according to the Exam Board's conditions. This means that not every assessment has to be passed for the student to receive credit for a course.

Article 7.3 Exemptions

1. An exemption request must contain the name of the corresponding course and a justification for the exemption request. The Exam Board will assess the exemption request based on article 4.7 of the Student Handbook.
2. To support the request for exemption, the following (authenticated) current documents must be included:
 - a. the 'Exemptions' request form in Osiris Case, completed truthfully and in full,
 - b. a description of the educational content in relation to the exemption application (e.g., course guideline), and,
 - c. recommendation from an involved examiner about the submitted documents.
3. To grant an exemption based on an EVC statement, the student, in principle together with a [recognised organisation](#) must collect all the relevant information in a structured manner. The recognised organisation will record the result in an Experience certificate, which confirms the student's knowledge and skills, and is registered with the [EVC registry](#). The student then submits the certificate to the Exam Board.
4. The student must submit the exemption request before the start date of the course in question.
5. An exemption for a minor is possible if the student can demonstrate that he has acquired the in-depth and/or broader competencies at least at a university of applied sciences bachelor end level 6.
6. No exemption can be granted for the elective course if the elective course is used for mandatory supplementary courses or because of possible other requirements set by the student's own study programme regarding electives.
7. The Exam Board will not grant an exemption for an assessment that the student has already completed. The student is also no longer allowed to sit an assessment for which an exemption has been granted.
8. If a student has completed a course at a certain level but cannot demonstrate completion of the course at a lower level, and if there is no compensation within the programme, the Exam Board will not grant an exemption for the assessment of the lower-level course.
9. The Exam Board will not grant exemption for (components of) the graduating programme.

Tip: make sure that your exemption request is clear, concise, complete and easy to understand. This is particularly important for your justification/motivation.

Article 7.4 External minor

1. Rotterdam University of Applied Sciences allows students in the Bachelor programme to complete an external minor. More information is available on [Hint](#).
2. The Exam Board uses the criteria below to determine whether the external minor is of sufficient level:
 - a. the minor has a sufficiently broadening and deepening character,

- b. the minor contributes to achieving the level that is required for the degree of this study programme, and fits within (the theme of) the profile of the study programme,
 - c. the minor relates sufficiently to the bachelor programme, but does not overlap too much,
 - d. The scope and depth of the minor is comparable to minors at the university of applied sciences level (higher education).
- 3. The external minor may consist of two components of 15 credits each, as long as these are offered in two consecutive blocks.

Article 7.5 Individual arrangement

- 1. After a course has been cancelled, the corresponding assessment will be offered two more times in the following study year. After that, the student must attend the replacement course or complete a replacement assignment. In the latter case, the student will follow a modified learning programme. In that case, the student can no longer resort to the original course.
- 2. If due to a curriculum change the student completes both the old and new courses, the old courses will be added manually to the conversion table.

Article 7.6 Adjustments for students with a disability

- 1. The Exam Board provides students with a disability, which has been recognised by a student counsellor, with the opportunity, if needed, to take assessments that have been adapted for the disability, in consultation with the study programme. See also article 3.2 of the Student Handbook
- 2. The student should contact Student Affairs with any practical or organisational requests (for example, the use of a laptop).
- 3. The student should contact the Exam Board if the request is of a more substantive nature, such as modified test formats (deviating from the regular exam method and/or the curriculum). If necessary, the Exam Board will request advice from the student counsellor about student requests of a funded master's programme.
- 4. In principle, the course participant, unlike the student, cannot make use of the advice of the student counsellor. Therefore, course participants are advised to contact the study programme to find out if there are any possible adjustments due to a disability. In consultation with the Exam Board, the study programme will, if necessary, give the course participant the opportunity to take the (partial) assessment in a way that takes the student's disability into account.

Tip: for more information, see [Hint](#). If you experience an impediment because of a disability, make this known to the student counsellor as soon as possible and provide (medical) evidence.

Chapter 8 Certificate

Article 8.1 Procedural requirements

1. In accordance with article 4.8 of the Student Handbook, the Exam Board determines the results of the examination. In principle, an examination has been passed when the student has successfully completed all the study programme's examinations. Where necessary, an additional assessment of the student's knowledge, insight and skills will take place. The Exam Board appoints examiner(s) to this end. If a student has performed with honours or with distinction, a judgement (summa) cum laude is awarded.
2. To receive a certificate, the student must submit a request to the Exam Board.
3. The official graduation date is the date on which the Exam Board confirms that all of the required credits have been obtained. The student will be notified of this decision within two days of the date on which the confirmation was made. The Student Services Centre (SSC) takes care of the registration of the certificate in the national diploma register.
4. The student who is eligible to receive a certificate can request the Exam Board to postpone this.

Tip: do not terminate your enrolment via Studielink after you have completed your final exam! For the Exam Board to confirm your graduation, you must be enrolled. After that your enrolment will automatically be terminated. For more information, see [Enrolment process regulations for the bachelor programmes and associate degree programmes](#).

Article 8.2 Certificates and declarations

1. As evidence that the student has successfully completed the examination, the Exam Board will award a certificate. The certificate will be signed by an authorised member of the Exam Board.
2. The certificate states which components have been included in the examination and, in relevant cases, which qualification has been granted. The certificate includes a grade list and a supplement (in English). The purpose of the supplement is to provide insight into the nature and content of the completed study programme, partly to facilitate the international recognisability of study programmes. See [Hint](#) for more information.
3. If a student cannot receive the certificate yet or the student needs additional information, for example for re-enrolment or for an employer (abroad), the following options are available:
 - a. A study progress overview via Osiris Student.
 - b. A statement by the Exam Board according to article 4.8 sub clause 6 of the Student Handbook: If a student has successfully completed more than one assessment but is unable to receive their certificate via the Exam Board.
 - c. DUO statement via the DUO website.
 - d. Nuffic statement for a further [description of the diploma](#) or the recognition of the profession.

Tip: would you like to know what is included in your certificate and supplement? See article 7.11 (and 7.19a) of the Higher Education and Research Act.

Chapter 9 fraud, plagiarism, and irregularities

Article 9.1 Fraud

1. Fraud, as referred to in article 7.12b of the Higher Education and Research Act (*WHW*), is understood to mean the conscious or unconscious act, omission, attempt or incitement to conduct that makes it entirely or partly impossible to form a correct and honest opinion of someone's knowledge, insight, skills or (professional) attitude. Plagiarism is a manifestation of fraud.
2. The following situations are in any case, but not exclusively, considered fraud:
 - a. gaining access to the education programme or the examinations for improper reasons,
 - b. during an examination, to have at one's disposal means of which the use during the examination is not explicitly allowed on the examination sheet, for example a (smart) watch, papers, electronic equipment (such as a phone, laptop, or headphones),
 - c. cheating during an examination or exchanging information or collaborating in any way, inside or outside the (online) examination room,
 - d. swapping or exchanging the question and/or answer sheets handed out,
 - e. giving the opportunity or inciting (a) fellow student(s) to commit fraud,
 - f. making changes to the results of the examination after the time limit within which the examination must be completed has expired and/or the results have been handed in.
3. Serious fraud, as referred to in article 7.12b, paragraph 2, of the *WHW*, is in any case understood to mean:
 - a. putting himself or one or more fellow students in possession of assignments or answers for the examination concerned prior to the examination,
 - b. impersonating another student during the examination and taking/attending the examination, or the course offered in the place of that student, or signing on behalf of another student,
 - c. allowing oneself to be represented by someone else during the examination,
 - d. falsifying, manipulating and/or forging signatures, survey or interview answers or research data,
 - e. cheating on one's work during or outside the period of inspection of an assessed paper/examination,
 - f. cheating on examination results or study progress overviews,
 - g. committing serious forms of plagiarism as referred to in article 9.2 of these Regulations.
 - h. A form of serious plagiarism as referred to in article 9.2 section 2 under f up to and including j.
4. Making one's own work available to another may encourage fraud by providing an opportunity or by inciting others to commit fraud. It is also a case of participation in fraud if, during the examination, the opportunity is given to copy or if information is exchanged. Fraud is defined as any intentional or unintentional act, omission, attempt or incitement to behaviour that renders it completely or partially impossible to appropriately form a correct and honest assessment of the knowledge, insights, skills or (professional) attitude of a person.

Tip: in group work you have a collective responsibility. That is why you are responsible for monitoring possible plagiarism by fellow students.

Article 9.2 Plagiarism

1. Plagiarism is also understood to mean in any case:

- a. the use or copying of another's texts, data, or ideas without complete and correct source reference,
 - b. presenting the structure or the central ideas from third-party sources as one's own work or own thoughts, even if a reference to other authors is included,
 - c. failing to clearly indicate in the text, for example, by means of inverted commas or a particular style, that verbatim or near verbatim quotations have been used in the work, even if the source is correctly cited,
 - d. paraphrasing the content of other people's texts without providing sufficient source references,
 - e. making use of one's own work already produced in another course without the explicit and written permission of the examiner and/or submitting a previously submitted or similar text without correct and careful acknowledgement of the source and/or citation,
 - f. making substantial use of or copying other people's texts, data, or ideas without stating the source,
 - g. presenting the structure or the central ideas from third-party sources as one's own work or thoughts
 - h. copying the work of fellow students and letting it be seen as one's own work,
 - i. copying image, sound or test material, software, and programme codes from others without reference, and letting this be considered as one's own work
 - j. the submission of papers written by someone else (whether or not for payment), including papers acquired from a commercial institution.
2. Group members are jointly responsible for submitted work. If plagiarism is found in group work, the plagiarism is attributed to each of the group members, unless the (fellow) student demonstrates that he could not or should not have known that the other person was committing plagiarism. How far a student has been able to demonstrate his unknowingness is up to the Exam Board.
 3. **Article 9.1 section 4** is applicable by analogy in case of the appearance of plagiarism.

Article 9.3 Irregularities

1. An irregularity occurs when, due to deviating circumstances, it is not or insufficiently possible to form an opinion about the acquired knowledge, insight and/or skills of the student(s). This is always the case when a partial exam is not administered according to the **instructions for assessments**. Committing irregularities may have consequences for the student if the Exam Board imposes any measures.
2. The following situations are definitely considered to be irregularities:
 - a. not providing written documentation for a (mandatory) plagiarism check,
 - b. registering for or participating in an assessment from which the person has been excluded by the Exam Board,
 - c. obtaining unauthorised access to education or assessments,
 - d. leaving the exam room without permission of the invigilator before the assignments and the answers of the assessment have been submitted.

Article 9.4 Procedure

1. If there is any suspicion of an irregularity before, during or after the assessment, the following procedure applies:
 - a. The invigilator or examiner makes a note on the work submitted or to be submitted by the student and takes any evidence,

- b. the students will be allowed to complete the assessment,
 - c. The invigilator or examiner will file an official report, in which the invigilator or examiner states what has been observed and the reason why there is a suspicion of fraud or irregularities,
 - d. The invigilator or examiner then notifies the Exam Board of their suspicion of fraud and presents the official report,
 - e. Within five working days of receiving the notification, the Exam Board will inform the student of the fraud suspicion,
 - f. Within three weeks of receiving the notification the Exam Board will provide the student with an opportunity to be heard, for which the Exam Board will send the student an invitation,
 - g. Within two weeks after the student has been given the opportunity to be heard, the Exam Board will determine if there was a case of fraud or an irregularity,
 - h. if further investigation is required, the Exam Board may extend this period. They will notify the student of this in a timely manner,
 - i. The student will be notified in writing of the decision, as well as of any measures or sanctions imposed, in principle via Osiris Case,
 - j. any case of confirmed fraud or irregularity will be registered in Osiris.
2. If an examiner or invigilator suspects any irregularity before or during an assessment, he will report this to the Exam Board. Also, if after the assessment, the examiner determines that the student did not follow the rules, the examiner will report this to the Exam Board. If there was a (possible) breach of the Rules of Conduct of Rotterdam University of Applied Sciences, the Exam Board will transfer the notification to the dean of the institute.

Article 9.5 Consequences in case of fraud and irregularities

1. If the Exam Board determines that there was a case of fraud or an irregularity with respect to the assessment, it may impose sanctions as described in the article 4.10 of the Student Handbook, or it may invalidate the exam according to article 4.11 of the Student Handbook.
2. When imposing a sanction, the Exam Board may take into consideration whether the student has been involved in an earlier case of fraud. In case of repeated fraud, the Exam Board may ask the Executive Board to permanently terminate the student's enrolment.
3. In case of suspected fraud or irregularities, the completed work will not be graded. The examiner will not provide a result or grade for the submitted work. If the Exam Board determines that no fraud or irregularities occurred, the completed work will still be graded.
4. If there is a suspicion or confirmation of fraud in an assessment, the Exam Board may decide to investigate any previously submitted work by the student for plagiarism. The student is expected to cooperate in such an investigation.
5. If fraud is discovered after the certificate has been issued, the Exam Board may decide to revoke the verdict previously passed on the examinee and, because of this verdict reclaim the issued certificate by means of the Executive Board.

Chapter 10 Final provisions

Article 10.1 Platform Exam Board Chairs

1. The Exam Board Chairs jointly form the Platform Chairs Exam Boards (PVE in Dutch) to agree on common frameworks based on the policy of Rotterdam University of Applied Sciences and to harmonise the implementation of these policies.
2. The objective of the PVE is to strengthen the position of the Exam Boards of Rotterdam University of Applied Sciences, while preserving its independence.
3. In order to further professionalise and embed quality, the PVE has further regulated her objectives and principles in the elaboration of her tasks in her own Regulations.

Article 10.2 Hardship clause

1. In cases where these Rules and Guidelines do not provide or when its application could lead to unreasonable hardship, the Exam Board will decide.

Appendix 5 Assessments Regulations

Article 1 General provisions

1. An assessment is an evaluation of the knowledge, insight, and skills, as well as the assessment of the results of that evaluation. An assessment can have various (online) formats, such as an open book assessment, an essay, a practical exam, a presentation, or a knowledge test.
2. An assessment may also include the submission of a paper.
3. This regulation describes all the rules for proper conduct during (partial) assessments at all degree programmes of Rotterdam University of Applied Sciences. The regulation is part of the Student Handbook.
4. Violating these regulations may be considered an irregularity according to article 4.10 of the Student Handbook.
5. If a student is granted a special facility due to a functional impairment associated with a disability or chronic illness, the student in question may be subject to different regulations.

Tip: graduation projects and thesis defences are also defined as assessments.

Article 2 Regulations for all assessments

1. A student must be registered for the specific assessment to be able to participate in the assessment. Article 4.2 of the Student Handbook states whether the student is automatically registered by the study programme, and in which cases a student must register for an assessment.
2. To participate in an assessment a student must also provide proof of identity. This can be done with any valid proof of identity, including:
 - a. a passport or identity card, as long as the identity card is issued by one of the EU member states, Norway, Iceland, Lichtenstein or Switzerland, or;
 - b. a Dutch driver's license, or an EU driver's license, or;
 - c. a Dutch residency permit, or;
 - d. a Dutch W card or privileged persons document.
3. The student must be present before the assessment starts. If the assessment includes the uploading of an assignment, the student is responsible for verifying that the examiner has received the assignment. Students must also save a copy of the upload confirmation.

Tip: your student ID card or a copy of your ID is not considered valid proof of ID. You will not be allowed to participate without a valid proof of ID.

Tip: please arrive on time or you will be refused entry.

Please note: registering for an assessment but not showing up or not (correctly) submitting your exam will be counted as an exam opportunity and will be registered in Osiris as 'not participated' (ND).

Article 3 Regulations for (digital) written assessments

1. The student must sign the attendance list.
2. During an assessment a student may only use the received assignment, the distributed assessment paper, and any permitted tools, as listed on the front page of the assessment. Anything except the permitted tools must be kept out of view and out of reach of the student.
3. In case of a digital assessment, only the permitted environment/software may be opened.
4. The student must keep their coat, bag, mobile phone, watch and any other non-permitted (electronic) tools out of reach and turn off their mobile phone. Wearing a watch during an assessment, including a smart watch, is not permitted.
5. As soon as the exam assignment has been distributed, the student is no longer allowed to communicate or exchange papers or any other tools with anyone else.
6. The student shall avoid any behaviour or posture that may give the impression that they are looking for information from someone else or consulting any information that is not permitted. The student shall avoid any situation that would allow a fellow student to see their work;
7. The use of toilet facilities is not allowed during an assessment.
8. During an assessment, the participants may only bring and consume water in a transparent container without a label. Any other food or drink is not permitted.
9. Students may not leave the room during the first 30 minutes and the last 15 minutes of an assessment.

TIP: when doing a digital assessment, always check that you have no other tabs open except for the permitted pages.

Article 4 Supervision and fraud or irregularities

1. Supervision during an assessment is the responsibility of the invigilator and/or the examiner(s). The student will follow the instructions of the invigilator and/or examiner at all times. The invigilator and/or examiner will write an official report for every assessment.
2. If during the assessment a student exhibits behaviour that, according to the invigilator and/or examiner disturbs the order and the student doesn't cease this behaviour after having been addressed, a decision can be made to terminate the student's participation in the assessment and this will/can be reported to the Dean.
3. If the invigilator and/or examiner suspects a case of fraud or any other irregularity, the student in question is allowed to finish the assessment. The invigilator will record the situation in the official report and will notify the Exam Board of the suspicion after the assessment, accompanied by the official report. The assessment of the student in question will not (yet) be evaluated.

Appendix 6 Implementing Regulations the Financial Support of Students

General

The rules stated below are implementation regulations arising from the stipulations of the Higher Education and Research Act (Article 7.51 et seq.) and the Student Finance Act 2000. Article 7.51 et seq. of the Higher Education and Research Act obliges the Executive Board to make provisions to provide financial support to students who have sustained a study delay as a result of special circumstances. The Act refers to students who are enrolled for a study programme that requires the payment of statutory tuition fees.

The Executive Board has given responsibility for implementing the arrangement to the Managing Committee for the Profiling Fund and has set this out in the 'Regulations for the Managing Committee for the Profiling Fund'.

Based on Articles 7.47a and 7.51e of the Higher Education and Research Act the Profiling Fund Managing Committee will also assess applications from students who would like to be eligible for tuition fee exemption due to the membership of the board of a student association.

Types of financial support

Financial support is granted to students who, due to special circumstances, are delayed or are expected to take longer to complete their studies than the normal course duration minus any previous months of enrolment in higher education. This applies to students who are enrolled for a study programme for which no degree has yet been awarded and that requires the payment of statutory tuition fees.

Statutory provisions are in place within the Student Finance Act 2000 to assist students in the event of incapacity for work or special circumstances. At the application of the student, the minister determines whether special circumstances apply within the meaning of the Student Finance Act 2000. The implementation is the responsibility of the Directorate DUO and requires a supporting statement from the educational institution. Within Rotterdam University of Applied Sciences, the student counsellors are mandated to carry this out.

There is a separate ministerial regulation in Article 7.51k of the Higher Education and Research Act that refers to financial support for various special activities.

Chapter 1 Financial Support for Students

Article 1.1 Criteria for financial support

1. A student who incurs a study delay or is expected to incur a study delay as a result of special circumstances as intended in Article 2 during the course duration, minus any previous months of enrolment in higher education, is entitled to support if:
 - a. The student owes statutory tuition fees for the study programme concerned, and;
 - b. The student is entitled or was entitled for this study programme to a performance grant for higher education as intended in the Student Finance Act 2000; this only regards dual-track and full-time students, and;
 - c. The student has sustained or is expected to sustain a study delay as a result of special circumstances, or;
 - d. is enrolled in an Associate degree program with a study load larger than 120 credits, or;
 - e. is enrolled in a master's program with a study load larger than 60 credits, or;
 - f. The student is enrolled at the relevant institution of higher education in a study programme for which accreditation has not been granted again and for which the individual is no longer entitled to student finance as a result.

Article 1.2 Special circumstances

1. The special circumstances referred to in Article 1 sub c are:
 - a. Board activities (see article 3.1),
 - b. Illness or pregnancy and childbirth on the part of the applicant in question,
 - c. A handicap or chronic illness,
 - d. Extraordinary family circumstances,
 - e. A study programme that is insufficiently feasible or realistic,
 - f. involvement in sports activities at national or international level, by which the student has applicationed and been awarded top-level sports status by Rotterdam University of Applied Sciences,
 - g. Other circumstances than those referred to in a to f, which, in the event that an application for financial support submitted on that basis were not granted by the Executive Board, would lead to an exceptional case of extreme injustice.

Chapter 2 Special Circumstances

Article 2.1 Application for financial support in the case of special circumstances

1. The application procedure in case of special circumstances referred to in article 1.2 sub 1 under paragraph b until g consists of a preliminary procedure and two subsequent phases. In the preliminary procedure, if possible considering the special circumstances, an request is first sent to the DUO for a year's extension of the grant period. The same applies for students who are not entitled to the performance grant. If the request is rejected or the special circumstances do not meet the DUO requirements, an application can be sent to the Profiling Funds managing committee at Rotterdam University of Applied Sciences.
2. After the preliminary procedure, there are two distinctive subsequent phases. The first phase starts with the application for recognition of the special circumstances and the duration of the study delay, after which phase two follows regarding the application for financial support. Financial support can only be granted after the course duration minus the previously enrolled years of higher education has expired.
3. The managing committee of the Profiling Fund will decide whether to recognise the special circumstances and the duration of the study delay, with a view to granting the financial support.

4. If circumstances are expected to cause study delays, the student is obliged to report the special circumstances directly to the student counsellor. The student counsellor will record this notification in Osiris and will treat it as confidential information. The student can request to review, inspect, examine the record made by student counsellor.
5. The application for the recognition of special circumstances and of the duration of the study delay is made by the student during or after the end of the period in which the special circumstance occurred. The application is submitted to the managing committee via the student counsellor, with a form for this purpose. This means that the student makes agreements with the university of applied sciences about financial support the moment that a special circumstance occurs or after it has occurred. Financial support can only be provided if the special circumstance caused or is expected to cause study delay.
6. The following items must be enclosed with the application for recognition:
 - a. A written recommendation from the student counsellor explaining the special circumstances;
 - b. A recommendation from the RBS Deans for the study programme in question, with an indication of the number of months in which the study delay can be made up, drawn up in consultation with the student concerned. In determining the number of months' study delay that the student has incurred with regard to their studies, account must be taken of the way in which teaching is organised; the aim is to limit as much as possible any delay caused to a student's course of study;
 - c. Proof of registration;
 - d. Proof of possible interim deregistration;
 - e. Copies of documents detailing the student's progress;
 - f. The most recent notification relating to the student finance of the student;
 - g. If applicable, a written declaration from the Dean of the institute, confirming that the study programme was unachievable.
7. The managing committee shall inform the student in writing of the decision on the application for recognition of the special circumstances and the duration of the study delay, as soon as possible but no later than 60 days after the student has notified the special circumstances by means of his application. A copy of the recognition will be sent to the relevant student counsellor.

Article 2.2 Granting and scope of financial support

1. Financial support shall be granted on grounds of the recognition of the special circumstances and the duration of the study delay. An application must be submitted separately, using a form designated for that purpose.
2. The financial support is provided to the student from the moment that the course duration has demonstrably expired minus the previous years of enrolment in higher education. Retroactive effect is generally not possible. The management committee shall take a decision on the application as soon as possible, but at the latest within 60 days.
3. The university of applied sciences pays out the financial support in monthly amounts equal to the governmental payment system of student grants). If financial support is granted, the student does not need to cancel his student grant, which allows him to continue to use his OV (public transport) card if applicable.

Article 2.3 Level of financial support

1. The amount of financial support in the event of the performance grant or in the case of the student using the loan system is equal to a basic amount determined by the Executive Board, the supplementary grant that the person concerned receives under the Student Finance Act 2000, or

would have enjoyed, if he were entitled to or would have been entitled to claim it and, if applicable, the officially established equivalent of the OV-chipkaart.

2. By virtue of Article 7.51g of the Higher Education and Research Act, the Executive Board – at Rotterdam University of Applied Sciences, this role will be carried out by the managing committee for the Profiling Fund – can determine in exceptional cases that, as a result of the additional support that will be granted the amount of the financial support to be granted will be higher than the standards indicated by the student finance scheme. This possibility can only be used in very exceptional circumstances, where an important consideration should be whether the omission of additional support would lead to unacceptable situations .

Article 2.4 Requirements for granting financial support

1. During the period of payment of financial support, it is a requirement that the student is actually studying.
2. When determining the duration of financial support, a link shall be established between the special circumstances referred to in Article 2 and the study programme. The following determining factors will apply here: the duration and significance of the special circumstances, the actual delay and the time needed in order to make up the delay.
3. In case of financial support by virtue of Article 1.2 (1) b (administrative or social activities) it shall be demonstrated that such activities contribute to the educational institution or to the study programme that the student attends. An activity calendar should show how the accumulated study delay arose or will occur. This calendar should provide clarity about the nature of the administrative or social activities, what they entail and how much time they take. The managing committee may request a statement from the Dean confirming these activities.
4. It is the student's own responsibility to limit the study delay and the possible negative financial consequences as much as possible. The student must seek advice from the student counsellor and from the responsible supervisor(s) within the School for this purpose (such as the study career coach or coordinator for student affairs).
5. Due to certain special circumstances, the student can only apply for financial support to one institution; either to Rotterdam University of Applied Sciences or another institution. If the circumstances arose during a study at an educational institution not being Rotterdam University of Applied Sciences, then an application for financial support must first be submitted to the former educational institution .
6. In the event that the student is enrolled in more than one study programme, only the first enrolment will be recognised as the basis for the application.

Article 2.5 Other regulations

Since 1 September 2000, the payment from the Student Financial Support Fund has been designated as tax-exempt, which means that Rotterdam University of Applied Sciences does not inform the Netherlands Tax and Customs Administration (Belastingdienst) of the amounts paid out.

Article 2.6 Specific stipulations

1. The issuing of a notice of default to the student by the Executive Board may lead to discontinuation or a claim for repayment of the financial support. The reason for notice of default may be the non-fulfilment of obligations.
2. An objection may be submitted to the Advisory Appeal Board against the decision by the managing committee.

Article 2.7 Transitional and introductory stipulations

1. These implementing regulations have been adopted by the Executive Board after approval by the Central Representative Board.
2. Previous recognitions and amounts granted under previous regulations (most recently published in the August 2015 edition of the Student Handbook) are respected if these are more favourable to the student than the application of the current implementing regulations.

Chapter 3 Board activities

Article 3.1 Extracurricular activities

1. Extracurricular activities as referred to in Article 1.2 paragraph 1 under a of these regulations are:
 - a. a board position at a recognized Rotterdam student organisation;
 - b. a board position at a study association of Rotterdam University of Applied Sciences.
2. In order to qualify for financial support based on this regulation, the student may not receive credits for these activities.
3. If a student holds a (board) position for which financial support is already being received in another reasonable manner, the student has no right to financial compensation from the profiling fund.
4. Students who are exempted from their tuition fee as referred to in Chapter 4 of these regulations are also entitled to financial support from the Profiling Fund for their extracurricular activities during the study year in which the activities take place.

Article 3.2 Board position at a Rotterdam student organisation

1. Each year, the Executive Board establishes a register that lists which associations and which associated board or committee positions may qualify for financial support pursuant to these regulations.
2. In order to be included in the register referred to in paragraph 1, the association must meet the following conditions:
 - a. The student organisation must have some size and full legal capacity, be accessible to students of Rotterdam University of Applied Sciences and be located in a municipality where Rotterdam University of Applied Sciences has a branch;
 - b. the student organisation does not act in violation of the applicable codes of conduct of Rotterdam University of Applied Sciences;
 - c. the student organisation does not act in violation of the KMT Code of Conduct;
 - d. the student organisation has statutes and annual reports that show that they are committed to Rotterdam students.

Article 3.3 Board position at a Rotterdam University of Applied Sciences study association

1. Each year, the Executive Board establishes a register that lists which study associations and which associated board positions may qualify for financial support pursuant to these regulations.
2. In order to be included in the register referred to in paragraph 1, the study association must meet the following conditions:
 - a. the student organisation has full legal capacity;
 - b. the study association does not act in violation of the applicable codes of conduct of Rotterdam University of Applied Sciences;
 - c. the study association must be of some size, which is defined as 5% of the active student members in the associated study programme;

- d. the course director declares that the activities of this association contribute to academic and social bonding of the associated study programme;
- e. the study association annually hands over to the Student Organisation Advisor:
 - i. the composition of the board;
 - ii. the policy plan;
 - iii. the annual report, including a statement from the audit committee.

Article 3.4 Application for financial support for a board position

1. The application for financial support is submitted to the Managing Committee by the treasurer, on behalf of the board;
2. The following shall be attached to the application, per board member:
 - a. the correct application form;
 - b. a proof of registration;
 - c. a study progress overview;
 - d. a proof of registration of the board members in the Chamber of Commerce (KvK).
3. The Managing Committee will decide as soon as possible, but no later than 60 days after receipt of the application.

Article 3.5 Limit on number of months of financial support

Students can claim financial support from the Profiling Fund for their extracurricular activities for a maximum period of twelve (12) months.

Article 3.6 Payment

1. The financial support as referred to in Article 3.2 is awarded to the individual student and paid monthly.
2. Financial support for student board members in a study association as referred to in Article 3.3 is made available in principle to the association.
3. Payment is made during the study year in which the student is registered as a board member of the association with the Chamber of Commerce (KvK). Payment is made monthly and is made within 10 days of the first day of the month.

Chapter 4 Tuition fee exemption due to board membership

Article 4.1 Conditions for the student organisation

1. In order to be eligible for an exemption of tuition fee due to board membership, the student organisation must:
 - a. not act in contravention of the Code of Conduct and Integrity of Rotterdam University of Applied Sciences,
 - b. in the case of a study association:
 - i. meet the requirements established in the guide "Student Associations at Rotterdam University of Applied Sciences",
 - ii. have a certain size, identified as 5% of active student members in the linked study programme with a minimum of 50 student members and
 - iii. have completed the preliminary procedure with the Dean of the institute.

Article 4.2 Conditions for the enrolled students

1. Students who are eligible for the 'Statutory tuition fee exemption due to board membership' scheme are those who:
 - a. are enrolled in an initial study programme at Rotterdam University of Applied Sciences that requires the payment of statutory tuition fees, and
 - b. hold a full-time board position, or hold various part-time board positions which together constitute a full-time board position, and
 - c. are willing to sign a declaration renouncing the taking of education, taking assessments, sitting examinations and receiving guidance in study and research activities at the school or any other funded institution during the entire study year that they hold a board position.

Article 4.3 Application procedure for enrolled students

1. The student applies for tuition fee exemption due to board membership by using an application form for that purpose before 1 July of the upcoming study year.
2. The application form is signed by the student and the Director of Administration, Information & Control.

Article 4.4 Start and duration for the enrolled students

1. The tuition fee exemption due to board membership of enrolled students starts in September of the study year in which the student is a full-time board member.
2. The student is entitled to statutory tuition fee exemption once and for the duration of an entire study year, which runs from 1 September to 31 August, despite his enrolment.
3. The application for the tuition fee exemption due to committee membership applies for an entire study year and may not be interrupted or extended in the interim.
4. At the end of the study year in which the enrolled student was a full-time administrator, it is checked whether he meets the conditions as stipulated in section 1.2, paragraph 2 of article 1.2 Implementing Regulations for the Financial Support of Students. If it turns out that the student has not met this condition, he is obliged to pay the statutory tuition fee for that study year.

Article 4.5 Mandate

1. The Director of Administration, Information and Control has been mandated by the Executive Board of Hogeschool Rotterdam to sign applications for tuition fee-free administration, after assessing the Management Committee of the Profiling Fund, and thereby grant exemption from the statutory tuition fees.
2. In the event that it appears that the student organisation of which a board member receives financial support in the context of the Profiling Fund does not meet the set criteria, the Executive Board may decide to end the financial support with immediate effect.
3. In the event that it appears that the student organisation of which a board member uses the possibility of tuition fee exemption does not meet the set criteria board, the Executive Board may decide to impose a measure on this student as stipulated in Article 3 of the Conduct and Measures Regulations (appendix 3 of the Student Handbook).

Article 4.6 Final provision

These regulations enter into force on 1 September 2018 and were subsequently amended on March 22, 2021.

Appendix 7 Reviews / results

The result of an (interim) examination/assessment can be expressed by both grades and as follows: Outstanding/Very Good/Good/More than Satisfactory/ Satisfactory, et cetera.

Alphanumeric results

Alphanumeric results can be awarded:

- * if a student has been registered for a course (interim) examination, but has not sat the (interim) examination, the student will receive an 'ND' (not taken part);
- * if a student has not completed all parts of a course, then the abbreviation 'NA' (not completed) is administered;
- * if there are reasonable doubts about the authenticity of the student's work or if there are doubts about the validity/quality of an interim examination, technical malfunction, et cetera, an 'NG' (not valid) is awarded. For more information, please refer to article.4.10.
- * if fraude has been established by the Exam Board, the student will receive a mention of 'FRAUDE';
- * if a student has been exempted by the Exam Board, the student will be awarded a 'VRY' (exemption).

The results Q (qualified), NQ (not qualified), C (competent) and NC (not competent) are qualifications that are used, for example, to indicate whether the student is qualified for a particular track, but also, for example, when adopting results obtained abroad.

Results Abroad

In order to make our results transparent to other countries, we use the Grading Table. This is included in the Diploma Supplement.

Beoordeling (Dutch)	Assessment (English)	Omschrijving (Dutch)	Description (English)	Numeric Equivalent
U	U	Uitstekend	Outstanding	10
ZG	ZG	Zeer goed	Very good	9
G	G	Goed	Good	8
RV	RV	Ruim voldoende	More than satisfactory	7
V	V	Voldoende	Satisfactory	6
T	T	Bijna voldoende	Almost satisfactory	5
O	O	Onvoldoende	Fail	4
ZS	ZS	Zeer slecht	Very unsatisfactory	1
VLD	VLD	Voldaan	Fulfilled	
NVL	NVL	Niet voldaan	Not fulfilled	-
Q	Q	Qualified	Qualified	
NQ	NQ	Not Qualified	Not Qualified	
CO	CO	Competent	Competent	7

NC	NC	Niet competent	Not competent	5
XP	XP	Expert	Sophisticated	9
P	P	Voldoende	Pass	5,5
F	F	Onvoldoende	Fail	3,5
VRY	VRY	Vrijstelling	Exemption	
NA	NA	Niet afgerond	Not Completed	-
ND	ND	Niet deelgenomen	Subject/examination not taken	-
NG	NG	Niet geldig	Not valid	-
FRAUDE	FRAUDE	Fraude	Violation scholastic / ethical standards	-

Appendix 8 Grading table

The Grading Table provides a comparison between grades given abroad and 'our' alphanumeric outcomes. The ECTS-credit Grading Table is a simple and reliable tool for converting and interpreting grades. The percentage of how often this grade is given (accumulated) is shown after the original grade. The conversion to the local grade (home institution) is based on the accumulated percentage for the student group at the school that is most similar to the student group at the host institution. The grade earned by the local student group with the same percentage is used as the converted grade.

Rotterdam University of Applied Sciences

[Grading table for the entire Rotterdam University of Applied Sciences](#)

Dutch final grade	Total amount of the final grade	Frequency at Hogeschool Rotterdam	Cumulative frequency	
10	14053	1.9 %	0 -	1.9
9	61139	8.1 %	2.0 -	10.0
8	172387	22.9 %	10.1 -	32.9
7	204688	27.2 %	33.0 -	60.1
6	300274	39.9 %	60.2 -	100.0
	752541	100 %		

There is a specific table for the Willem de Kooning Academy (WdKA):

[Grading table WdKA](#)

Dutch final grade	Total amount of the final grade	Frequency at Willem de Kooning Academy	Cumulative frequency	
10	251	1.5 %	0 -	1.5
9	1736	10.4 %	1.6 -	11.9
8	5260	31.5 %	12.0 -	43.4
7	4923	29.4 %	43.5 -	72.8
6	4546	27.2 %	72.9 -	100.0
	16718	100 %		

Appendix 9 Study Programme Master Shipping and Transport fulltime 2022-2023

Course Master Shipping and Transport Fulltime, year 2022-2023, COHORT 2022												
Course module name	Course module code	EC	Block 1		Block 2		Block 3		Block 4		End level	
			contact time	Exam	contact time	Exam	contact time	Exam	contact time	Exam		
			x 50 min.		x 50 min.		x 50 min.		x 50 min.			
Block 1 - Supply Chain in the Maritime Industry			15									
Basics of Economics and Finance	MSTECF11	3	28	GAT								
Supply Chain Management	MSTLOT11	3	26	WT								
Transportation Law	MSTTLP11	2	18	WT								
Port Management and Hinterland Connections	MSTLOT21	4	36	GAT								
Terminal Management and Operations	MSTLOT31	3	28	GAT								
Personal Development	MSTPVT2F		20									
Block 2 - Shipping Companies			15									
Fleet and Shipping Management	MSTSMT11	3			26	WT						
Maritime Policies and Politics	MSTTLP31	2			16	AT						
Shipbroking and Chartering	MSTTLP21	2			18	WT						
Shipping Economics and Finance	MSTECF31	2			16	AT						
Ship Life Cycle Management and Innovation	MSTSMT31	4			32	AT						
Integration case assignment 1	MSTICA11	2			20	GAT						
Personal Development	MSTPVT2F				16							
Thesis	MSTTHE2F				14							End Level
Block 3 - Strategy & Management			11									
Corporate Management Strategies incl HRM	MSTSMT2F	5					40	AT				
Ocean management	MSTTLP41	2					20	GAT				
Integration case assignment 2	MSTICA21	4					36	AT				
Personal Development	MSTPVT2F						16					
Thesis	MSTTHE2F						14					End Level
Block 4			19									
Personal Development	MSTPVT2F	4							8	PF		
Thesis	MSTTHE2F	15							18	AS		End Level
		60	156	ch	158	ch	126	ch	18	ch	458	ch total

Legend

Assesment ways

AS= Assessment
D= Digitale test
GAT = Group assignment
MC= Multiple choice
AT = Assignment(s)
PF= Portfolio
P= Presentation
WT = Written test
RP = report

ch: contact hours

Appendix 10 Study Programme Master Shipping and Transport parttime year 1 2022-2023

Course Master Shipping and Transport Parttime, year 1, 2022-2023, COHORT 2022											
Course module name	Course module code	EC	Block 1		Block 2		Block 3		Block 4		End level
			contact time	Exam	contact time	Exam	contact time	Exam	contact time	Exam	
			x 50 min.		x 50 min.		x 50 min.		x 50 min.		
Block 1 & 2 - Supply Chain in the Maritime Industry			15								
Basics of Economics and Finance	MSTECF1P	3	14		14	GAT					
Supply Chain Management	MSTLOT1P	3	14		14	WT					
Transportation Law	MSTTLP1P	2	10		10	WT					
Port Management and Hinterland Connections	MSTLOT2P	4	18		18	GAT					
Terminal Management and Operations	MSTLOT3P	3	14		14	GAT					
Personal Development	MSTPVT2P		2		2						
Block 3 & 4 - Shipping Companies			15								
Fleet and Shipping Management	MSTSMT1P	3					14		14	WT	
Maritime Policies and Politics	MSTTLP3P	2					10		10	AT	
Shipbroking and Chartering	MSTTLP2P	2					10		10	WT	
Shipping Economics and Finance	MSTECF3P	2					10		10	AT	
Ship Life Cycle Management and Innovation	MSTSMT3P	4					18		18	AT	
Integration case assignment 1	MSTICA1P	2					4		4	GAT	
Thesis	MSTTHE2P						4		4		End Level
Personal Development	MSTPVT2P						2		2		
		30	72	ch	72	ch	72	ch	72	ch	288 ch total

Legend

Assessment ways

AS= Assessment

D= Digitale test

GAT = Group assignment

MC= Multiple choice

AT = Assignment(s)

PF= Portfolio

P= Presentation

WT = Written test

RP = report

ch: contact hours

Appendix 11 Conversiontable Master Shipping and Transport 2022-2023

Study year 2022-2023			
<u>Course code</u>	<u>Modification</u>	<u>To be achieved by</u>	<u>Necessary action to be taken by student</u>
Fulltime			
General	Possibility of moving courses to different education periods	Following concerning courses	Yes: look at curriculum schedule
MSTMRS11	Extension of subjects	Following MSTPVTF	Yes: Contact programme manager
MSTECF21	Course is not existing anymore.	Re-examination: examination will be offered in examination-week	Yes: Contact programme manager
MSTSMT21	Extensions of subjects	Following MSTSMT2F	Yes: Contact programme manager
Parttime			
General	Possibility of moving courses to different education periods	Following concerning courses	Yes: look at curriculum schedule