



TER HBO Bachelor
Creative Business

Breda University of Applied Sciences
Academic Year 2024-2025 (1 September 2024 – 31 August 2025)

The teaching and examination regulations are part of the study programme-specific part of the Students' Charter. The Students' Charter describes the rights and duties of students, ensuing from the Dutch Higher Education and Research Act (WHW) and consists of a general part pertaining to the institute as a whole, and of specific parts pertaining to the various degree programmes. The Students' Charter is subject to alterations in laws and regulations.

Academy	AGM
Degree programmes	B Creative Business
Date of consent by / advice from degree programme committee	
Date of approval by academy director	
Date of adoption by CvB	
Based on the General TER Framework for HBO bachelor's programmes 2024-2025	
Date of proposed decision to adopt general framework by CvB	
Date of consent to general framework from MR	
Date of adoption of general framework by CvB	

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Chapter 1 General

Article 1.1 Definitions

When applying these regulations, the following is meant by:

Academic year	The period that starts on 1 September and ends on 31 August of the subsequent year, as referred to in WHW article 1.1 under k. An academic year comprises 60 ECTS credits (1,680 hours).
Academy	Organisational unit as referred to in article 10.3a WHW, which offers one or more study programmes.
Academy director	Leading officer of an academy. The academy director bears final responsibility for the day-to-day running of an academy on the grounds of the duties and powers authorised to them by the Executive Board.
Academy participation council	A body instituted for each academy, as referred to in WHW article 10.25, which exercises the right of consent and the right to prior consultation vested in the Participation Council, insofar as it concerns matters that pertain to the academy. For more information, you are referred to the BUAs Regulations pertaining to Staff and Student Participation in Decision-Making.
Accreditation	The quality label which expresses that the quality of a study programme has been positively assessed, as referred to in article 1.1 under 's' of the WHW.
Admission requirements	Requirements, as referred to in WHW article 7.24, which the applicant's previous education must meet for admission to a programme in higher education.
APA standard	An internationally recognised manual of style for bibliographic referencing of text and media sources, drawn up by the American Psychological Association (APA).
Area of specialisation	A coherent whole of education relating to a specific discipline in the main phase of a study programme.
Assessment	A specific examination in which the student is given a realistic professional assignment, and/or carries out professional activities, by means of which the student allows the assessor to establish the extent to which the student masters the relevant competencies and/or sub-competencies.
Assessment results	A collection of academic results registered by the examiner(s). This collection is recorded in the Osiris student progress monitoring system.
Associate Degree programme	A programme as referred to in articles 7.3 and 7.3a paragraph 2 of the WHW. Upon completion of this programme, students are awarded an Associate Degree (AD).
Binding recommendation (regarding the continuation of studies)	The recommendation, as referred to in WHW article 7.8b paragraphs 1 and 2, which is issued to the student no later than at the end of the first year of enrolment on the propaedeutic phase and which

	concerns the student's continuation on the study programme concerned.
Board of examiners	The body, as referred to in article 7.12 paragraphs 1 and 2 of the WHW, which establishes – in an objective and competent manner – whether a student complies with the conditions of the TER in terms of knowledge, understanding and skills which are required in order to earn a degree. Every study programme or group of study programmes of the institute has its own board of examiners. Also see the Regulations pertaining to Boards of Examiners.
Capstone project	Graduation project in the final semester of the degree programme.
Cohort	A group of students who started on the degree programme at the same time.
Competency	Knowledge, skills and attitude according to the study programme's exit qualifications.
Competency-based education	A type of education in which the final objectives are expressed in terms of competencies.
Course	A part of a study programme that is concluded by means of an examination. The study load of a course is, in principle, expressed in whole ECTS credits. If necessary, however, a maximum of two decimal places can be applied. Within this TER, course is also understood to mean project or study unit.
CROHO	The Central Register of Higher Education Programmes in the Netherlands, as referred to in article 6.13 paragraph 1 of the WHW.
CROHO domain	Classification by education sectors.
Curriculum	An interrelated set of courses for a particular study programme, including assessment/marketing standards.
Declaration of invalidity	Qualification of the examination that is not assessed or cannot be assessed.
Degree certificate	A certificate awarded by the board of examiners, as referred to in article 7.11 paragraph 2 of the WHW, to prove that the final exam of a study programme has been completed successfully.
Degree programme committee	A participation body, established for a study programme or group of study programmes, as referred to in WHW article 10.3c, which has the right of consent and the right to prior consultation with regard to parts of the TER. Also see the Regulations pertaining to Degree Programme Committees. For more information, you are referred to the BUAs Regulations pertaining to Staff and Student Participation in Decision-Making.
Diploma supplement	A supplement to the degree certificate, as referred to in WHW article 7.11 paragraph 4, with the aim of providing an insight into the nature and content of the study programme completed, partly with a view to the international recognisability of the programme(s). Diploma supplements are drafted in the English language and comply with the standard European format.
Double Degree	Graduation programme which will earn the student – upon successful completion – two degree certificates. The degree

certificate of the other (second) programme may be earned within Breda University of Applied Sciences or at another educational institution.

ECTS credit	A unit which expresses the study load for a student. One ECTS credit is equivalent to a study load of 28 hours of study.
Examination	An examination, as referred to in article 7.10 paragraph 1 of the WHW, of the student's knowledge, understanding and skills, as well as an assessment of the results of this examination.
Examinations Appeals Board (CBE)	A judicial body established in accordance with WHW article 7.60 to which students can appeal against decisions as listed in WHW article 7.61.
Examination period	A period during which one or more examinations take place.
Examiner	A member of staff or an external expert, appointed by the board of examiners for the purpose of administering examinations and establishing the results of these examinations, as referred to in article 7.12c paragraph 1 of the WHW.
Executive Board	The governing body of <i>Stichting Breda University of Applied Sciences</i> , as referred to in article 10.2 of the WHW in conjunction with articles 3 to 5 inclusive and article 7 of the articles of association of <i>Stichting Breda University of Applied Sciences</i> .
Extraneus student	A student, as referred to in article 7.36 of the WHW, who is enrolled on a study programme at Breda University of Applied Sciences who only has the right to take examinations and final exams. An <i>extraneus</i> student does not have the right to attend classes/lectures.
Final exam	The total of successfully completed examinations of the courses belonging to the study programme, possibly supplemented with an investigation carried out by examiner(s) appointed by the board of examiners into the student's level of knowledge, understanding and skills.
Further admission requirements	Further requirements, as referred to in WHW article 7.25, in addition to the admission requirements, which the applicant's previous education must meet for admission to a programme in higher education.
HBO bachelor's programme	A degree programme as referred to in articles 7.3 and 7.3a paragraph 2 of the WHW. Upon completion of an HBO bachelor's programme (also called 'professional bachelor's programme'), students are awarded the title of Bachelor. Also see 'Study programme'.
ILO (Intended Learning Outcome)	Pillar of knowledge and/or skills that must be demonstrably achieved upon graduation from CB. Graduation within Creative Business is based on 5 ILOs.
Institute	Breda University of Applied Sciences.
ISAT code	The code under which a study programme is officially registered in CROHO.
Learning Community	Group of students carrying out a Capstone project in parallel but individually, inspiring and supporting each other.

LMS	Learning Management System. Umbrella term for all digital education and communication platforms used within the programme.
Main phase	The second part of the bachelor's programme which follows the propaedeutic phase, as referred to in article 7.30 of the WHW.
Management and administrative regulations	A set of regulations in which the Executive Board has laid down how the management, administration and organisation of the institute is arranged, as referred to in WHW article 10.3b.
Management team	The staff members of an academy who are responsible for academy policy and have been appointed for this purpose by the Executive Board.
Microcredentials	A reliable and recognised certificate that allows professionals to demonstrate their knowledge, skills and understanding after successful completion of a short unit of study within the framework of contract education.
Mid-term examination	An examination or partial examination that is offered in one of the lecture weeks in a semester.
Minor	A part of the curriculum of 30 ECTS that is completed in the fourth year of study. The minor is either an institute-wide minor (broadening the student's knowledge) or a programme-specific minor (deepening the student's knowledge). A minor may also be attended at another educational institution (university of applied sciences).
NVAO	Accreditation Organisation of the Netherlands and Flanders charged with providing expert and objective assessments of the quality of higher education programmes in the Netherlands and Flanders.
Osiris	The Student Information System.
Participation Council	An independent body, as referred to in article 10.17 of the WHW. Half of this body consists of members chosen from among employees, and the other half of members chosen from among students. For more information, you are referred to the BUAs Regulations pertaining to Staff and Student Participation in Decision-Making.
Part-time education	A study programme, as referred to in WHW articles 7.7 and 7.27, which is structured in such a way that the student can carry out certain professional activities in addition to the educational activities.
Pressure Cooker	Short-term, intensive project that second-year students must complete in 48 hours in order to complete the shorter second semester in the Production House.
Professional Career Management (PCM)	Study career coaching offered to students through the (in-school) training company in all years of the CB programme.
Propaedeutic exam and final exam	See 'Final exam'.
Propaedeutic phase	The first part of an HBO bachelor's programme (60 ECTS credits) which is followed by the main phase, as referred to in article 7.8 paragraphs 2 and 4 of the WHW.

Selection list	The list which describes how long the institute is obliged to retain archive records.
Semester	A consecutive period of 20 lecture weeks.
Standard duration of studies	Number of study load hours of the study programme divided by 60 ECTS credits, expressed in years.
Student	A person enrolled at Breda University of Applied Sciences, as referred to in WHW article 7.32.
Student counsellor	An officer whose core task is to guide, inform and advise current and prospective students in the area of education and studying.
Student portal	This online communication portal gives students access to BUAs-wide news, academy news, events, all applications and practical information.
Study coach / mentor	A staff member of the study programme charged with coaching and guiding a group of students.
Study load	The study load expressed in ECTS credits, as referred to in WHW article 7.4 paragraph 1.
Study programme	Or 'degree programme'. An interrelated whole of courses, as referred to in WHW article 7.3.
Supplement	Supplement to the degree certificate as referred to in WHW article 7.11 paragraph 4. The supplement will include, among other things, the list of marks.
WHW	The Dutch Higher Education and Research Act (WHW), including any changes.
WO bachelor's programme	A degree programme as referred to in articles 7.3 and 7.3a paragraph 1 of the WHW. Upon completion of a WO bachelor's programme (also called 'academic bachelor's programme'), students are awarded the title of Bachelor. Also see 'Study programme'.
Year representative	A student who represents their class or (project) group and who takes part, on behalf of their class or (project) group in round table sessions for the purpose of evaluating education. One cohort has several year representatives.

Article 1.2 General Provisions

- 1 In conformity with article 7.59 of the WHW, Breda University of Applied Sciences has a Students' Charter which has been laid down by the Executive Board ('College van Bestuur' or 'CvB') of the institute, after approval by the Participation Council ('medezeggenschapsraad'). The Students' Charter consists of a part pertaining to the institute as a whole and a part pertaining to the various study programmes. The part relating to the institute as a whole has been laid down in a separate document. The teaching and examination regulations ('TER') are part of the study programme-specific part of the Students' Charter.
- 2 The teaching and examination regulations will be in compliance with the rules and regulations of the 'General TER Framework HBO Bachelor's Programmes'. The date when the General TER Framework was adopted by the Executive Board and the date when consent was

received from the Participation Council are listed in the status table on the cover page of this TER document.

- 3 The teaching and examination regulations will be approved by the academy director in conformity with article 8.1 of these regulations.
- 4 The academy director will ensure annual evaluation of the teaching and examination regulations, and in this process, will take into consideration – for the purpose of monitoring and (if necessary) adjusting the study load - the students' required time commitments arising from this (WHW article 7.14).
- 5 The degree programme committee will evaluate the way in which the teaching and examination regulations are implemented. The degree programme committee will present the results of its evaluation to the academy director.
- 6 The original Dutch version of the teaching and examination regulations will take precedence over the English translation.
- 7 The provisions in these regulations are only legally valid if and insofar as they are not contrary to the provisions in or by virtue of the WHW.

Article 1.3 Applicability

- 1 These teaching and examination regulations apply to the academic year of 2024-2025, which runs from 1 September 2024 up to and including 31 August 2025.
- 2 The TER as referred to in section 1 of this article are applicable to all students who are enrolled on a study programme as specified in section 5.
- 3 The term 'study programme(s)' - as mentioned in section 2 - refers to all modes of delivery of the study programme(s) in conformity with its/their registration in CROHO.
- 4 If the decisions regarding the teaching and examination regulations are not finalised by 1 September of the academic year concerned, the teaching and examination regulations of the previous academic year will remain in force until the teaching and examination regulations of the current academic year are adopted.
- 5 These teaching and examination regulations specify the rights and duties of students of the following study programmes:

Name of study programme	B Creative Business
International name	B Creative Business
ISAT code	35516
Degree title (in full)	Bachelor of Arts
Degree title (abbr.)	BA

as well as the ensuing duties of the Executive Board, the academy director, the board of examiners, the degree programme committee, and the employees of the study programme(s).

- 6 Where 'students' are mentioned in these teaching and examination regulations, this also includes *extraneus* students, unless otherwise determined.
- 7 Where 'student counsellor' is used in these teaching and examination regulations, it should be taken to represent one of the student counsellors within the academy concerned.

- 8 Where 'course' is used in these teaching and examination regulations, it should be taken to represent, among other things, course, project, training programme, module, workshop or learning arrangement.
- 9 Where 'examination' is used in these teaching and examination regulations, it should be taken to represent interim examinations, partial examinations, assignments, assessments or competency examinations.
- 10 Where 'board of examiners' is mentioned in these teaching and examination regulations, it should be taken to represent the board of examiners of the student's own bachelor's or AD programme.
- 11 Where '...communicated / announced / etc. to students...' or '...students will be informed....' is used in these teaching and examination regulations, it should be taken to include all communication channels: e-mail (to the e-mail address of the institute), internet, intranet, portal, LMS, Osiris, verbally or in writing.
- 12 In these teaching and examination regulations, several references are made to other sets of regulations. These regulations can be consulted via intranet/the portal/internet, unless specified otherwise.
- 13 Where CB or Creative Business is mentioned in these teaching and examination regulations, it should be read as B Creative Business.
- 14 Where 'three-year track' or 'three-year programme' is mentioned in these teaching and examination regulations, it should be read as the accelerated three-year VWO track.

Article 1.4 Rules of Conduct

WHW article 7.57h

- 1 To maintain a proper course of business within Breda University of Applied Sciences, the Executive Board has established rules of conduct and disciplinary measures for students. These rules have been incorporated in the Students' Charter.
- 2 Students are forbidden to record, copy and/or distribute lectures or parts of lectures without the lecturer's (written, including via chat and e-mail) permission.

Article 1.5 Evaluation of Education

1.5.1 General

Quality assurance system of Breda University of Applied Sciences

The following institute-wide evaluations are carried out on a structural basis to monitor quality and satisfaction.

Respondent group	Name of evaluation / survey	Evaluation frequency	Report	Topics	Particulars
Current students	NSE	Every year	End of May	Student satisfaction with e.g. study programme, lecturers, study facilities, and environment	Benchmark NL, Specific questions of Breda University of Applied Sciences once every two years
Alumni	HBO-monitor	Every year	April/May	Alumni satisfaction with e.g. study programme, alignment between education and work	Benchmark NL, Possibility to add specific questions

Drop-outs	Exit survey	Every year	Autumn	E.g. reasons to quit, study choice, expectations, future plans	
International students	International Student Survey	Every two years	January/February	Satisfaction, social life, intercultural skills	

1.5.2 Academy-specific

- 1 Within the academies, the academy director is responsible for the quality of education. Within the institute-wide frameworks, academies have scope to organise their own quality assurance systems and align these with the specific educational features of their respective academies. Every year, the academies draw up an annual report on educational quality. All degree programmes are covered in these annual reports. The annual reports provide an insight into the quality, quality policy, and improvement actions within the academy and its degree programmes.
- 2 In order to optimise the quality of the programme, student consultation is organised twice each semester. Prior to each consultation round, students receive a questionnaire.
- 3 The minutes and action items resulting from the questionnaire and the round table sessions will be published on the LMS system.

Chapter 2 Content and Organisation of the Study Programme(s)

Article 2.1 Objective of the Study Programme(s) and Competencies

The educational profile of the bachelor's degree programme Creative Business has been derived from the national training profile 'HBO Bacheloropleiding Creative Business' (see appendix 2).

Article 2.2 Admission Requirements (per study programme)

WHW article 7.24 et seq.

The admission requirements (relating to previous education), and any further / additional admission requirements are set out in the BUAs Application and Enrolment Regulations (AER). The AER are an integral part of the TER and can be found on the website / LMS.

Article 2.3 Mode of Delivery

WHW article 7.7 and 7.4b, 7.5 and 7.9a

- 1 The degree programme(s) is (are) delivered in a full-time mode.
- 2 The bachelor's programme(s) has (have) the following variants:
 - Regular 4-year programme – English-taught
 - Accelerated 3-year programme for VWO graduates – English-taught
 - Short 3-year programme for HAVO graduates – English-taught

Article 2.4 Language

WHW article 7.2

- 1 The degree programme is taught in English; the examinations are administered in English too. Where the use of the English language is concerned, a code of conduct is in effect (appendix 1).
- 2 All official communication sent by the CB programme will go through the e-mail address which is linked to the student number ('school mail'), via BrightSpace, via Office365, via Microsoft Teams, or via the intranet. Formal messages are not distributed via personal e-mail addresses, unless specific arrangements to this effect have been made.

Article 2.5 Regular 4-year programme

WHW articles 7.4 and 7.4b

2.5.1 General

- 1 The HBO bachelor's programme corresponds to a total of 240 ECTS credits and consists of a propaedeutic phase consisting of 60 ECTS credits and a main phase consisting of 180 ECTS credits. The standard duration of the degree programme is four years. The propaedeutic phase has a threefold purpose: orientation, selection and/or referral.

- 2 The curriculum of the degree programme(s) can be found on BrightSpace. Also see appendix 3.

2.5.2 Propaedeutic phase

The propaedeutic phase is the first year of the foundation phase. In this year, the student will attend the prescribed courses as set out in the curriculum of Creative Business. The following applies to the propaedeutic phase: students must earn at least 60 ECTS credits to be allowed to proceed with their degree programme (also see article 3.1, section 5).

2.5.3 Years 2 and 3

2.5.3.1 Year 2

- 1 The second year is the second foundation year of the CB programme. The student attends the prescribed courses as set out in the CB curriculum (LMS and appendix 3).
- 2 In year 2 of the programme, students have the possibility to complete 2 ECTS credits worth of free electives. The content of this 'free project' must be related to the Creative Business programme. To obtain these credits, the student will have the entire second year of study.

2.5.3.2 Year 3

- 1 In the third year, the student can choose to take part in a professional orientation placement, exchange programme, minor, or a Semester@BUAs. All options offered have a study load of 30 ECTS credits. Also see article 2.5.4, sections 1 and 2. Exemption from the compulsory professional orientation placement and the compulsory Semester@BUAs is never granted, unless otherwise determined by the board of examiners.
- 2 At the beginning of the third year, the student must have earned all credits from the propaedeutic year as well as at least 50 ECTS credits from year 2. If the student does not comply with these conditions, a plan of approach will be drawn up in a customised talk with the study coach in order to remedy the deficiencies as quickly as possible. Exceptions can only be granted by the board of examiners. Also see article 6.3.3, section 3.
- 3 It is possible to take part in an international exchange programme in the third year of study (Exchange, see article 2.8.5). Participation in an exchange programme will only be permitted if the student has passed the propaedeutic phase. Also see article 5.3 section 3. The details of the personal graduation programme in years 3 and 4 will be established at the beginning of semester 2 of year 2.

2.5.4 Graduation year

- 1 In the graduation year, as in year 3, students have the opportunity to arrange their studies in a flexible way, as listed above in article 2.5.3.2. For the purpose of these flexible options, the semesters of years 3 and 4 are jointly completed. The following applies to these four semesters:
 - a) One of the four semesters in years 3 and 4 of the programme is completed by means of a compulsory professional orientation placement;
 - b) One of the four semesters in years 3 and 4 is completed by means of a number of programme-specific courses (Semester@BUAs);
 - c) The final semester of the programme is completed by students by means of a Capstone project which is their graduation project.

2 In view of the provisions of section 1, only one of the four semesters in years 3 and 4 of the study programme can be completed at the student's discretion by means of a second placement, a minor, an exchange project, or a second Semester@Buas.

3 To complete their Capstone project as referred to above, the student has the following options:

- a Graduation based on a professional product, commissioned by an (external) client.
- b Graduation in one's own business (article 2.8.8)
- c Graduation based on a research thesis for a client. This client is always the research group within AGM.

For the specific conditions of each graduation option you are referred to the Capstone Project Brief as published on BrightSpace.

4 In addition to the above-mentioned options, there is also an opportunity to replace the entire fourth year of Creative Business by a pre-master's track. See article 2.8.11.

Article 2.6 Accelerated 3-Year Programme for VWO Graduates

WHW article 7.9a

2.6.1 General

1 This accelerated 3-year programme corresponds to a total of 180 ECTS credits and consists of a propaedeutic phase consisting of 60 ECTS credits and a main phase consisting of 120 ECTS credits. The standard duration of studies is three years. The propaedeutic phase has a threefold purpose: orientation, selection and/or referral.

2 The curriculum of this 3-year programme can be found on the LMS. Also see appendix 3.

3 Notwithstanding the provisions of sections 1 and 2, the programme of the three-year bachelor's programme of Creative Business, for students with previous VWO education, consists of a general foundation phase and a specialisation phase. The foundation phase of the study programme consists of the regular propaedeutic year and the regular second year of the programme. During these first two years, students of the three-year track are offered the same programme as the regular four-year students.

2.6.2 Propaedeutic phase

The propaedeutic year of the three-year CB programme is identical to that of the regular four-year programme. Also see article 2.5.2.

2.6.3 Year 2

The programme of year 2 of the three-year CB programme is identical to that of year 2 of the regular four-year programme. Also see article 2.5.3.1.

2.6.4 Graduation year

The third year of study enables students of the three-year CB programme to obtain in-depth knowledge of the specific field which the bachelor's programme focuses on. In this process, they will follow a fixed semester structure that consists of a Semester@BUAs followed by a Capstone Work Placement (graduation internship).

Article 2.7 Short 3-Year Programme

Programme for students from the tailor-made track for HAVO graduates

WHW articles 7.4 and 7.4b

2.7.1 General

- 1 By the tailor-made track for HAVO graduates, the track is meant, the first two years of which consist of an MBO programme delivered by De Rooi Pannen, followed by a short, 3-year programme delivered by Breda University of Applied Sciences.
- 2 The short 3-year programme at Breda University of Applied Sciences consists of a main phase comprising 180 ECTS credits. Based on this tailor-made track, the student will be exempted from the requirement that a propaedeutic certificate is needed for admission into the main phase.
- 3 The curriculum of this 3-year programme is separately published on the LMS.

2.7.2 Year 1

- 1 In the first semester of academic year 2024-2025, a small group of students will be offered selected courses from the propaedeutic year of CB from De Rooi Pannen.
- 2 In the second semester of academic year 2024-2025, the students as referred to above will come to BUAs one day a week to participate in projects in the Production House. At the end of this second semester, they will conclude half of the propaedeutic programme.

2.7.3 Year 2

- 1 Upon successful completion, students from De Rooi Pannen, as referred to in article 2.7.2, will be able – with effect from academic year 2025-2026 - to take the remaining propaedeutic courses of the CB programme in their second year of study, after which they will enter the CB bachelor's programme as regular students as of year 3, taking into account the provisions of article 2.5.
- 2 If these students enter into the second year of study of the programme, the provisions of article 2.5 et seq. will apply to them.

2.7.4 Graduation year

The third year of study enables students of the three-year CB programme to obtain in-depth knowledge of the specific field which the bachelor's programme focuses on. In this process, they will follow a fixed semester structure that consists of a Semester@BUAs followed by a Capstone Work Placement (graduation internship). Also see 2.8.6, paragraph 1.

Short 3-year programme for MBO graduates

WHW articles 7.4 and 7.4b

Not applicable.

Article 2.8 Building Blocks

2.8.1 Minors in general

- 1 In the graduation year, it is possible to opt for a minor. This choice is made in the year prior to the graduation year. Students may opt for a minor offered by Breda University of Applied Sciences or a minor offered by another institute. In all cases, students will only be admitted to a minor if they have successfully completed the propaedeutic programme. Article 2.8.6 section 3 will apply by analogy for minors attended at educational institutes abroad.
- 2 The student will enter their minor choice in Osiris during the regular registration period (second semester of the previous year of study). See minor catalogue for additional information.
- 3 Academic results obtained during a minor or an exchange abroad will not be converted. These results will be registered in Osiris as 'completed'. The courses completed with the ECTS credits that apply to them will be mentioned on the BUAs list of marks and the academic progress overview. Results obtained abroad do not count towards the average nor the 'Cum Laude' designation.
Academic results obtained during a minor at another Dutch institution will be included in the BUAs list of marks. These results will count towards the average and the 'Cum Laude' designation in accordance with appendix X.

2.8.2 Minors offered by Breda University of Applied Sciences

- 1 All minors are offered during the entire first semester of the last year of study and have a study load of 30 ECTS credits. The academy in charge of organising the minor is responsible for this minor in terms of content and quality, as well as in terms of processing the results obtained by students. For more details with regard to the provision of information and registration, you are referred to the minor catalogue on LMS.
- 2 If a student opts for participation in a minor at Breda University of Applied Sciences, a choice will have to be made from the list of minors offered. The board of examiners who is responsible for the minor may apply admission requirements for the minor. The minor catalogue (see LMS) contains the list of minors including any accompanying information, such as admission requirements and selection.
- 3 A number of multidisciplinary minors are also offered via the 'Kies op maat' scheme for students from other educational institutions. These are offered in Dutch or in English. Participation in a minor may be subject to admission requirements and/or selection. The minor catalogue (see LMS) contains the list of 'Kies op Maat' minors including any accompanying information, such as admission requirements and selection. Also see the minor catalogue on LMS for more detailed information about educational programmes.
- 4 The Creative Business programme does not offer any (deepening) programme-specific minors.
- 5 Academic results obtained in a minor cannot be used for compensation within the main phase programme.
- 6 If students from other educational institutes take part - via 'Kies op Maat' - in a minor at Breda University of Applied Sciences, the TER of the degree programme offering this minor will

apply to these students. This also holds true for all other relevant rules, regulations and procedures of Breda University of Applied Sciences.

2.8.3 External minors offered via 'Kies op maat'

- 1 A student may attend a minor at another educational institute that takes part in the 'Kies op maat' scheme. If the student wants to use this minor towards completing their own bachelor's programme, this student will need permission in advance from their own board of examiners (if applicable, based on a substantiated request).
- 2 Minors attended via 'Kies op maat' and for which approval from the board of examiners has been obtained, will not involve any extra registration costs. Costs involved in attending the minor (e.g. teaching materials and field trips) will always be fully payable by the student.
- 3 Minors for which the board of examiners has not granted its approval, cannot be used for completion of the student's own curriculum. The student will be allowed, however, to attend the minor outside the scope of their own curriculum (as an extracurricular component). The costs involved in attending a minor of this kind will be fully payable by the student.
- 4 A minor, as referred to in section 1, should amount to at least 30 ECTS credits. In the case of more than 30 ECTS credits, the surplus above the 30 ECTS credits will be included in the supplement (WHW article 7.11 paragraph 4) to the degree certificate under 'Other'.

2.8.4 External minors (not via 'Kies op maat')

- 1 A student may attend a minor at another educational institute that does not take part in the 'Kies op maat' scheme. If the student wants to use this minor towards completing their own bachelor's programme, this student will need permission in advance from their own board of examiners, by means of a substantiated request.
Minors for which the board of examiners has not granted its approval, cannot be used towards completion of the student's own curriculum. The student will be allowed, however, to attend the minor outside the scope of their own curriculum (as an extracurricular component).
- 2 Any costs charged for attending the external minor at an institute that is not participating in the 'Kies op maat' scheme, will always be fully payable by the student.
- 3 A minor, as referred to in section 1, should amount to at least 30 ECTS credits. In the case of more than 30 ECTS credits, the surplus above the 30 ECTS credits will be included in the supplement (WHW article 7.11 paragraph 4) to the degree certificate under 'Other'.

2.8.5 Exchange

- 1 Students are permitted under certain conditions to take part in an exchange programme at a foreign educational institution designated by Breda University of Applied Sciences. To this end, prior permission will have to be requested from the board of examiners.
- 2 A selection procedure may apply to participation in the exchange programme mentioned in section 1 of this article.
- 3 Students in the regular (4-year) programme Creative Business have the opportunity to take part in an exchange programme:
 - a. in the first or second semester of their third year;
 - b. in the first semester of their fourth year.In this respect, students can choose from a number of programmes, approved by school, at several foreign partner institutes.

- 4 The study load of an exchange programme is a maximum of 30 ECTS credits. If more credits are obtained, these credits will be incorporated in the student's academic progress transcript under the category of 'Other'. Extra credits earned during an exchange programme will therefore be extracurricular credits.

2.8.6 **Placement and practical assignment**

- 1 Every student who attends the regular 4-year Creative Business programme must complete a mandatory professional orientation work placement. This placement can take place in the third year of study or in the first semester of the fourth year of study. Students who attend the 3-year Creative Business programme will not complete a professional orientation placement. To compensate for this practical experience, students attending the three-year programme will always graduate with a professional product in combination with a company internship. Also see article 2.5.4, section 3a. The internship company acts as client in these cases.
- 2 The professional orientation work placement comprises 30 ECTS credits.
- 3 In view of the provisions of article 2.5.4, regular, four-year students may choose to complete a second in-depth placement after their professional orientation placement. For more information on placements, see the Placement Manual.
- 4 The professional orientation work placement will only take place after explicit approval from the placement coordinator.
- 5 The following applies to regular students: regular students will be required to have obtained all ECTS credits from the propaedeutic phase (as recorded in the student's academic results in Osiris). The initial reference date for this purpose will be at the end of semester 2 of the second year of study. If the student has not yet successfully completed the propaedeutic phase, the work placement will be postponed until the above-mentioned condition is complied with.
- 6 In addition to the provisions in sections 4 and 5 of this article, students will only be allowed to go on their professional orientation placement if they have successfully completed at least two of the five components of the 'Placement Checklist' in the year prior to their placement. See the Placement Manual on the LMS. Students are required to comply with this condition at the end of their second year.
- 7 Any financial consequences resulting from the postponement or cancellation of a work placement abroad based on the provisions of section 3, will be fully payable by the student.
- 8 For information about the didactic foundations of the professional orientation work placement, details of the course (in terms of contents and process), as well as the assessment procedure and criteria, you are referred to the Work Placement Manual which is revised every year and provided to new third-year students (and second-year students on the VWO track) at the beginning of each academic year via the LMS system.
- 9 Exemption from the professional orientation work placement is never granted.
- 10 If the placement or practical assignment takes place abroad (either fully or partially), the student will be required to register via the 'Travel Abroad' form, within the scope of crisis prevention.

2.8.7 **Graduation internship / project / thesis**

- 1 Every student is required to complete an individual Capstone project with a study load of 30 ECTS credits in the second semester of their final year, thus completing their CB studies. Students attending the 3-year CB programme will complete the Capstone project in the

second semester of their third year of study. In this project, students must meet the criteria set out in the Capstone Project Brief. This document can be found on BrightSpace.

- 2 A Capstone project has no minimum or fixed number of weeks. Students are expected to meet the criteria set out in the Graduation Manual in order to graduate. A Capstone project is always individual, and students help each other through active participation in a learning community. Students therefore determine at their own discretion when they meet both these conditions and when they can graduate.
- 3 Graduation within Capstone requires the delivery of three elements:
 - a A professional product for the benefit of the client
 - b A research report reporting on the research done
 - c A portfolio in which the student reflects on the entire project and their learning process. Here, the five ILOs all come into play.
- 4 Students attending the regular four-year programme do not have to do a placement for the purpose of graduation. The student is allowed to do so, but only for their own motivation. If a student has done a placement for the purpose of graduation, this will not be included in the assessment of the graduation project.
- 5 To be able to start with the Capstone project, as referred to above in section 1, the student will have to meet the following conditions:
 - a. The student's Capstone project formally begins after the student is placed in a learning community by the programme's graduation coordinator. Each learning community comprises a maximum of six students and is facilitated by a lecturer from the programme. This lecturer has a facilitating role and is emphatically not a content supervisor.
 - b Upon the start of the Capstone project, the graduating candidate's study results for years 2, 3 (and 4), as recorded in the Osiris student monitoring system, may contain a study credit deficit of no more than 8 credits. The reference date for this will be at the end of January, i.e. the moment when the specialisation courses of year 4 (or year 3 respectively) will have their regular end dates. If a student has fallen behind by more than 8 ECTS credits, the formal assignment of a place in a learning community will be suspended until the study credit deficit has been reduced to a maximum of 8 ECTS credits.

A second credit check will take place when the student hands in their final paper. By that time, the study credit deficit must have been remedied completely.
 - c In addition to section 5b above, students will be required to have successfully completed their propaedeutic phase.
 - d Completing an in-company Capstone project will be a possibility for all students. The graduation options of 'research thesis' and 'own company' will only be open to students once they comply with the criteria as set out in the Capstone Project Brief For more detailed information on these graduation options you are referred to this Capstone Project Description (published on BrightSpace).
- 6 The student is required to begin with their Capstone project, regardless of its form, within two months after having been formally placed in a learning community.
- 7 To facilitate a learning community, a lecturer, as referred to in section 5a above, has a limited number of hours available per semester, intended for the facilitation of a Capstone project covering one semester. The aim is for the student to set up their Capstone project and for the students in the learning community to support each other in such a way that all students within a learning community can complete their project within one semester. After the assigned semester, the facilitating lecturer has very limited time to support students who have not yet made it to their graduation phase.

- 8 Students must complete their Capstone project, regardless of its form, within two calendar years of placement in a learning community. The date of placement in a learning community serves as a guiding principle. Exceeding this term may mean that the knowledge and skills have become so outdated that the board of examiners deems a new or adjusted graduation project necessary.
- 9 If the graduation internship / project / thesis takes place abroad (either fully or partially), the student will be required to register via the 'Travel Abroad' form, within the scope of crisis prevention.

2.8.8 **Graduating in one's own business (as an entrepreneur)**

- 1 Within Breda University of Applied Sciences, it is possible for students to graduate within their own business (entrepreneurial graduation). To this end, the institute offers professional support. Entrepreneurial graduation is possible within all programmes in all academies.
- 2 The student who is allowed to start on the graduation phase, may qualify for admission into 'entrepreneurial graduation'.
- 3 For admission into this form of graduation, a selection procedure is applied. The criteria for selection are in any case the student's entrepreneurial competencies and the viability of the student's business idea.
- 4 For more detailed information and specific criteria with regard to graduating in one's own business within Creative Business, you are referred to the Capstone Project Brief as published on BrightSpace.

2.8.9 **Double degree**

Not applicable.

2.8.10 **ATPM (Attractions and Theme Parks Management)**

Not applicable.

2.8.11 **Pre-Master SBM (Strategic Business Management and Marketing)**

- 1 The SBM pre-master's track comprises a period of one year of study, represents a study load of 75 ECTS, and is divided into four terms.
- 2 The SBM pre-master's track may be chosen as a replacement of the graduation year.
- 3 The Academy for Tourism is responsible for the pre-master's track in terms of content and quality.
- 4 A selection procedure is applicable to admission into the SBM track. The student must at least meet the following requirements:
 - the student has earned 180 ECTS credits in the HBO bachelor's programme (including any exemptions granted);
 - the student did not receive any insufficient assessments for SBM-related courses;
 - the student's English proficiency is sufficient (TOEFL minimum score 80 internet-based and minimum score 20 oral fluency (or comparable level));

- the student's motivation letter (in English) with accompanying CV and list of marks has been assessed as 'good';
 - the student's interview with regard to motivation and knowledge has been assessed as 'good'. This interview is conducted in English.
- 5 The board of examiners has not specified any additional conditions for attending the SBM pre-master's track in the graduation year.
 - 6 A detailed description of the programme of the SBM pre-master's track is presented in appendix 4.
 - 7 CB students may participate in the SBM pre-master's track in their graduation year. This option is separate from the provisions of article 2.5.4 sections 1 and 2 and is therefore not obstructed. A condition is, however, that students organise their graduation research within the SBM programme in a CB-relevant manner and that they are supervised in their graduation research by lecturers of Creative Business.
 - 8 CB students who opt for an SBM pre-master's track in their specialisation programme receive a Bachelor of Arts degree upon completion of the programme. The accompanying diploma supplement does not mention a CB specialisation programme. The list of marks does list which courses a student has taken.

Article 2.9 Associate Degree

WHW article 7.8a

Not applicable.

Article 2.10 Referral in the Main Phase

WHW article 7.9 – applies only to bachelor's programmes that have areas of specialisation

Not applicable.

Article 2.11 Transitional Arrangement Relating to Curriculum Changes

If any changes occur in the curriculum, the board of examiners will establish a transitional arrangement. If necessary, the board of examiners will also stipulate how to deal with any changes in the assessment weighting of certain courses. Furthermore, the provisions of article 5.4 section 5 will be taken into account. See appendix 8 for the complete transitional arrangement.

Chapter 3 Binding Recommendation Regarding the Continuation or Discontinuation of Studies

WHW article 7.8b

Article 3.1 Binding Recommendation in the Propaedeutic Phase at the End of the First Year

- 1 No later than at the end of the first year of enrolment on the propaedeutic phase of a study programme, every student will be issued with a written recommendation with regard to the continuation of studies, either on the same programme or another one.
- 2 The board of examiners has been mandated by the Executive Board to issue this study recommendation.
- 3 In anticipation of the recommendation as referred to in section 1, every student will receive an up-to-date transcript of their academic achievements once in the first year of study, no later than¹ 1 March. If these achievements give cause to do so, a warning (the provisional recommendation) will be attached to this transcript. This warning will also specify the reasonable period of time within which the student will have to improve their academic performance.
- 4 The warning mentioned in section 3 will be issued if less than 30 ECTS credits have been obtained.
- 5 The board of examiners will issue a positive recommendation if the student has passed the propaedeutic exam at the end of the first year.
- 6 The board of examiners will issue a negative recommendation, if the student has failed to comply with the academic performance standard referred to in section 5, and there is no reason to postpone the term of the study recommendation due to personal circumstances (see section 12). An 'intention to reject' will be attached to a negative recommendation. The board of examiners is authorised to deviate from this.
- 7 Before converting the aforementioned 'intention to reject' into a definitive rejection (negative binding recommendation), the board of examiners will give the student the opportunity to be heard.
- 8 Prior to the possible provisional decision of issuing a negative binding study recommendation (see section 6), the board of examiners will ask the student counsellor concerned for advice. The student counsellor's advice will be taken into account in the formation of the study recommendation.
- 9 The rejection as referred to in section 7 only relates to the study programme (regardless of the variant concerned)² on which the student is enrolled.
- 10 The rejection as referred to in section 7 is final, and applies to an indefinite period of time. The board of examiners may decide to withdraw a negative binding recommendation, see article 3.3.
- 11 A student may appeal against a negative binding recommendation with the Examinations Appeals Board within six weeks after the negative binding recommendation is issued. Also see article 5.12 section 2.

¹ At the time when the warning is issued, it still has to be possible for the student to remedy their academic performance in order to comply with the academic performance standard after all.

² If a programme has several variants (such as a regular, accelerated or short track), the study recommendation (and therefore any rejection) at the end of the first year will apply to all variants.

- 12 If the board of examiners believes that any personal circumstances (see article 4.3) are involved, which may have caused the student to fail to make satisfactory academic progress (see section 5), the board of examiners may postpone the term for issuing the study recommendation until the end of the second year of enrolment. This is referred to as a deferred recommendation.
- 13 A student whose term for the binding recommendation has been postponed (see section 12), will be presented with a study recommendation no later than at the end of the second year of enrolment. If, by that time, the student still does not comply with the academic performance standard as referred to in section 5, a negative binding recommendation will be issued to this student after all.
- 14 If the student is of the opinion that personal circumstances influenced (or are influencing) their academic results, this student will be required to report these circumstances to the student counsellor as soon as possible after they occur and to discuss these circumstances with the student counsellor. Only in this way will it be possible for the board of examiners to consider these personal circumstances in their final study recommendation.
- 15 If the student terminates their enrolment on a study programme before 1 February of the first year of study, this student will not receive a negative binding study recommendation as referred to in this article. The student will have one opportunity to apply for the same study programme again. If a selection procedure is applied for the study programme (with or without enrolment restrictions), the student will have to go through the selection procedure of the same study programme again.

Article 3.2 Binding Recommendation in the Propaedeutic Phase upon Early Termination of Enrolment after 1 February

If the student's enrolment is terminated early at some point during the first year of the propaedeutic phase³ after 1 February (and/or this student's enrolment is terminated by the institute), a negative binding recommendation will be issued, unless the board of examiners decides otherwise, on the advice of the student counsellor.

Article 3.3 Withdrawal of the Negative Binding Recommendation

- 1 The board of examiners may withdraw a negative binding recommendation. Withdrawal of the negative binding recommendation will be recorded in Osiris. Withdrawal of the negative binding recommendation regarding the continuation of studies is an absolute condition to re-enrolment.
- 2 The study recommendation withdrawn will be regarded as not to have been issued. Articles 3.1 and 3.2 will apply (again) to the student concerned.
- 3 If a student received a negative binding recommendation in the four-year programme, and this student re-enters via the Maatwerktraject voor Havisten' (of De Rooi Pannen), the board of examiners will withdraw the previously issued study recommendation.
- 4 If a student pleads personal circumstances in order to get a negative binding recommendation withdrawn, the board of examiners will ask the student counsellor for advice. In anticipation of this advice, the student counsellor may invite the student for an interview. Also see article 3.1, section 8.

³ In the case of an Associate Degree, this should be read as: study recommendation at the end of the first year of study.

Chapter 4 Student Counselling and Student Progress

WHW article 7.13 paragraph 2u and article 7.34 paragraph 1e

Article 4.1 Student Counselling

This article does not apply to *extraneus* students.

- 1 The academy will apply an individual student counselling system. By means of this student counselling system, the academy seeks to ensure that study-related problems are either avoided or discovered in time, and to offer support in solving these problems.
- 2 If desired or necessary, notes of talks between a student and a student counsellor, within the framework of student counselling, can be recorded in Osiris.
- 3 The registration of data relating to student counselling will be in compliance with the provisions of the 'Privacy Regulations for Students'. These regulations are part of the Students' Charter.

Article 4.2 Student Counselling within the Academy / Study Programme

- 1 Within the AGM academy, student counselling is referred to as Professional Career Management (PCM).
- 2 To stress the importance of this study career coaching component, the Creative Business programme has fully integrated this component in the Production House. The assessment of this coaching component will be part of the Production House assessment. Also see appendix 7.
- 3 The point of departure in student coaching, as referred to in section 2 of this article, is that students seek acquaintance and/or contact with their tutor or study career coach, in an active and well-prepared manner, at the beginning of the academic year, and that they keep their tutor or study career coach updated on the progress of their studies, based on the regularity of the semester structure.
- 4 In the above-mentioned study progress talks, the student's progress will be dealt with. In other words, what did the student learn, which competencies did he work on, and is there any proof of this, which products did the student produce, and what he would like to discuss in the next semester.

Article 4.3 Personal Circumstances

WHW article 7.51 paragraph 2

Personal circumstances⁴ are taken to mean:

- board activities;
- illness or pregnancy;
- a disability or chronic illness;
- special family circumstances;
- other special circumstances - specified by the Executive Board – which apply to a student (e.g. top-class sport).

⁴ See 'Profiling Fund Regulations' for more detailed information.

Article 4.4 Personal Circumstances and the Student Counsellor's Role

- 1 If the student is of the opinion that personal circumstances, as referred to in article 4.3, influenced (or are influencing) their academic results, this student will be required to report these circumstances to the student counsellor as soon as possible after they occur and to discuss these circumstances with the student counsellor. In this respect, the student may be asked for supporting evidence, such as a medical or psychological statement. If a special circumstance is likely to affect a decision of the board of examiners, then this special circumstance should be reported before the board of examiners makes this decision
- 2 The student counsellor of a study programme or group of study programmes may provide advice to the board of examiners, both solicited and unsolicited.

Article 4.5 Studying with a Disability⁵

- 1 In this article, a 'disability' should be taken to mean any disability or chronic illness that may cause a student to fall behind in their studies.
- 2 Students with a disability may be offered the opportunity by the board of examiners to attend courses and take attendant examinations in a specially adapted manner. The facilities to be provided for this purpose consist of a type or duration of courses and/or examinations geared to individual situations, or of practical aids being provided and/or made available. Also see the LMS for more information.
- 3 To qualify for any of the facilities as referred to in section 2 of this article, students are required to submit their request to the board of examiners, via the student counsellor of the study programme, as soon as possible after enrolment on the study programme or after the occurrence of the disability.
- 4 The board of examiners will inform the student and the student counsellor of its reasoned decision in writing (or via Osiris).
- 5 In principle, facilities will be provided throughout the student's enrolment on a study programme within Breda University of Applied Sciences, unless otherwise determined by the board of examiners.
- 6 A student who falls behind in their studies due to their disability may submit a request for financial support from the Profiling Fund of Breda University of Applied Sciences.

Article 4.6 Student Progress Monitoring

- 1 The academy will ensure that the students' academic achievements are carefully and accurately recorded by means of the student progress monitoring system Osiris.
- 2 Students themselves will be responsible for regularly checking their results for accuracy in the academy's student progress monitoring system Osiris. In the case of incorrect or incomplete records in the system, the student is to report to the lecturer concerned.
- 3 Academic progress data will be recorded in compliance with the provisions of the 'Privacy Regulations for Students'.

⁵ See the website of Breda University of Applied Sciences (www.buas.nl) for more information.

Chapter 5 Examinations

Article 5.1 Competency-based Education and Earning ECTS credits

The bachelor's programme Creative Business has designed its programme to be fully in line with the current national competency profile for the bachelor's programme Creative Business. To enable students to properly complete the competencies, a systematic subdivision into three levels (beginner, advanced, young professional) has been chosen for each competency, with the knowledge, skills and attitude components always recognisably represented in these levels. Within CB, working in groups in projects from the learning company is central, and the content of the courses offered in a semester serves that project. Assessment of the group projects is individual and focuses primarily on the student's development. The assessment plan defines for each project which competencies and levels are tested and which knowledge, skills and attitude components students must meet. For further information, please refer to the Creative Business curriculum overview 2024-2025, as published separately on the LMS.

The national training profile for the Creative Business bachelors programme can be found in appendix 2.

Article 5.2 Organisation of Examinations

WHW article 7.10 paragraph 1

- 1 Every course is concluded by means of an examination. The examination may consist of several partial examinations.
- 2 If the structure of the course requires, the (theoretical) testing moment will be in one of the lecture weeks, contrary to section 1 of this article. These 'mid-term examinations' are subject to the regular examination regulations.
- 3 A 'partial examination' should be taken to include all summative testing/assessment moments. A mid-term examination is a form of a summative testing moment for which registration in Osiris is required.
- 4 The board of examiners will appoint one or more examiners for the purpose of administering examinations and establishing the results of these examinations. The examiners will provide the board of examiners with the requested information, for which purpose they may be invited to a meeting. The board of examiners establishes rules with regard to the proper course of business during examinations, also see article 5.7. In the case of competency examinations, examiners are called assessors.
- 5 Every examination comprises a measurement of the student's knowledge, understanding and/or skills, as well as the assessment of the results of this measurement.
- 6 An examination may take the form of an assessment, written or oral questions, a reflection on one's own performance, a study task or project, a paper, carrying out practical activities, a thesis, a research report, a placement report, carrying out placement assignments, other practical components, or fieldwork.
- 7 In special cases, the board of the examiners is authorised to allow an alternative form of examination than that specified by the examiner. This power includes the decision to conduct online / digital examinations.
- 6 At the beginning of each course, the following information will be communicated in writing:
 - a Content (subject matter),
 - b Learning targets,
 - c Study load (in ECTS credits) and accompanying substantiation;

- d Type/form of the examination or partial examinations,
 - e The sequence in which the partial examinations have to be taken (if applicable),
 - f If there is a mid-term examination involved, and if so, when (which lecture week),
 - g Any materials that students are permitted to use while taking the examination,
 - h The assessment criteria relating to partial examinations,
 - i The procedure regarding student inspection of examinations assessed.
- 7 The examination of a course is passed if:
- a the result obtained for the examination is a 5.5. or higher, 'satisfactory' or higher, or 'pass' (also see article 5.8.1),
 - b the weighted average of the results obtained for the partial examinations is at least a 5.5, in which a minimum mark of 4.5 applies to these partial examinations. The lecturer may decide – in consultation with the board of examiners – to set a higher minimum mark (of 5.5 at the most) for a certain examination or partial examination.
 - c the course requirements, specified in advance, have been fulfilled.
- 8 When the examination or partial examination has been taken, the result for it will be entered into the Osiris student progress monitoring system.

Article 5.3 Sequence of Examinations

- 1 In the propaedeutic phase, there is no mandatory sequence in which examinations should be taken.
- 2 In the main phase, there is no mandatory sequence in which examinations should be taken. However, requirements are in place with regard to students being allowed to start their exchange programme and graduation project. For more information regarding this matter, you are referred to sections 3 and 4.
- 3 Admission to an exchange programme in year 2 of the regular bachelor's variant will be limited and only possible under certain conditions.
- 4 An exchange in year 3 or 4 of the regular CB programme, and/or in year 2 or 3 of the accelerated VWO CB programme can only take place if a student has successfully completed the propaedeutic programme. Also see article 2.5.3.2 section 3. In this process, the point of departure is the results as officially recorded in Osiris.
- 5 Students will only be allowed to start the graduation phase if:
- a their study credit deficit is no more than 8 ECTS credits (also see article 2.8.7, section 5b).
 - b they passed the propaedeutic phase.
- In this process, the point of departure is the results as officially recorded in Osiris.

Article 5.4 Periods of Time and Frequencies of Examinations

WHW article 7.13 paragraph 2h and 2j

- 1 Every year, students will be offered at least two opportunities to take examinations.
- 2 A student will be allowed to participate in no more than two opportunities every academic year.
- 3 The opportunities referred to in section 2 are inclusive of 'GKs' (Dutch abbreviation of Missed Opportunities). See article 5.6 section 1.

- 4 A second or subsequent examination during the same academic year will be comparable to the first examination in terms of the form of testing and in terms of subject matter. The board of examiners is authorised to offer students (whether or not on the advice of the examiner / student counsellor / study coach), after a number (to be determined by the board of examiners) of used but insufficiently assessed opportunities, to take the examination in a different form. The subject matter must be the same as that of previous opportunities.
- 5 If a course is no longer offered, the student will be offered another two opportunities to take the examination or partial examination that belongs to this course in the subsequent academic year. The provisions of section 4 will also apply. The board of examiners will be authorised to extend this period of time. This will be laid down in the transitional arrangement, see article 2.11.
- 6 A student will be allowed to take a second attempt at every examination, regardless of the result obtained and taking into account the provisions of section 2. The highest result obtained will count.
- 7 To be able to comply with section 1, students from all years, except the graduation year, who fail a project in the Production House (see appendix 6) will be enabled to take a second attempt at this project in the last week of the academic year, in such a way that the mark for the second attempt is registered in Osiris by 31 August of the same calendar year at the latest. This second attempt applies to only one Production House project. If the student has to take second attempts at more than one project in the Production House, the board of examiners will determine the term within which this has to be done.
- 8 Contrary to section 6, courses that are part of the propaedeutic programme of the bachelor's programme, can no longer be retaken or revised in any other way, if the student is in possession of a valid propaedeutic certificate for the study programme concerned.
- 9 Subject to the provisions of this article and article 5.5, a student will always have the right to take part in a regular examination or resit examination, even if they did not attend the accompanying course.
- 10 Contrary to section 6, the second opportunity will not apply to the concluding final exam, if the student has earned a 5.5 or higher for this.

Article 5.5 Registration for Examinations and Resit Examinations

5.5.1 Regular procedure

- 1 Timely registration for examinations, whatever their nature or form, is compulsory for all students as well as a condition to being awarded an assessment or result in Osiris. Students are registered at central level for the first opportunity of an examination or partial examination at the time when the course is offered in the curriculum. For every next opportunity, regardless of what year of study the student is in, the student themselves will have to register for a resit.
- 2 Registration for a written resit examination will be open until five working days before the Monday of the week in which an examination (period) starts.
- 3 Registration for all other resit examinations (for example, but not exclusively: assignments, presentations, etc.) will be open throughout the entire academic year.
- 4 In view of the clustered and project-based education in the new curriculum, the following applies to all written CB resit examinations, as referred to in section 2 above: students can register in semester weeks 3 and 4 (for participation in the first opportunity of the year) and in semester weeks 10 through 15 (for participation in the second opportunity of the year). Students will be notified of the registration term by the lecturers involved via the LMS, in accordance with the provisions of section 6.

- 5 In view of the clustered and project-based education in the new curriculum, the following applies to all non-written CB resit examinations, as referred to in section 4 above: students can register at any time prior to the moment of administering or submitting of the non-written examination concerned. Students will be notified of the obligation to register by the lecturers involved via the LMS, in accordance with the provisions of section 6.
- 6 Students will be notified of this via the LMS at the beginning and at the end of a registration period for resit examinations.
- 7 If a person is not enrolled as a student (any more), but still takes part in an examination or resit examination, then this person's participation in the examination will be declared invalid and the result will not be registered in any way.
- 8 If it turns out that registration for a resit examination was impossible due to technical problems in Osiris, the registration period will be adjusted by the management team of the academy.

5.5.2 Possibility to cancel registration

The student can cancel their registration for an examination or resit examination for which they already registered (or for which they were already registered at central level) during the period when registration for this examination is open (see article 5.5.1 section 2).

Article 5.6 Inability to Attend an Examination

- 1 If a student has registered for an examination via Osiris, but fails to take part in it, a 'GK' (Dutch abbreviation of Missed Opportunity) will be entered and displayed in Osiris as the result for this examination.
- 2 If the inability to take part in an examination, as referred to in section 1, was caused by force majeure, according to the student, then the student may submit a request for an extra opportunity to the board of examiners.
- 3 If the board of examiners is of the opinion that force majeure⁶ applies, the student will be required to take part in the first upcoming opportunity for this examination. If no opportunity is offered any more in the current academic year for the examination concerned, then an extra opportunity will be offered by the board of examiners.

Article 5.7 Regulations regarding Examinations

- 1 During all examinations, students must furnish proof of identity (passport, driving licence, or identity card). This identity document will be checked before commencement of the examination. If this check reveals that the name of a student does not occur on the attendance list (which means that the student did not register for the examination via Osiris), this student will not be admitted to the examination.
- 2 If a student does not carry an identity document, this student will not be admitted to the examination and a missed opportunity ('GK') will be entered into Osiris.
- 3 Without the express written permission of the lecturer, it is not permitted to copy, distribute and/or record examination materials. This provision applies during the actual examination as well as during the inspection of examination results. Any breach of this provision will be regarded as fraud/academic dishonesty (see article 5.15).

⁶ Public transport delays, traffic jams, etc. are NOT regarded as force majeure.

- 4 There are several additional rules that apply to written examinations. These are included in the Examination Regulations.
- 5 Oral examinations are no public events. The board of examiners has the authority to deviate from this rule in special cases.
- 6 An individual oral examination is taken under the supervision of at least two examiners, in which one of the examiners, at the instruction of (the chair of) the board of examiners, will act as first examiner. The examination can also be administered by one examiner, who in this case will record the interview.

Article 5.8 Assessment of Examinations

5.8.1 General

- 1 All examinations will be assessed by the examiner concerned in conformity with the predetermined and published assessment criteria.
- 2 External experts, also referred to external examiners at Breda University of Applied Sciences, will be allowed to assess students, if they have been appointed as examiners by the board of examiners. In this process, the board of examiners applies a specific examiner profile, compiled by the institute (see Regulations pertaining to Boards of Examiners).
- 3 If the board of examiners has decided that external experts (e.g. supervisors of the placement or thesis host company) are to be involved in the assessment, a description will be made of the way in which this is done.
- 4 One or more of the following assessment criteria will be applied:
 - a The way in which a study task or assignment has been carried out (in terms of quantity);
 - b The degree to which the specific criteria with regard to the study task or assignment have been met (in terms of quality) (for instance, the degree to which the questions have been answered correctly, the degree of participation in the execution of a study task or assignment in a group of students);
 - c The degree of participation in practical assignments; this criterion only applies to the assessment of examinations or parts of examinations that go with courses or parts of courses which have been designated as practical components with mandatory attendance, and which has been announced as such at the beginning of the course (see section 5.2).
 - d In line with the provisions mentioned above, it is not permitted to award a mark or partial mark or verbal descriptor just for attendance in class.
- 5 The assessment of an examination is expressed in terms of either a numerical or verbal descriptor. For more detailed information you are referred to appendix 5.
- 6 If an examination consists of several partial examinations, the attendant ECTS credits will only be awarded when all partial examinations have been completed successfully, taking into account any compensation arrangements. All results for the partial examinations will be entered into Osiris.

5.8.2 Assessment of placement and practical assignment

For information about the didactic foundations of the professional orientation work placement, details of the course (in terms of contents and process), as well as the assessment procedure and criteria, you are referred to the Work Placement Manual which is revised every year and provided to new third-year students at the beginning of each academic year via the LMS system.

5.8.3 Assessment of graduation internship / graduation project / thesis

- 1 For the didactic foundations of the graduation project, the further substantive and process foundation of the course, as well as for the assessment procedures and the assessment criteria, please refer to the Graduation Manual as revised annually and offered to new students in the graduation year at the start of each academic year both physically and via the LMS.
- 2 Attending examinations or tests of courses of the bachelor's programme during the graduation period will be permitted, provided that the graduation host company agrees with this.
- 3 The oral final exam that concludes the main phase is not a public event, in keeping with the provisions of article 5.7, section 5.
- 4 The oral exam always takes place at Breda University of Applied Sciences in the physical presence of the candidate. In the case of a feedback session after having failed the written part of the final exam, the student may ask for a video conferencing session.
- 5 Every academic year has four regular graduation periods, as indicated in the annual calendar, each time halfway through and at the end of a semester. All four final exam periods in an academic year are concluded with a final determination of the end results and an evaluation of the procedures in a formal graduation meeting. This meeting is chaired by the chair of the board of examiners.
- 6 To be able to comply with the provisions of section 1 of article 5.4, the Creative Business programme has a fifth graduation opportunity in the last week of the academic year (August). This special graduation opportunity is exclusively open to students who took one attempt at the final exam during the current academic year, and who are still allowed to use one regular opportunity to pass the final exam in accordance with the provisions of article 5.4, sections 1 and 2. These special resit opportunity is characterised by limited supervision/coaching possibilities due to the summer holiday and accelerated procedures.

Article 5.9 Announcement of Examination Results

WHW article 7.13 paragraph 2o

- 1 The examiner will determine the results of an examination and enter these (provisional) results into Osiris, within 10 working days after the day on which the examination was held. These provisional results can then be consulted via Osiris. Provisional results may be adjusted upwards or downwards, if necessary.
- 2 If there is any reason to do so, the academy director may decide to deviate from the term stated in section 1. Any arrangements to the contrary should be communicated to the students in time.
- 3 The results of an examination (in provisional form) have to be announced no later than three whole working days before the second opportunity of this examination. If this term is exceeded, the second opportunity will be postponed to a date to be set by the academy director. In this process, the provisions of article 5.11 section 1 should be taken into account. Any arrangements to the contrary should also be communicated to the students in time.
- 4 If a second assignment builds on a previous one, the result of the first assignment must be announced before the deadline for handing in the second assignment.
- 5 The academy will finalise the results (in definitive form) in Osiris within five working days after the inspection date of an examination (see article 5.11). Consequently, the definitive examination results are announced within 25 working days after the examination was held. Finalised examination results can only be adjusted upwards or downwards via the board of examiners.

Article 5.10 Period of Validity

- 1 The period of validity of examination results obtained will be indefinite. This is without prejudice to any curriculum changes and the transitional arrangements applicable thereto.
- 2 The period of validity of the propaedeutic certificate will be indefinite.
- 3 The period of validity of a partial examination is limited to the academic year in which the result for the partial examination is obtained and the subsequent academic year.

Article 5.11 Inspection

- 1 During a period of 10 working days after the announcement of the provisional results of an examination, students will be entitled to inspect the written examinations assessed as well as the assessment criteria used, on the understanding that this inspection takes place no later than three working days before the second opportunity. The date and time for this inspection opportunity will be set by the lecturer involved or scheduled by academy staff.
- 2 If a student can demonstrate that they were in a situation of force majeure which rendered them unable to attend the regular inspection opportunity within the set period of time, this student may be offered an alternative opportunity within the scope of the provisions of section 1 of this article.
- 3 If there is any reason to do so, the board of examiners may decide to deviate from the provisions in section 1. Any arrangements to the contrary should be communicated to the students in time.
- 4 Without the express written permission of the lecturer, it is not permitted to copy, distribute and/or record examination materials. This provision applies during the actual examination as well as during the inspection of examination results. Any breach of this provision will be regarded as fraud/academic dishonesty (see article 5.15).
- 5 During the inspection moment, the student will not have access to their personal belongings and/or any tools or means of communication. The rules that apply to written examinations are also applicable here, see Examination Regulations of Breda University of Applied Sciences.

Article 5.12 Possibilities to appeal

WHW article 7.61

- 1 If a student disagrees with a decision of an examiner and/or the board of examiners as referred to in WHW article 7.61, this student may lodge an appeal against this decision with the Examinations Appeals Board (abbreviated in Dutch as CBE) of Breda University of Applied Sciences. This appeal must be lodged in writing within six weeks after the date on which the decision was made.
- 2 This appeal can be lodged via the digital Complaints Service Point of Breda University of Applied Sciences. This Service Point is available via the student portal. The appeal will be dealt with in conformity with the provisions of the Code of Order of the CBE Breda University of Applied Sciences.

Article 5.13 Individual Exemptions

5.13.1 Exemptions from taking examinations

WVW article 7.13.2r

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- 1 At the student's written request, the board of examiners may grant exemption from the propaedeutic exam or one or more interim examinations.
- 2 Requests for exemptions from examinations must be submitted in writing no later than the first week after the start of the relevant course or project. To this end, students may use a form which is available through the LMS.
- 3 To obtain an exemption, the student has to submit a written reasoned request to the chair of the board of examiners. The request must be supported by one or more of the following documents:
 - a copy of the certificate, diploma, degree or statement;
 - a copy of the accompanying list of qualifications;
 - a list of literature, lecture notes, etc. studied;
 - an official 'EVC' (accreditation of prior learning) procedure gone through at Breda University of Applied Sciences or somewhere else;
 - written proof of a successfully completed assessment.
- 4 The board of examiners will decide as soon as possible – within 20 working days after the request has been submitted – whether or not to grant the request, possibly in consultation with the examiners involved. The decision will be recorded by the board of examiners, and communicated to the student (digitally via Osiris).
- 5 An exemption granted will be registered as 'VRIJ' in the Osiris student progress monitoring system.
- 6 An exemption granted for a course from the propaedeutic curriculum will count towards the academic performance standard of the binding recommendation.
- 7 The student may lodge an appeal, within six weeks, against the decision of the board of examiners as referred to in section 4 with the Examinations Appeals Board. Also see article 5.12 section 2.

5.13.2 Assessment frameworks applied by the board of examiners in granting exemptions

- 1 As a rule, requests for exemption are honoured by the board of examiners if:
 - The request is submitted in writing and before the start of the semester in question;
 - There is a content overlap of at least 70%, such to be determined by the lecturer concerned.
- 2 The criteria as set out in appendix 8 are applicable to submitting requests to the board of examiners and in all communication with the board of examiners in general.

Article 5.14 Contingency Scheme

A contingency is any situation that requires everyone present in a building to leave this building immediately. If an examination is being administered at that time, then this examination will be declared invalid and the work submitted will not be assessed. A new examination will be scheduled as soon as possible and the students will be informed of the date, place and time of the new examination

Article 5.15 Academic Dishonesty and Plagiarism

WHW article 7.12b paragraph 2

5.15.1 Definitions

- 1 Academic dishonesty involves any act or omission by the student that makes it impossible, either fully or partially, to form a correct assessment of the student's knowledge, understanding and skills. This may involve providing incorrect facts, deliberate concealment of any fact that the student knew or should have known they were obliged to disclose, using a false name or false identity, and/or engaging in forgery of documents.
- 2 Academic dishonesty or fraud concerns all cases which involve any form of deception as laid down by law, among other things in the Dutch Criminal Code and the Dutch Civil Code (Book 3), and as such it is a punishable offence.
- 3 Academic dishonesty or fraud is also understood to mean any attempt towards fraud, complicity, being a fellow perpetrator in fraud, making preparations for academic dishonesty/fraud, and preventing academic dishonesty/fraud from being discovered.
- 4 Plagiarism is the act of copying or quoting from someone else's work by not or not properly acknowledging one's source(s), and/or by falsely placing any name or mark on someone else's work, and/or by forging the real name or mark on someone else's work. The aim of this is to create the false impression that the work (and/or the quotation) is the plagiarist's own. Plagiarism also involves selling, offering for sale, or storing for sale such forged works.
- 5 The term academic dishonesty or fraud includes, but is not limited to, the following instances where it is established that the student:
 - a uses/has used - in the room where the examination takes place - tools that have been explicitly designated by the invigilator as not being permitted for reference during the examination.
 - b uses/has used information in any way - during the examination - that has not been supplied by the invigilator, and this information was obtained either inside or outside the examination room.
 - c discloses/has disclosed information in any way – either prior to or during the examination – to another student about the examination, including information about the contents and answers of the examination.
 - d passes/has passed themselves off as someone else during an examination or has/has had themselves represented by someone else during an examination.
 - e takes/has taken unauthorised cognizance – either prior to or during the examination – of the examination questions, assignments and/or answer keys of the examination.
 - f applies/has applied changes to examination work already handed in, either after the examination time or during the inspection opportunity afterwards.
- 6 Other forms of academic dishonesty include, but are not limited to:
 - a any act or omission of a student aimed at making it impossible – either fully or partially – to form a correct and reliable judgement about the knowledge, understanding and skills acquired by the student or about the knowledge, understanding and skills acquired by fellow students.
 - b presenting someone else's work or ideas as their own, including the work of fellow students, even if a reference to other authors has been included.
 - c Handing in, as a first version, a text (or comparable text) already handed in previously by the student themselves or another student for assignments from other courses.
 - d Fabricating research results.
- 7 Where 'academic dishonesty' or 'fraud' is used in the TER, it should be taken to represent 'plagiarism' as well.
- 8 By taking part in an examination, the student gives implicit permission for the examination they have handed in for assessment, if applicable, to be checked for academic dishonesty by

means of anti-plagiarism software and for their work to be included into the anti-plagiarism software database. In their digital examinations or any other digital text that is part of education, students are not allowed to apply any software blocks against anti-plagiarism software.

- 9 Irregularity is defined as an event or circumstance that prevents the examiner from forming an objective opinion of a student's knowledge and ability. An irregularity as referred to in this article does not automatically qualify as fraud or academic dishonesty. In the case of an irregularity as referred to in this article, the board of examiners may decide that the examination in question is declared invalid. The examination is not assessed and an 'OV' is entered into Osiris.

5.15.2 Procedure

- 1 Upon suspicion of academic dishonesty, the examiner will promptly address this with the student concerned and the board of examiners. The examiner will submit to the board of examiners all relevant evidence with regard to the academic dishonesty or suspicion of academic dishonesty.
- 2 Upon suspicion of academic dishonesty arising during an examination, the invigilator will promptly address this with the student. The invigilator will make a note of the incident in the official report of the examination, confiscate any evidence regarding the incident and submit this evidence to the board of examiners. The student concerned will be given the opportunity to finish and hand in the examination.
- 3 No later than within 2 weeks after the board of examiners has taken note of the suspicion of academic dishonesty, the student will be given the opportunity to be heard by the board of examiners. The board of examiners may – acting either ex officio or at the student's request – obtain information from witnesses and/or experts. Furthermore, the board of examiners must have the possibility to carry out any investigations that it deems necessary.
- 4 The board of examiners will lay down all findings in a written report.
- 5 The board of examiners will check whether the student's behaviour that was observed complies with the criteria of academic dishonesty as specified in these regulations, and will inform the student, no later than within 2 weeks after the student has been heard, of its decision and – if applicable - disciplinary measures in writing, stating the possibility to appeal to the Examinations Appeals Board.
- 6 The student will have the possibility to appeal (within six weeks after announcement of the decision of the board of examiners) to the Examination Appeals Board against the decision. The appeal procedure is described in the Code of Order of the CBE Breda University of Applied Sciences.

5.15.3 Disciplinary measures

- 1 In the event of academic dishonesty, the board of examiners may impose one of the following disciplinary measures upon the student concerned:
 - a revoke the student's right to sit one or more examinations, to be designated by the board of examiners, during a term of one year at the most, to be determined by the board of examiners, or
 - b declare the fraudulent examination invalid. In the academic progress system 'Osiris', this will result in a recorded mark of 'FR', or
 - c a combination of a and b.Any previous incidents of academic dishonesty will be involved in determining the severity of the disciplinary measure.

- 2 On the proposal of the board of examiners, the Executive Board may decide to definitively terminate the student's enrolment on the study programme in the case of serious academic dishonesty.
- 3 In confirmed cases of academic dishonesty, the Executive Board of Breda University of Applied Sciences may file a report with police or justice officials.
- 4 Cases of academic dishonesty established after degree completion will be reported to police or justice officials by Breda University of Applied Sciences. Moreover, the degree certificate will subsequently be declared invalid and/or the degree title will be revoked. The student will promptly return their degree certificate to the institute upon first request. The institute will ensure that the degree awarded will be revoked in all formal registers and that the degree certificate will be destroyed.

Article 5.16 Examination Certificates

WHW article 7.11 paragraph 1
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- 1 As proof of an examination having been passed, the examiner concerned will issue a written piece of evidence. The registration of the confirmed result in Osiris will also be regarded as evidence.
- 2 The student who has passed more than one examination, but to whom a certificate as referred to in article 6.5, section 2 cannot yet be awarded, will receive – upon their own request - a written certified statement from the board of examiners listing the examinations passed. Students have to submit a written request for this statement themselves to the chair of the board of examiners.

Chapter 6 Final Exams

Article 6.1 Exam Concluding the Propaedeutic Phase

WHW articles 7.8 and 7.10

A student will pass the propaedeutic exam, if this student has met the completion requirements of all the examinations that go with the courses of the propaedeutic phase of the study programme. This exam is the first exam of the HBO bachelor's programme. Passing this exam will earn the student 60 ECTS credits. The compensation possibilities as mentioned in article 6.3 will be applicable in this process.

Article 6.2 Exam Concluding the Main Phase (Final Exam)

WHW article 7.10

6.2.1 Final exam as a part of the HBO bachelor's programme

- 1 A student will pass the final exam of the main phase, if this student has passed the propaedeutic exam and if this student has met the completion requirements of all the examinations that go with the courses of the main phase. Passing this exam will earn the student 180 ECTS credits. The compensation possibilities as mentioned in article 6.4 will be applicable in this process.
- 2 The final exam is the second exam of the HBO bachelor's programme. If a student has passed both the propaedeutic exam and the final exam, this student will have successfully completed the HBO bachelor's programme and have earned 240 ECTS credits in total.
- 3 Contrary to sections 1 and 2, for the student who attends a HBO bachelor's programme with a standard duration of three years, the main phase programme as referred to in section 1 will correspond to 120 ECTS credits, and the study load of the bachelor's programme as referred to in section 2 will amount to 180 ECTS credits.

6.2.2 Final exam as a part of the associate degree programme

Not applicable.

Article 6.3 Compensation Possibilities

6.3.1 General

- 1 If a compensation arrangement is in effect between courses, the following will apply:
 - the result of a course to be compensated is at least a 5.0,
 - additionally, if a course consists of several partial examinations, a minimum result of 4.5 must have been obtained for these partial examinations.
- 2 For the purpose of any compensation, the student will only be allowed to use courses from the same (part of the) curriculum with the same (or higher) study load.
- 3 As a compensation rule, students are considered to have passed their propaedeutic year at the start of their third year of CB. See also article 2.5.3.2 section 2. If this criterion is not met, the student, together with the study coach, should draw up a plan of action to catch up as soon as possible.

6.3.2 Additional provisions in the propaedeutic phase

Not applicable.

6.3.3 Additional provisions in the main phase

- 1 Within a minor, compensation at course level is not possible. Within a course, compensation of a partial examination is possible. In this respect, the minimum mark for the partial examination must be a 4.5.
- 2 Results obtained in an excellence track, minor programme, or exchange programme cannot be used for the purpose of compensation of any other curriculum components (and vice versa).

6.3.4 Additional provisions in the Associate Degree

Not applicable.

Article 6.4 Announcement of Final Exam Results

WHW article 7.11 paragraphs 2 and 4

- 1 In its exam meeting, the board of examiners will establish the results of the final exams (of the propaedeutic phase, the main phase, or the associate degree programme). The names of the students who comply with the requirements of the final exams (of the propaedeutic phase, the main phase, or the associate degree programme) will be registered in an official report ('proces verbaal') drawn up as a result of the final exam meeting. An official report will also be taken to mean a meeting list or a document provided digitally.
- 2 As proof of the final exam having been passed, the board of examiners will issue a degree certificate with attendant list of marks. The board of examiners has been mandated to do so by the Executive Board. Furthermore, students who have passed the final exam of the main phase or the associate degree programme, will be awarded a 'diploma supplement'. Certificates, lists of marks, and diploma supplements are in compliance with the regulations and procedures of Breda University of Applied Sciences.
- 3 If the student has attended one or more courses which are not part of the curriculum, the results will be presented on the supplement to the degree certificate as 'Other'.
- 4 The marks on the list of marks that is attached to the certificate of the propaedeutic phase, main phase, or associate degree phase are rounded to one decimal place (ranging from n.0 to n.9).
- 5 The student's Grade Point Average (GPA) will be included in the list of marks to represent the student's performance compared to international standards.
- 6 The GPA is determined by taking the weighted average of the results obtained within the curriculum. The GPA is expressed on a scale from 1 through 4, to two decimal places accurately. For information about calculating the weighted average, you are referred to appendix 6. An explanation of the GPA value will be included in the diploma supplement. In addition, a complete conversion table (from weighted average to GPA) is available via the portal and on the internet.

- 7 The annual ceremony that AGM organises to award the propaedeutic certificates, is exclusively open to CB students who passed their propaedeutic phase within one academic year. Students who pass their propaedeutic phase at a later time, will be notified of how their propaedeutic certificates will be awarded to them.

Article 6.5 Degrees Conferred

WHW article 7.10a

6.5.1 HBO bachelor's degree

The Executive Board will confer the bachelor's degree on students who have passed the final exams of the propaedeutic phase and of the main phase of the bachelor's programme (see article 1.3, section 5).

6.5.2 Associate degree

Not applicable.

Article 6.6 'Cum Laude' Distinction

- 1 If a student complies with all the criteria as mentioned in section 2, and has completed the entire degree programme (propaedeutic and main phase) within the standard duration of the degree programme + one year, this student may receive the designation 'cum laude' for the final exam of the main phase.
- 2 The criteria mentioned in section 1 are:
 - a The weighted average of the results of all courses of the main phase is at least an 8.0 (unrounded).
 - b The student's graduation result is a final mark of at least an 8.0 (unrounded).
 - c The student graduated on the first attempt.
 - d The total of exemptions from courses in the main phase granted to the student must not exceed 60 ECTS credits.
 - e The student has never been involved in an incident of fraud/academic dishonesty.
- 3 If the student has passed more than the required courses, only those examination results which are part of the curriculum as specified in the teaching and examination regulations of the study programme in question will be considered.
- 4 If the student has attended courses of the main phase of another degree programme, and/or completed a graduation internship, the board of examiners will establish the value and weighting of these courses.
- 5 The designation 'cum laude' will be stated on the degree certificate.

Chapter 7 Committees

Article 7.1 Board of Examiners

WHW article 7.12 and 7.12b

- 1 For each degree programme or group of degree programmes, the Executive Board has formed a board of examiners. The guiding principle at Breda University of Applied Sciences is to have a board of examiners for each academy, except for the academic WO degree programmes and master's programmes. These study programmes will have separate boards of examiners. The task of a board of examiners is to establish, in an objective and competent manner, whether a student complies with the conditions as outlined in the TER with regard to the knowledge, understanding and skills required to obtain a degree (also see Regulations pertaining to Boards of Examiners).
- 2 For communication with the AGM board of examiners and the procedures it applies in the handling of requests, you are referred to appendix 8.
- 3 The AGM board of examiners applies a maximum time limit of six weeks for receipt of complaints, taking into account the provisions of appendix 8, section 2, subsections 5 and 6. Complaints that the board of examiners receives after six weeks have passed will be regarded as inadmissible.
- 4 Meetings and minutes of the board of examiners are not public.

Article 7.2 Participation Council

- 1 Breda University of Applied Sciences has a participation council whose task is to exercise student and employee participation in decision-making within the institute as laid down in the BUAs Staff and Student Participation Regulations. These regulations determine, among other things, the matters on which the participation council has the right of consent and/or the right to prior consultation.
- 2 Depending on the subject, the participation council has the right of consent and/or the right to prior consultation over the generic part of the Teaching and Examination Regulations (TER Framework).

Article 7.3 Degree Programme Committee

- 1 For each degree programme or group of degree programmes, a degree programme committee has been formed. The task of this committee is to provide advice on ensuring and improving the quality of the degree programme.
- 2 Depending on the subject, the degree programme committee has the right of consent and/or the right to prior consultation over the programme-specific part of the Teaching and Examination Regulations.
- 3 In general, the degree programme committee has the task to provide advice on the safeguarding and improving of the quality of the degree programme.
- 4 The degree programme committee has the right to issue advice, either upon request or of its own accord, to the management team and to the student counsellor of the degree programme.

- 5 The degree programme committee sees to it, every year, that the current teaching and examination regulations of the degree programme are implemented correctly.

Article 7.4 Other committees

7.4.1 Assessment Committee

7.4.1.1 Composition

- 1 The board of examiners institutes a permanent assessment committee. The assessment committee falls under the direct competence of the board of examiners.
- 2 The assessment committee consists of a representative cross-section of all study programmes represented within the academy. This cross-section arises by the number of students studying the study programmes.
- 3 The board of examiners proposes members for the assessment committee, after which they are appointed and facilitated by the academy director.
- 4 The board of examiners appoints one of its members as chair of the assessment committee. A maximum of two members of the assessment committee are also members of the board of examiners.
- 5 The term of the members on the assessment committee comprises two academic years. After the term has passed, members may be eligible for reappointment.
- 6 The education policy advisor (educationalist) of the academy may offer supporting advice to the assessment committee in order to contribute to the implementation of the quality control system and to the implementation of the assessment policy. The educationalist is not a member of the assessment committee.

7.4.1.2 Tasks

- 1 The assessment committee provides solicited and unsolicited advice to the board of examiners with regard to quality assurance and quality policy relating to final exams and interim examinations.
- 2 In issuing advice, as referred to above in section 1, lecturer members of the assessment committee will be under the obligation not to give evidence with regard to courses or parts of courses which they are involved in themselves as (responsible) lecturers.
- 3 As a guiding principle in forming its advice and viewpoints, the assessment committee carries out cyclical checks of all interim examinations offered to students within the academy.
- 4 The checks mentioned in section 3 are based on a cycle of three academic years, in which the cycle is cancelled if the subject, content and/or form of assessment are changed.
- 5 The assessment committee carries out its work by order of, for the purpose of, and under the responsibility of the board of examiners.

- 6 The assessment committee regularly reports its findings and results to the board of examiners and confers with the board of examiners about the details of its duties arising from these conferrals.
- 7 Every year, the assessment committee confers with the board of examiners about the possible updating of the assessment policy as it is used within the academy. Any changes in the assessment policy will always be applicable as from 1 September in any calendar year.

Chapter 8 Adoption and Amendment of the Teaching and Examination Regulations

Article 8.1 Adoption and Entering into Effect

- 1 The academy director, together with the degree programme committee, will evaluate the current TER at least once a year.
- 2 Partially based on the advice of the degree programme committee, the academy director will draw up the draft version of the TER for the new academic year.
- 3 The academy director will submit the TER text, the academy-specific part in particular, to the degree programme committee for agreement.
- 4 After agreement by the degree programme committee, the TER will be submitted for approval to the academy director.
- 5 After this, the TER will be submitted for adoption to the Executive Board.
- 6 The academy director will make sure that students and staff are informed of the TER in time, though no later than 1 September of the academic year to which the TER relate. In any case, the TER must be published no later than 1 September of the academic year to which the TER relate.

Article 8.2 Amendments

- 1 Amendments that apply to the academic year to which the TER relate will only be made if they do not harm the interests of the students. Exceptions in this respect concern amendments that are a direct consequence of a legislative change.
- 2 Amendments will furthermore not affect:
 - Examinations passed;
 - Exemptions granted;
 - Any other decisions, already taken with regard to a student by the board of examiners pursuant to these regulations.
- 3 If an amendment relates to the academy-specific part of the TER, sections 4, 5 and 7 will apply. If an amendment relates to the general TER framework, sections 6 and 7 will apply.
- 4 An academy-specific amendment must not conflict with the TER framework. The decision will require approval from the academy director. Additionally, consent from the degree programme committee will be required.
- 5 The proposed amendment will be submitted for adoption to the Executive Board. If the Executive Board rejects the amendment, the original TER will remain in force.
- 6 Any amendments to the TER framework will be submitted to the Executive Board for adoption. The Participation Council will have the right of consent.
- 7 Definitive amendments to the TER will be communicated to the persons concerned through the usual channels within the academy in the form of an overview of amendments (possibly in cumulative form).

Article 8.3 Unforeseen Circumstances

- 1 In situations or circumstances which should be covered by the TER, but which are not, the chair of the board of examiners will decide, in consultation with the academy director. In the written argumentation to the student or students concerned, the situations and/or circumstances, considerations, and decisions will be clarified (and the possibility to appeal will be mentioned).
- 2 Should any differences of opinion arise within the board of examiners with regard to the interpretation of the regulations and procedures in the TER, the academy director will be asked to provide an explanation. Afterwards, the board of examiners will make its decision.

Chapter 9 Additional Provisions

Article 9.1 Hardship Clause

- 1 The board of examiners is authorised to deviate from these regulations – for the benefit of the student - if their application leads to extreme unfairness, and to make decisions in situations not provided for in these regulations.
- 2 If a student is of the opinion that there are any cases of extreme unfairness at issue, the student will have to submit a written, well-founded request regarding this matter to the board of examiners. The board of examiners will decide on the request and inform the student of its decision and the reasons it is based on in writing, and of the student's right of appeal.
- 3 To determine whether any case of extreme unfairness is at issue, the board of examiners will carefully weigh the interests of the student and the academy. If an immediate decision is required, the chair of the board of examiners or the chair's replacement will decide, after which the other members of the board of examiners must be notified as soon as possible.

Article 9.2 Retention Periods

Selection List of Breda University of Applied Sciences

9.2.1 Retention period of exemption decisions

- 1 The decisions relating to exemptions will be retained for seven years after the date of the decision concerned.
- 2 The seven-year retention period also applies to all underlying documents:
 - Request for exemption
 - Diploma (previous education)
 - Diploma supplement (previous education)
 - Evidence of accredited prior learning ('EVC')
 - Exemption including supporting information

9.2.2 Retention period of study recommendations

The warning regarding the continuation of studies (see article 3.1 section 3) and the recommendation regarding the continuation of studies (see article 3.1 section 1) must be retained for five years after the date of issuance.

9.2.3 Retention period of examinations

- 1 Examination question papers, answer keys, pass criteria, attendance lists, official reports of examinations, and evaluations of examinations must be kept on file for seven years after the date of assessment.
- 2 Examination papers completed by students, assessment results, and second assessment results (if there are any) must be kept on file for two years after the date of assessment.
- 3 Reports on graduation internships and theses and attendant results (in writing) will be kept on file for at least seven years after the year of graduation of the student concerned.

- 4 Personal data, copies of propaedeutic and degree certificates, and attendant lists of marks will be kept on record for 50 years.
- 5 The term mentioned in section 1 may be extended by the board of examiners, should this be necessary.

9.2.4 Retention period of examination certificates

- 1 The certified statement referred to in article 5.16 section 2 must be retained for ten years after the date it was issued.
- 2 The request as referred to in article 5.16 section 2 must be retained for one year after the date it was settled.

9.2.5 Retention period of degree certificates

- 1 The certificate, as referred to in section 2 of article 6.5, belonging to the final exam of the propaedeutic phase, main phase or the associate degree phase, must be retained for 50 years after the date of issuance.
- 2 The 50-year retention period also applies to:
 - Degree statement
 - Diploma supplement
 - Certificate (additional education)
 - Certificate (minor)
- 3 With regard to the propaedeutic exam, the requests and the decisions list of the board of examiners must be retained for five years.
- 4 With regard to the final exam of the main phase and the associate degree, the requests, the assessment of the requests, the assessment of the board of examiners, the decisions list of the board of examiners, and the student's statement of receipt of the degree certificate, must all be retained for seven years.

9.2.6 Retention period of academic dishonesty cases

- 1 The proposal to the Executive Board, as referred to in article 5.15.3 section 2, must be retained for two years after the date of termination of enrolment.
- 2 The retention period of two years after the date of termination of enrolment also applies to:
 - The discovery of academic dishonesty
 - Letter to the student
 - The student's defence statement
 - Revocation of the student's right to sit one or more examinations (if applicable)
 - Declaration of invalidity of the examination (if applicable)

9.2.7 Retention period of appeal cases

The following retention periods apply to the documents pertaining to the procedure as referred to in article 5.12:

- Confirmation of receipt: 1 year
- Notice of appeal, if dealt with: 10 years
- Notice of appeal, if not dealt with: 3 years
- Assessment of amicable settlement: 5 years

Appendix 1 Code of Conduct (English-taught study programmes)

WHW article 7.2

1 General

- 1 Article 2.4 specifies whether the study programme is either fully or partially delivered in English.
- 2 The academy director will be required to attach conditions to the use of the English language with the aim of assuring the quality of the course (or courses) in question, which explicitly includes the language proficiency of the lecturers involved.

2 Additional provisions

- 1 If the study programme is taught in English entirely, academy staff and students are obliged to use the English language in the following cases:
 - a In official education-related documents (e.g. the teaching and examination regulations and study guides)
 - b In the course materials made available by the academy (e.g. lecture notes and readers)
 - c In all teaching / study activities
 - d In all contacts with staff members of the academy organisation, except for contacts with a student counsellor or confidential counsellor
 - e An exception to the above-mentioned points can be made if the student is doing a placement or graduation assignment at an external client in the Netherlands. In this case, the final product may also be submitted in Dutch.
- 2 If only one or a few courses (such as a minor) is / are delivered in English, academy staff and students are obliged to use the English language in the following cases:
 - a In official documents that relate to the course in question (e.g. study guides)
 - b In the course materials made available by the academy (e.g. lecture notes and readers)
 - c In all teaching / study activities of this course
- 3 The use of the English language by Dutch students is not obligatory in the following cases:
 - a Contacts with the student counsellor
 - b Contacts with staff members of other academies / study programmes
 - c Contacts with the Executive Board
 - d In the following cases, specified by the academy: not applicable.

Appendix 2 Competencies and Core Tasks of CB

2.1 Core tasks Creative Business

1. *Creates promising (media) concepts focusing on meaning and experience that match the designated (interaction) issue (the content) and the parties involved.*

- a. The Creative Business professional creates and develops innovative, technical and economically attractive (media) concepts and/or contributes to their creation and development in interdisciplinary partnerships.
- b. The Creative Business professional is actively engaged in content. They aggregate, organise, and refine content; they also process and improve aggregated content in interaction with the creation and development of (media) concepts.
- c. The Creative Business professional designs appropriate working environments, processes and networks to create and develop media concepts, aims these processes and networks at the task in hand, drives these processes and networks, and facilitates the working methods and processes of the professionals involved (designers, technicians).

2. *Produces media products and media services.*

- 2.1 The CB professional concretises media concepts into media products and services.
- 2.2 The CB professional designs production processes for the realisation of media products and services and implements them. They develop insights into corporate economic possibilities of products and services.
- 2.3 The CB professional leads processes, projects and/or departments. They focus in particular on production processes of networks of companies and organisations, on production environments that do justice to the working methods of - and interaction between - creative professionals, and the added value of collaborations with other companies for the purpose of production.

3. *Markets media concepts, media products, media services and engages in media marketing of products and services.*

- a. The Creative Business professional designs a marketing strategy (marketing plan) for media concepts, products and services. They deploy social media to identify the needs and wants of target groups and are able to attract the interest of these target groups for – and involve them actively in – (media) products by using various media.
- b. The CB professional sells (media) concepts or media products / production (sales).
- c. The CB professional establishes and maintains contact with clients, prospects and stakeholders in a systematic manner using different media to achieve this (account management).
- d. The CB professional contributes to sustainable and reliable distribution.

4. *Conducts research into (interaction) issues and analyses research results to apply them.*

- 4.1 Creative Business professionals conduct various types of research (and/or have research conducted) into trends and developments in creative business, in particular, in the broad media field.
- 4.2 This research can be both qualitative and quantitative research.
- 4.3 CB Professionals can be called to account about the (reliability of) results. Parts of their research abilities are the ability to argue, report and present results in a manner that is accessible and appropriate for stakeholders.
- 4.4 The research skills of Creative Business professionals are based on a number of personal professional abilities (see 6): curiosity and interest, solution-orientedness, showing empathy towards clients and their issues, analysing skills, being able to deal with complex matters.

5. *Management and Entrepreneurship: designs and structures creative business processes, implements them, directs these processes and has an eye for the people involved.*

- 5.1 Creative Business professionals contribute to the specific organisational practices required for creation and realisation. They develop processes, implement national and international networks and collaborative ventures for co-creation and co-production.
- 5.2 The CB professional does business in a sustainable manner and/or contributes to the sustainable and socially responsible business of their organisation.
- 5.3 They operate on the basis of a flexible, people-oriented approach. They engage the right teams and people for the right processes.

6. *Is a reflective and resilient professional.*

- 6.1. Thinks creatively and strategically, comes up with alternative solutions, challenges existing perspectives.
- 6.2. Is reflective and operates in a learning-oriented manner.
- 6.3. Is curious about issues and solutions, inquisitive, open to developments, identifies opportunities and thinks in a solution-oriented manner.
- 6.4. Shows sympathy and empathy.
- 6.5. Has a flexible mind, is analytical, establishes connections.
- 6.6. Is entrepreneurial, competitive and persistent.
- 6.7. Takes the initiative, leadership, decisive, dares to take responsibilities.
- 6.8. Cooperates, motivates others.
- 6.9. Takes ethical considerations into account.
 - a. Is communicative, has language proficiency, has an international and intercultural orientation

In the Creative Business professions it is important to find people who act with an open mind, have guts, are curious, have a global view and ongoing drive to learn and develop. In practice, these personal professional capacities are integrated into the way Creative Business professionals carry out their tasks and responsibilities. In the creative business, underlying personal professional capacities are of great importance for success: without personal professional capacities such as curiosity, analytical skills and perseverance, there is no creative business.

2.2 Body of knowledge and skills (BoKS) Creative Business

- 1. *Demonstrates knowledge of and insight into the international media landscape (broad media awareness), can apply this knowledge and knows how to acquire this knowledge:*
 - 1.1. Demonstrates knowledge of and insight into communication theory, media theory, media history, media ethics and media technology (such as relevant IT applications, directing productions, technologies/software for image and sound editing, new technologies).
 - 1.2. Demonstrates knowledge of categories, developments, opportunities and threats in the media landscape (outlook): social, digital, online, crossmedial, transmedial, security and media.
 - 1.3. Has media skills for creating and/or to be able to judge issues around creation, production and marketing (profiling).
- 2. *Demonstrates knowledge of and insight into processes of creating media concepts, can apply this knowledge and knows how he can acquire this knowledge:*
 - 2.1. Design research, prototyping, trend analysis, trendwatching.
 - 2.2. Creative methods, design thinking, design science, creative thinking.
 - 2.3. Can develop media business concepts, visualise and transfer (present) them convincingly to stakeholders.

3. *Demonstrates knowledge of and insight into producing media applications, can apply this knowledge and knows how to acquire this knowledge:*
 - 3.1. Designing media production processes and implementing them, including the description.
See also knowledge domain 6.1.
 - 3.2. Business economic principles with a view to realising production
 - 3.2.1. Price control and calculating margins - cost effectiveness.
 - 3.2.2. Basic aspects of effective administrative organisation and financial reporting (business administration, tax requirements).
 - 3.2.3. Financial feasibility analysis.
 - 3.2.4. Quoting (calculating, estimating), budgeting, monitoring, calculating results.

4. *Demonstrates knowledge of and insight into commercial economics (marketing), can apply this knowledge and insight and knows how to acquire this knowledge:*
 - 4.1. Knows the process of strategic marketing planning and can apply all components of this process to media practice. Can use the marketing mix for giving substance to the marketing strategy.
 - 4.2. Has knowledge of various online and offline media channels and can effectively deploy, further develop and manage these within the marketing context of organisations.
 - 4.3. Can analyse and produce media content for positioning brands.
 - 4.4. Demonstrates knowledge of - and is capable of - pricing, purchasing and selling.
 - 4.5. Distribution of media.

5. *Research. Demonstrates knowledge of and insight into conducting practice-orientated research into issues related to Creative Business and demonstrates an ability to conduct this sort of research:*
 - 5.1. Desk research, field research.
 - 5.2. Information systems, collection and interpretation of (big) data.
 - 5.3. Qualitative and quantitative research methods.
 - 5.4. Analysing, including statistical analysis.
 - 5.5. Reporting research methods, results, recommendations for various stakeholders.

6. *Demonstrates knowledge of and insight into management & organisation theories, aimed at creative business, can apply this knowledge and knows how to acquire this knowledge:*
 - 6.1. *Creation.* Value creation, entrepreneurship, corporate social responsibility, change management, business cross-overs, (new) business models, revenue models, start-ups.
 - 6.2. *General management principles.* Management, a manager's/entrepreneur's tasks, organisational science/history of management, levels of management. Special attention for management and network organisations.
 - 6.3. *Planning and Organising.* Managing the planning process, organisational structure and culture, human resource management, dealing with diversity, drafting plans, setting up/organising/executing corporate communication for creative business.
 - 6.4. *Leadership.* Project management, communicating, advising, taking decisions, delegating and negotiating, coordinating groups and teams (in particular: designers and creative teams).
 - 6.5. *Control.* Measuring performance, types of control, control instruments, information and communication technology, strategic management, quality management.
 - 6.6. *Relevant legal aspects* (types of contract, copyright/intellectual property, licences, privacy).

Appendix 3 Curriculum Overview

Year x Course code	Unit of study	Terms *				Competencies / Professional tasks (if applicable)	Teaching method	Contact hours	Self-study hours	ECTS credits	Type of test	Weighting factor of the partial tests	Test moment
		1	2	3	4								

**terms, semesters or trimesters*

Toelichting: Het uitgangspunt is dat het examenprogramma (of toetsprogramma) wordt opgenomen in de OER. Indien dit niet mogelijk is, mag verwezen naar documenten (bijvoorbeeld studiegidsen) waarin deze informatie wel is opgenomen.

Vermeld in dat geval zo duidelijk mogelijk om welke documenten het gaat (oftewel de naam van het document en waar het te vinden is).

Door het verwijzen naar andere documenten vallen deze documenten ook onder de OER.

Appendix 4 Registration for a minor

Choice for multidisciplinary (institute-wide) or programme-specific minors within BUas

- The minor information is published on the LMS in October/November of the preceding academic year;
- Information sessions on the multidisciplinary and programme-specific minors take place in November and February;
- During the registration period in February, the student registers their minor choice in Osiris;
- Students who are not selected based on a draw or selection procedure, will be sent an invitation to make a second minor choice;
- At the beginning of April, all students will be notified of their definitive placement.

Choice for an external 'Kies op maat' minor, approved in advance (see list on the LMS)

- During the registration period in February of the preceding academic year, the student registers their external minor choice in Osiris;
- The student submits a request to the board of examiners for signing the study contract for the external minor;
- The student arranges registration via the 'Kies op maat' website;
- Costs of participation in the external minor will be settled via 'Kies op maat';
- ECTS credits earned will be entered into the student's curriculum.

Choice for other external minors within 'Kies op maat'

- During the registration period in February of the preceding academic year, the student registers their external minor choice in Osiris;
- The student submits a substantiated request for participation in the external minor to the board of examiners;
- The board of examiners decides on admission into the external minor:
 - a Positive decision: the ECTS credits earned will be included in the student's curriculum and the costs will be settled via 'Kies op maat'.
 - b Negative decision: the ECTS credits earned will not be included in the student's curriculum and the costs for participation in the external minor will be charged to the student.

Choice for external minors at institutes that have not joined 'Kies op maat'

- During the registration period in February of the preceding academic year, the student registers their external minor choice in Osiris;
- The student submits a substantiated request for participation in the external minor to the board of examiners;
- The board of examiners decides on admission into the external minor:
 - a Positive decision: the ECTS credits earned will be included in the student's curriculum. The costs of participation in the external minor will be charged to the student.
 - b Negative decision: the ECTS earned will not be included in the student's curriculum and the costs of participation in the external minor will be charged to the student.

Appendix 5 Assessment and Completion

- 1 The following rating descriptors are used in the assessment of examinations:
- a numerical descriptor (mark) between 0 and 10, up to one decimal place accurately,
 - a verbal descriptor (with numerical equivalent) as listed in the table below:

Verbal descriptors	Dutch abbreviation	Numerical equivalent	ECTS credits awarded
Zero	N	0	No
Extremely poor	ZS	1	No
Very poor	S	2	No
Poor	ZO	3	No
Unsatisfactory	O	4	No
Weak	Z	5	No
Satisfactory	V	6	Yes
Above average	RV	7	Yes
Good	G	8	Yes
Very good	ZG	9	Yes
Excellent	U	10	Yes

- a pass or fail; without numerical equivalent.

Verbal descriptors	Dutch abbreviation	ECTS credits awarded
Pass	VD	Yes
Fail	NVD	No

- another kind of rating, without numerical equivalent, as listed in the table below:

Verbal descriptors	Dutch abbreviation	ECTS credits awarded
Fraud	FR	No
Missed opportunity	GK	No
Declaration of invalidity	OV	No
Exemption	VRIJ	Yes

- 2 The following is applicable to the rounding and averaging of examination results:
- Marks are entered into Osiris up to one decimal place accurately at the most. This is something that is determined at academy level.
 - If whole marks are entered into Osiris:
 - a 6 or higher will count as a pass for awarding ECTS credits
 - and if marks need to be rounded (to the nearest whole number) before they can be entered, this is done as follows: up to n.50 down (mark will be 'n'), and from n.50 up (mark will be 'n+1').

Example:

Mark	Rounded to whole numbers
5.40	5
5.49	5
5.50	6
5.51	6

- If marks with one decimal place are entered into Osiris:
 - a 5.5 or higher will count as a pass for awarding ECTS credits
 - marks with two (or more) decimal places will be truncated (to numbers with one decimal) before they can be entered. They are truncated after the first decimal digit. Examples of this are:
 - 5.49 becomes 5.4
 - 6.73 becomes 6.7
- Verbal descriptors, without any numerical equivalent, cannot be used in calculating averages (including GPA) and compensation arrangements.

- e All examination results that come with a numerical equivalent can be used in calculating a student's average result.
- f Averages can only be determined as weighted averages based on the number of ECTS credits of the underlying components.

Appendix 6 External Marks Conversion Table

Appendix 7 CB Training Company: Production House

Educational principles

The academy's in-school training facility – the Production House – occupies a central place within the degree programmes. The courses focus on the practical assignments which are provided by the training company to students in all years of the study programmes and which train students, to an increasing degree, in targeted competencies, complex skills and relevant professionalism.

The following educational principles apply to the in-school training company of Creative Business:

- 1 The 'Production House' is the in-school training facility of the bachelor's programme of Creative Business and is part of the curricula of both programmes. Within this training company, the theoretical principles and skills acquired are applied to project-based practical assignments.
- 2 Every year of study, a significant part of the total of 60 study credits – about 55% in the CB programme – is obtained by completing practice-oriented assignments in the Production House.
- 3 The project groups enable students to deepen their understanding of their acquired knowledge in a simulated professional environment. Starting from this simulated professional context, students are expected to behave as (entry-level) professional employees within their project groups. This means that they are expected to be present and actively involved in a relevant manner on their project days during scheduled hours, and to take their share of responsibility for the quality of the professional processes and/or the final product during their presence.
- 4 The practical assignments provided to students in the main phase in the Production House all come from (external) clients. Therefore, emphasis is placed on the quality of the final product to be delivered. In order to optimise the students' communication skills, the assignments have been constructed in such a way that the fundamentally different roles of 'client' and 'supervisor' can never be played by the one same person. By definition, these two roles must be played by different people.
- 5 In the event of a difference of opinion between a client of a Production House group and the supervising lecturer, the Production House coordinator will have a mediating role. If this doesn't lead to any results, the board of examiners will decide.
- 6 As for the projects in the Production House in the propaedeutic phase, these projects are fictional, without any real clients.
- 7 All project groups (departments) within the CB Production House are assigned a supervising lecturer. This supervisor is responsible for all operational matters in the project group as well as for the educational processes and their evaluation.
- 8 Assessments and educational processes come under the responsibility of the course lecturers and study career coaches involved.
- 9 Peer assessments are part of the (individual) assessment process of a student within the Production House.
- 10 In the main phase, students choose their project group once a year, which is therefore something they should do wisely. Students are assigned to project groups by the programme staff on the basis of the preferences indicated by the students. It is not possible to change project groups in the propaedeutic phase; in the main phase this is possible only in year 2, exclusively after the first semester. Changing project groups in year 3 and/or 4 is not possible. Changing to another department will only be possible if there is enough room within the other department that the student wants to go to. After the change moment has

passed, students are supposed to stick to their places in the project groups.

- 11 Although students are assigned to a project group for longer than one semester, and although they carry out most of their tasks as a group, their contributions will nevertheless be evaluated individually at the end of each term by the supervising lecturer and the course lecturer.

Additional specifications

- 1 Study credits earned within the training facility will only be awarded when the complete project has been finished and approved by the client as well as the lecturer responsible. Only upon premature discontinuation of the study programme will it be possible for students to qualify for being awarded credits for projects not (yet) entirely completed. In cases of this sort, the board of examiners will decide.
- 2 The intellectual property rights arising from the student's work created within the framework of the degree programme at Breda University of Applied Sciences, starting from the date of enrolment, such as theses, reports, memos, papers, and so on (hereinafter referred to as 'the student's work'), will rest with the student. Breda University of Applied Sciences and the student can agree additional arrangements in writing with regard to the use of the intellectual property rights.

Disciplinary measures in the event of substandard performance

- 1 During the main phase any student who has failed a particular semester will be entitled to a resit attempt (of a comparable nature) within the Production House before the end of the academic year. The supervisor of the project group will decide about the content and specifications of the resit assignment. Within an academic year each student is entitled to one resit assignment, in accordance with article 5.4, section 7.
- 2 Taking into consideration the educational principles of the Production House, unprofessional behaviour will be penalised. Students are expected to be actively and relevantly involved in their project group during their project group hours and all individually meet the targets set out in the team contract. Unsatisfactory performance will be followed first by a warning, possibly followed by a second warning and informing the supervising lecturer of the relevant project group. In case of persistent underperformance, the student may be expelled from the project group. The student will not receive an assessment in Osiris and will fail the course offered in the relevant semester from the learning company.
- 3 'Expulsion' of a student from a project group, as referred to above in section 2, can only be imposed by a supervising lecturer or Production House coordinator and/or the lecturer responsible, or by the board of examiners. Students can never expel each other.
- 4 Students 'expelled' will be required to retake (at a later point in time) the entire course during which the reason for their dismissal occurred. The student is permitted to do so within the same project group. The provisions of article 5.4 section 7 remain unimpaired.

Appendix 8 Procedure of the AGM board of examiners

8.1 In general

- 1 The board of examiners is an official body, consisting of lecturers from the four study programmes that come under the umbrella of the Academy for Games and Media, which has been charged by the Executive Board of Breda University of Applied Sciences with the ultimate responsibility for the quality of education and unconditional compliance with the relevant procedures.

The AGM board of examiners applies a maximum time limit of six weeks for receipt of complaints, taking into account the provisions of article 8.2, subsections 5 and 6. Complaints that the board of examiners receives after six weeks have passed will be regarded as inadmissible.

- 2 Within AGM, the board of examiners is the only body that has the authority to:
 - Issue or withdraw binding recommendations regarding the continuation of studies;
 - Ratify and award degrees;
 - Conduct investigations with regard to complaints and/or differences of opinion;
 - Make changes to the programme, procedures, or assessment systems with regard to irregularities, miscommunications, or procedural blameworthiness on the part of the educational organisation;
 - Allow participation in external minors;
 - Honour requests for second opinions in the case of assessment-related issues;
 - Establish or confirm academic dishonesty and implement a penalizing policy;
 - Amend predetermined test/examination timetables and submission deadlines;
 - Grant exemptions or agree to requests for postponement or other kinds of deviations from a programme's standard curriculum.
- 3 The board of examiners is **not** to be approached for:
 - Reporting technical problems regarding registration for (resit) examinations, of whatever nature. The student has to send an email to: exams@buas.nl.
 - Submitting requests for leniency for forgetting to register in Osiris. The student has to send an email to: osiris@buas.nl;
 - Submitting unfounded or unsubstantiated complaints, whatever the form or contents. The student submits a request for assessment to the board of examiners via the online request form.
- 4 For all matters and/or problems relating to Osiris and the student progress monitoring system, you are referred to osiris@buas.nl. If there are any questions with regard to registrations for examinations or resit examinations, you are referred to exams@buas.nl. E-mail correspondence that is not sent to these addresses, will not be taken into consideration.
- 5 For all questions about regulations, possibilities and impossibilities, procedures, consequences, and so on, students must first consult the TER, before contacting the board of examiners. If answers to these questions can easily be found in the TER and its appendices, and these questions do not fall into the sphere of activity of the board of examiners, the board of examiners will **not** consider these questions. Questions that are rightly sent to the board of examiners, will be answered as and when the occasion arises. Also see section 8.2, subsection 4 of this appendix.
- 6 For answers to simple procedural questions, as referred to above in subsection 5, see the LMS:
 - TER 2024-2025
 - Curricula 2024-2025, also see Brightspace
 - Graduation Manual and Work Placement Manual

- Academic calendar, examination timetable, study/class timetables, etc.
- If you are unable to find a document, please contact agmoperations@buas.nl

8.2 Communicating with the board of examiners

- 1 All initial/general communication with the AGM board of examiners should be sent via agmboardofexaminers@buas.nl. Please note: requests should **always** be submitted by means of the online request form via the LMS (Learning Management System):
Management→ Academy for Games & Media →News→ Folder of AGM Board of Examiners
Media & Games→ Online request form
or via Intranet:
Organisation→Complaints Service Point→Board of Examiners→Academy for Games & Media
→Online request form
Email messages or letters are to be addressed to the chair of the board of examiners. All communication with the AGM board of examiners should be in English.
- 2 Email messages or letters must always be addressed to the entire board of examiners. Email messages or letters sent to individual members of the board of examiners, in the form of a request, will be dealt with by the board of examiners on the dates set for this purpose, unless communicated otherwise.
- 3 With regard to questions or request (via email or otherwise) to which the student should be able to find the answer himself relatively easily, through the usual communication channels, the board of examiners will retain the right not to answer these questions or requests (via email or otherwise). Also see section 8.1, subsection 6 of this appendix.
- 4 After submitting a request in the appropriate manner (via the application form on the LMS or via Intranet (Complaints Service Counter)), the student will receive an automatically generated confirmation of receipt stating the **date** on which the request will be dealt with. If the request is insufficiently substantiated and/or insufficiently complete for the board of examiners to be able to deal with it adequately, the secretary will indicate which information or documents are missing. If the request is complete and substantiated, the case will be put on the agenda and the student will be informed of the outcome within 14 working days (except weekends, national holidays, school holidays, and mandatory days off) after the board of examiners has discussed the request.
- 5 The 'completeness' of the request means that the request to the board of examiners has been substantiated, stating the grounds on which it is based, and supplied with correct and complete basic information. This basic information consists of:
 - The student's name
 - The student's code
 - Full postal and email address outside BUAs, as registered in Osiris, ST address
 - The correct and complete course code (including the correct version number) according to the applicable academic year to which the communication relates
 - The correct and complete name of the course
 - The lecturer(s) responsible for the course to which the communication relates
 - All documents and evidence, which are requested in the relevant passages in the TER from an 'onus of proof' viewpoint
 - All relevant email communication to show that, in the case of a difference of opinion with a lecturer, the student has already taken the necessary action to solve the problem
- 6 Incomplete request, as referred to above in subsection 4, will not be considered by the board of examiners.
- 7 The form of communication is always **in writing** via Osiris and takes place within the set time limit for reply of 14 working days (except weekends, national holidays, school holidays, and mandatory days off). After a hearing, the board will share its decision with the student within the set term of 14 working days, always in writing.

