

Programme and Examination Regulations

Chemical Engineering- Process and Food Technology



2020-2021

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Programme and Examination Regulations

Chemical Engineering- Process and Food Technology

Author

Process and Food Technology

Faculty

Technology, Innovation and Society

Version

Final

Model-PER laid down by the Executive Board and adopted by the General Council on March 3rd, 2020 conform art. 7.4 sub c and d of the Codetermination Regulations of The Hague University of Applied Sciences 2017.

Laid down by the Department Manager of the Technology, Innovation and Society on June 17, 2020 and adopted by the Faculty Council on June 16, 2020 and the programme committee on May 15, 2020 conform art. 16.3 sub a and b resp. art 21.1 and art. 22 of the Codetermination Regulations of The Hague University of Applied Sciences 2017.

Preamble

These are the Programme and Examination Regulations (PER) for the Process and Food technology degree programme. The PER contains all the rules and regulations that apply to the degree programme, with a special emphasis on testing and examination. The PER is part of the Student Charter of the degree programme, based on the Higher Education and Research Act (WHW).

Education Programme or Programme Framework

Together with the Education Programme (EP), the PER forms the degree programme component of the Student Charter and is therefore also known as the Student Charter part 2. Together with the Student Charter part 1, which includes the regulations that apply to all students of The Hague University of Applied Sciences, the PER forms 'the Student Charter' (art 7.59 WHW). A number of degree programmes at The Hague University of Applied Sciences are using a Programme Framework for the 2020-2021 academic year, instead of an Education Programme. The Bachelor's degree programme has an Education programme. The legal requirements of the PER are incorporated into the format of the Programme Framework and the Education Programme.

Except for regulations regarding education and study support/ coaching, the PER also applies to external students. For the purpose of readability, the PER refers to all students as 'he'. This also includes she. Whenever the PER uses the term 'in writing', this may also be interpreted as 'by email'.

Decision-making; the PER is drawn up by the faculty for each degree programme:

This PER of the Bachelor's degree of Process and food technology and the examination programme of the 3 and 4 years programme have been laid down by the director of the faculty of Technology, Innovation and Society, to which the degree programme belongs. The PER and the Education Programme apply for the duration of an academic year; the Programme Framework is a multi-year document. A PER from the previous academic year is no longer valid in the new academic year; unless the PER determines otherwise. Transitional measures are provided in the event of changes for current students compared to the previous academic year. These transitional measures will be described separately in each PER.

Each degree programme or group of degree programmes has a Programme Committee, which, alongside the Faculty Council, operates as a staff and student participation council. These bodies have an advisory capacity and the right to endorse certain decisions of the PER. The faculty director can only define the PER for the degree programme after the Faculty Council and the Programme Committee(s) have exercised their rights. The basis for this is determined in the Staff and Student Participation Council regulations of The Hague University of Applied Sciences, last revised on 15 February 2017. If there is any deviation from the PER model upon consultation with the Executive Board, this will be explicitly stated and explained in the drafts presented to the Programme Committee and the Faculty Council.

The degree programme annually assesses the education b evaluations with students after each block as well as by discussions with the teachers, the course committee and the advisory board. (art. 7.13 section 2 subsection a1 WHW). The Programme Committee has an advisory role in the evaluation process. If relevant, it is stated which participation rights apply to each article of the PER.

Decision-making: model PER of THUAS

Every year, the Executive Board lays down the model PER (including the format for the EP and for the Programme Framework and the Test Regulations) for the following academic year, after submitting this to the General Council (Art. 7, section 4, subsections c and d of the Staff and Student Council Regulations). The Faculty Dean lays down the PER for each individual degree programme in keeping with the THUAS-wide provisions in the model PER. If the Faculty Dean wishes to deviate from the model PER, he will present this to the Executive Board on an annual basis, even if this deviation has existed for several years.

These Regulations are available in digital format on the Student Portal. A hard copy can be viewed at Faculty office.

Programme and Examination Regulations

Technology, Innovation and Society – version Final
The Hague University of Applied Sciences 2020-2021

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Definitions

Academic year	The period commencing on 1 September and ending on 31 August of the following year, unless the programme doesn't start on 1 September. If this is the case the different date should be mentioned in the academic calendar (appendix 1) and the academic year is the period of 12 months starting from this date.
Accelerated programme	A programme in which the regular number of credits are offered and assessed in a shorter time frame, for instance, 240 study credits in three years.
Appeal	Legal procedure at the Examination Appeals Board or the Disputes Committee, aimed at reconsideration by a different body.
Associate degree programme (Ad programme)	An independent degree programme without a propaedeutic phase and with a study load of 120 credits that leads to the award of an Associate degree (WHW, article 7.3a(2a)).
Bachelor's degree programme	An independent degree programme with a propaedeutic phase and a study load of 180 or 240 credits that leads to awarding a Bachelor's degree (WHW, article 7.3a(2b)).
Blackboard	Blackboard is one of the communication tools for lecturers and students to provide educational notifications and messages.
Coach	Idem as study career adviser.
Competency	An integrated set of skills, knowledge, understanding and attitudes required to create professional products in a professional context that meet the prevailing quality standards.
Contact hour	An hour of education in which a lecturer or a qualified tutor is either physically present or has direct contact with the student via other channels. Contact hours include lectures, workshops, project tutoring, internship tutoring, tests and exams and individual study coaching in so far as these have been scheduled for all students by THUAS. Time for individual study, (unaccompanied) internship time, graduation research and thesis writing are not part of the contact hours. The number of contact hours per unit of study is listed, in this number the hours for tests and exams are included.
Counsellor	Students can contact the counsellor to discuss personal circumstances and to validate the impact of these on a possible study delay.
Credit	The unit used to express study load. In accordance with the European Credit Transfer System (ECTS), one credit is equivalent to 28 hours of study (WHW, article 7.4(1)).
CROHO	Central Register for Higher Education Degree Programmes.
Course	See unit of study.
Cumulative test	An activating test form in which the assessed content from the previous assessment(s) is added or increased. The test will partially test new content as well as previously tested content. The test may consist of several components and these components form one single test.
Department manager	The officer in charge of a faculty.
Diploma	The documentary evidence issued when an examination candidate has successfully completed either the propaedeutic examination or the final examination of the programme or the AD programme, as referred to in WHW, article 7.11(1).
Disability	A visible or invisible functional disability as a result of a handicap or chronic illness. This may concern various physical disabilities, chronic illnesses, psychological illnesses or dyslexia.

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Dual programme	A programme in which one or more periods of study (the study component) are alternated with programme-related professional practice (the practical component) (WHW, article 7.7(2)). Professional practice takes place on the basis of an agreement concluded by the programme, the student and the employer (WHW, article 7.7(5)).
EC	European Credit; An EC is the unit of the study load in the ECTS, European Credit Transfer System (ECTS). One EC is equivalent to one credit and represents 28 study load hours.
Education programme	The whole of the units of study (including work placements and units of study to be chosen by the student in the minor segment) and the corresponding tests forming part of the propaedeutic year and the post first-year programme, or of the Associate degree programme.
Elective	A unit of study that can be used in the minor segment. This might be an optional module, membership of a programme committee, or major programme courses offered by another programme at THUAS or externally.
Elite athlete	A student who participates in national and international competitions at the highest level and has been granted this status by The Netherlands Olympic Committee* Netherlands Sports Confederations (NOC*NSF), or a student practising his sport at the highest national level. The student must spend a weekly average of at least 15 hours on the sports activity.
Elite performance	High-level performance, which places the student among the top performers on national or international level in his discipline, at the Executive Board's discretion.
Exam Board	The body responsible for objectively and expertly establishing whether a student meets the conditions set out in the Programme and Examination Regulations concerning the knowledge, understanding and skills required for the award of a degree (WHW, article 7.12(2)). This body is also responsible for securing the quality of the organization and procedures regarding exams and examinations.
Examination	An examination has been taken if the tests for all units of study forming part of a programme or the propaedeutic phase of a programme have been successfully completed, to the extent the Exam Board has not determined that its own assessment of the examinee's knowledge, understanding and skills also forms part of the examination (WHW, article 7.10(2)). A distinction is made between the propaedeutic examination, which concludes the propaedeutic phase, and the final examination, which concludes the programme.
Examination Appeals Board	The Examination Appeals Board of The Hague University of Applied Sciences, as referred to in WHW, article 7.60 (see also the Examination Appeals Board Regulations in Part 1 of the Students' Charter).
Examiner	A lecturer or representative appointed by the Exam Board with responsibility for conducting tests and establishing the results thereof (WHW, article 7.12c(1)).
Honours programme	A programme within a programme, additional to the study load of the regular Bachelor's programme, subject to predefined selection criteria.
Executive Board	The governing body of The Hague University of Applied Sciences as referred to in WHW, articles 10.2 and 1.1(j).
External student	A person enrolled as an external student at The Hague University of Applied Sciences and under WHW, article 7.36, only has the

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	right to sit the tests for the units of study corresponding to the programme as well as the examinations corresponding to the programme and, in principle, has the right to access THUAS's facilities and collections (such as the library).
Faculty	A programme or group of programmes under the leadership of a department manager.
Faculty Council	A council for employees and students on faculty level as referred to in article 10.25 of the WHW. The rights to endorse and to consult are laid down in the Codetermination Regulations 2017.
Force majeure	Force majeure applies in the event it is impossible to perform an obligation for causes not attributable to the defaulting person concerned.
Fraud	A student's acts or omissions that make it wholly or partially impossible to assess that student's knowledge, understanding and skills properly.
Full-time programme	A programme of which practical training (such as work placements) forms an integral part.
General Council (GC)	The Staff and Student Council in the sense of Article 10.17 of the WHW. It's rights to endorse and to be consulted are laid down in the Codetermination Regulations 2017.
Irregularity	An act or omission committed by a student in contravention of the test rules, or in contravention of the fraud regulations as stipulated in the Programme and Exam Regulations as stated in chapter 8 of the PER.
Learning outcome	Describes what a student is supposed to know, understand and apply after completing a learning period. This may be a learning period or learning track within the educational programme or a learning track at work or in their free time (informal learning).
Major	The component of the programme which also enables a student to acquire the required competencies as set out in the relevant profile.
Minor	A related unit of study worth 15 credits to be used in the minor segment.
Minor segment	Part of the programme the student is free to fill in for the purpose of broadening his general knowledge or to enable him to deepen his substantive knowledge of the major programme competencies. The minor segment is worth 30 to 45 credits for full-time programmes and 15 to 30 credits for part-time, dual- and three-year-programmes.
Module	See unit of study.
Block manual	A description of the contents of the unit of study, which, where applicable, incorporates information about aspects such as the language of instruction, tests and compulsory participation in practical exercises. The block manuals are provided in Blackboard.
Objections	Legal procedure at the Exam Board or another body that has taken a decision with legal consequences, aimed at reconsideration by the same body. Blackboard is the electronic learning environment.
OSIRIS	The digital academic progress system in which all of the study data from all students is recorded.
OSIRIS Zaak	OSIRIS application in which the student can submit requests, objections and complaints to the Exam Board and to the Legal Protection Office and can apply for financial support from the Profiling Fund.
Participation requirement	A requirement for the student to actively participate in a practical exercise or preparation for a practical exercise which is prescribed in the block manual.

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Partial test	A partial test is an examination of the knowledge, understanding and skills of the student that is being assessed with a result, and forms part of a test as such (related to 'test').
Part-time programme	A programme, the structure of which takes account of the possibility that the student will also be involved in activities other than programme-related activities. These activities may be designated as units of study (WHW, article 7.27).
Plagiarism	A form of fraud where the work of others or one's own earlier published work is used by a student in his own work without correctly stating the source.
Post first-year programme	The part of a programme that follows the propaedeutic phase.
Practical component	The component of a dual programme involving professional practice as part of the programme.
Practical exercise	A practical exercise (WHW, article 7.13(2d)) that focuses on the acquisition of specific skills. This includes in all cases the dissertation, creating a report or a draft version, undertaking a work placement, taking part in fieldwork or excursions and conducting tests or experiments.
Propaedeutic phase	The first block of the bachelor's degree programme with a study load of 60 ECTS that precedes the main phase and in which students gain an understanding of the content of the degree programme and their future profession.
Profiling Fund	Name of the fund established by the institution to facilitate the financial support of a student enrolled at the institution who has fallen behind or is expected to fall behind in his studies as a result of a special circumstance.
Programme	A programme constitutes a coherent whole of units of study, the aim of which is to acquire competencies or achieve goals relating to knowledge, understanding, attitudes and skills, which the person should possess upon completion of the programme (WHW, article 7.3(2)). Programmes may be offered as full-time, part-time or dual programmes. Where reference is made in these Regulations to a programme, this is taken to mean a Bachelor's programme, including the AD programme, if a programme is offered in this variant.
Programme and Examination Regulations (PER)	The Regulations [<i>Onderwijs- en Examenregeling, OER</i>] containing clear and accurate information about the programme, the applicable procedures and rights and obligations with respect to the programme and the examinations (WHW, article 7.13(1) and (2)).
Programme Committee	An advisory committee established for each programme or group of programmes with responsibility for providing advice on promoting and safeguarding the quality of the programme incl. codetermination (WHW, article 10.3c new and WHW, article 10.17, sections 3-8). The Programme Committee is a participation body.
Programme Framework	Key document that has been established for several years, which describes the essence of the degree programme; the professions for which students are trained, what the learning outcomes are and what the vision is on testing and education.
Propaedeutic phase	The first period of the programme, prior to the post first-year programme, in which students gain an understanding of the content of the programme and the future profession. Selection and referral are possible at the end of this phase (WHW, article 7.8(5)).
Qualified attendant	A person who is judged and assigned by the programme for the performance of a specific part of the education programme.

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Shortened programme	A Bachelor's programme, the structure of which has been adapted to a shorter duration due to individual exemptions based on the student's prior education.
Student	A person who is enrolled at The Hague University of Applied Sciences in a programme, and whose rights include, among others, the right to pursue education at THUAS.
Student counsellor	Academic career counsellor. Students can contact the student counsellor to discuss personal circumstances and validate the impact of these on a possible study delay.
Students' Charter	The Students' Charter consists of two parts: the institution-specific section (Part 1) and the (partially) programme-specific section (Part 2). Part 1 sets out the rights and obligations of students and those of THUAS, and contains an overview of the regulations that protect students' rights. Part 2 contains the Programme and Examination Regulations, a general description of the programme structure and student facilities, including academic student counselling (WHW, article 7.59).
Study advice	Advice provided to a student on the continuation of studies within or outside the programme, which is issued at the end of the first year of enrolment for the propaedeutic phase or until the student has passed the propaedeutic examination (WHW, article 7.8(b)). Positive, preliminary or binding negative study advice may be given.
Study career adviser	The study career adviser supports the process in which the student controls the content of his education programme by carrying out activities aimed at enabling him to gain an understanding of what motivates him, his talents and outlook. The study career adviser is sometimes referred to as a coach.
Study component	The component of the dual programme that involves pursuing the studies provided by the programme.
Study guide	Information guide for students for one or more degree programmes which in all cases contains the PER, EP and practical information about the programme.
Subject	See unit of study.
Test	A test is an examination of the knowledge, understanding and skills of the student as well as the assessment of the results of this examination. A test may consist of several partial tests. The term 'test' has the same meaning as the term <i>tentamen</i> as used in WHW, article 7.10.
Test rules	Further provisions concerning tests and partial tests, relating among other things to registration, attendance, submission method and submission period of assignments, conduct, permissible aids and prohibited acts.
Three-year HBO-track	A track within a bachelor's programme with a study load of 180 credits, and a nominal duration of three years, accessible only to those who hold a vwo diploma or a diploma deemed equivalent by THUAS (WHW, article 7.9a).
Unit of study	A comprehensive component of the programme that is concluded with a test (WHW, article 7.3(2)). A unit of study may also be referred to as 'course', 'subject', or 'module'.
University	The Hague University of Applied Sciences.
Validation	Previously obtained learning outcomes (including outcomes obtained elsewhere) can be validated through an examination that is independent from the degree programme. Learning outcomes may also be validated through an individual exemption, which can be requested through the Exam Board.

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Variant	The division of a degree programme into full-time, part-time or dual programme.
WHW	The abbreviation for the Dutch Higher Education and Research Act (<i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i>). Visit: www.wetten.nl (in Dutch).
Working day	All days of the year with the exception of Saturdays, Sundays, public holidays and leave days that have been officially designated as such for the staff of The Hague University of Applied Sciences.
WSF 2000	Student Financing Act 2000 (<i>Wet op de Studiefinanciering 2000</i>).

Chapter 1. General Provisions

Article 1.1 Scope

1. These Regulations apply to the full-time formats of the programme Process and Food Technology for the 2020-2021 academic year.
2. The student cannot derive any rights from the Programme and Examination Regulations that were valid in previous academic years, unless stated expressly that they form part of a transitional arrangement as referred to in Article 3.5.

Article 1.2 Information provision

1. The programme will provide students with information about the education programme in good time via the Student Portal or Blackboard.
2. The programme will always provide students the block manuals before the unit of study begins via the Student Portal or Blackboard.
3. The programme will make the lesson and test timetable for the entire study period available to students at least ten working days prior to commencement of the study period.
4. The programme will not subsequently change the timetables made available to students unless unforeseen circumstances arise. In the event of unforeseeable events, the programme will announce timetable changes as soon as possible.
5. The student is responsible for regularly consulting his University email address, the Student Portal, OSIRIS and Blackboard.
6. All communication with the Exam Board will be via OSIRIS Zaak.

Article 1.3 Exam Board

1. Every faculty of THUAS has one or more Exam Boards. For the programme Process and Food technology this is the Exam Board TIS. The Exam Board can be reached via [OSIRIS]. Requests to the Exam Board are handled electronically through OSIRIS Zaak, a module in OSIRIS. OSIRIS Zaak can be found in a separate tab in OSIRIS. A short guide can be found on the OSIRIS page on the portal.
2. The Exam Board is the body that determines in an objective and professional manner whether a student meets the conditions set out in the Programme and Examination Regulations concerning the knowledge, understanding and skills required for passing the final examination and obtaining the diploma.
3. The Exam Board's duties and powers are set out in the Regulations of the Exam Board. The rules governing these duties and powers are set out in the Bylaws of the Exam Board.
4. A student may contact the Exam Board on matters such as:
 - a. a request for exemption from one or more tests;
 - b. a request for exemption from compulsory participation in practical exercises with a view to being permitted to take the relevant test, whether or not being subjected to alternative requirements;
 - c. a request for exemption from the entry requirement for taking a test;
 - d. a request concerning admission to a shortened or accelerated track;
 - e. a request concerning admission to an honours programme;
 - f. a request concerning admission to a minor or other way of filling in the minor segment;
 - g. a request concerning extension of the validity period of a test or partial test the student has passed;
 - h. postponement of the conferment of a diploma;
 - i. a request concerning adapted and other facilities for students with a disability or those suffering from a chronic illness;
 - j. a request concerning study facilities for students who perform elite sports, or perform at elite level in a cultural or other field;
 - k. a request concerning a departure from the Regulations if the application thereof would result in paramount unfairness.
5. The Exam Board may correct an apparent mistake in OSIRIS. The Exam Board will notify the student of this correction in writing.

Article 1.4 Legal protection

1. A student can file an appeal with the Legal Protection Office against a decision made by an examiner or the Exam Board through OSIRIS Zaak. The following is considered equivalent to a decision: a refusal to decide within the period determined by law or under these regulations, or, in the absence of such a period within 6 business weeks.
2. The procedure and requirements applicable to a notice of appeal are described in part 1 of the student charter.
3. The Examination Appeals Board (EAB) handles appeals from students who disagree with a decision made by the Exam Board.
4. An appeal must be submitted no later than six weeks after the decision has been made. Appeals submitted later than this will not be handled (except for cases of force majeure). If the six-week deadline is about to expire, the student can submit a preliminary appeal - in anticipation of a substantiated appeal.
5. After receiving the appeal, the Exam Board is asked to determine whether the matter can be resolved amicably within three weeks. If this is not possible, the Exam Board will submit a written defence.
6. This is followed by a meeting in which both parties are given the opportunity to explain their appeal and defence, and the EAB will have the opportunity to ask questions.
7. In principle, the EAB announces a decision within 14 days after this meeting and the justified decision is announced afterwards.
8. If a student disagrees with the outcome of a procedure, including a decision by the EAB, the student can appeal to the Appeals Tribunal for Higher Education (CBHO) within six weeks.
9. The Appeals Tribunal for Higher Education is an independent court of law. A student who disagrees with a decision made by their degree programme can file an appeal with the Appeals Tribunal. The Appeals Tribunal will present its decision in a ruling. This ruling cannot be appealed.

Chapter 2. Programme

Consult PC

Article 2.1 Aim of programme

The aim of the program is for students to gain knowledge, insight, tools and skills to become a good Chemical Engineer or Food Technologist. As a Technologist or Engineer the PFT Bachelor of Applied Science is involved in or first responsible for controlling and in command of (a part of) the production process. In a team he develops or applies new processes or improves existing processes, products or materials. To accomplish this he negotiates with operators as well as (higher) management and external parties, takes Decisions over process changes or prepares these Decisions and reports on the regular and disturbing processes, tuned process circumstances and the results.

Endorse PC

Article 2.2 Programme profile

This programme is based on the national programme profile described on <http://www.vereniginghogescholen.nl/opleidingsprofielen> . The following competencies/ learning outcomes correspond to this profile:

1. Researching: The PFT Bachelor of Applied Science is able to conduct research that contributes to the solution of a chemical/food technological problem, in either a chemical/food company or research institution, independently or in a team.
2. Developing: The PFT Bachelor of Applied Science designs, improves and produces materials and products, as well as designs, manages and improves chemical, physical and biological processes, either independently or in teams, for (industrial) production.
3. Experimenting: The PFT Bachelor of Applied Science is able to carry out experiments for (basic / applied) research independently and methodically, even in emergency situations or under pressure, in such a way that demonstrably reliable results are obtained.
4. Controlling/coordinating: The PFT Bachelor of Applied Science is able to develop, implement and maintain a management system or components thereof, such as data systems concerned with quality, health, safety and environment, safety, laboratory, etc., in an institution or company that focuses on a chemical-technical or chemical scientific area.
5. Advising/consulting/selling: The PFT Bachelor of Applied Science is able to interpret between technical aspects of chemical or food products and processes and end-users in a company or institution
6. Instructing/coaching/guiding/teaching: The PFT Bachelor of Applied Science is able to contribute to the development of colleagues or colleague groups in a chemical/food environment, where he combines professional knowledge and skills with teaching skills
7. Managing: The PFT Bachelor of Applied Science working in an institution or company with activities in the chemical or food field is able to direct/manage.
8. Self-guidance: The PFT Bachelor of Applied Science maintains and develops his ability to act and sets his own strategy to continue to function properly in a constantly changing environment
9. Awareness of social responsibility: The PFT Bachelor of Applied Science displays social responsibility in applying knowledge and methods in the (future) professional field to respond well-founded to ethical, normative and social issues
10. Functioning in an International & intercultural environment: The PFT Bachelor of Applied Science communicates effectively in the English languages, depending on his / her role, task, the specific situation and the specific social and cultural environment, using different communication instruments.

Article 2.3 Study programme structure

The programme in Process and Food technology is offered as a full-time programme.

Article 2.4 Language of instruction

-The language of instruction of the programme is English, on account of being accessible for international students who are trained to work in companies and organizations that operate in an international playing field.

-If a unit of study is offered in another language, this will be clearly stated in the block manual of the relevant unit of study, in accordance with the Foreign Languages Code of Conduct contained in Part 1 of the Students' Charter.

Article 2.5 Admission to the programme

Programme admission is governed by THUAS's [Enrolment and Disenrollment Regulations on Bachelor's Degree Programmes](#). Information on admission requirements and conditions can be found on the portal.

Endorse PC

Article 2.6 Study load

The programme study load is 240 credits, of which 60 credits are awarded for the propaedeutic phase and 180 for the post first-year programme. This notwithstanding, the study load of the three-year HBO-track as referred to in article 2.8 is 180 credits, of which 60 credits are awarded for the propaedeutic phase and 120 for the post first-year programme.

Endorse PC

Article 2.7 Specialisations

The programme features the following specializations:

- a. Chemical Process Technology / Engineering;
- b. Food Process Technology / Engineering.

Article 2.8 Accelerated and shortened tracks

1. This programme features a three-year HBO-track. This is a compact, in-depth track with a study load of 180 credits, only accessible to those who hold a vwo diploma or a diploma deemed equivalent by the Admission Committee. This track has a nominal duration of three years. Provisional measures for those students who have enrolled in an accelerated track with a study load of 240 credits before the academic year 2015- 2016 are described in article 3.5.
2. Any student wishing to be admitted to a three-year HBO-track must indicate this when applying in Studielink. The Admission Committee decides on the student's eligibility for this track pursuant to the stipulations in article 7.9a of the WHW.
3. The student who wishes to take a shorter route may submit a personally motivated request to the Exam Board (see article 4.12).

Article 2.9 Additional costs

1. Student enrolment is not conditional upon any financial contribution other than the payment of tuition fees.
2. The purchase of certain educational materials or tools is deemed necessary for the programme. The costs are estimated to be €500 per academic year. The educational materials or tools required are as follows:

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- a. study books;
- b. Lab gear.

In the years 3 and 4 there will be only costs for books; estimated at €500; this depends on the subjects the student chooses to follow.

- 3. Costs may also be attached to excursions and working visits as part of the education programme. If the student is unable to pay these costs, an equivalent option providing the achievement of the same academic goals, will be offered; the relevant application procedure is given in the block manual of the relevant programme component.

Chapter 3. Education Programme

Art 3.1.3 in parts:

AC endorse sub c and i, sub h (w.t.e.o. partial key weighting factor), sub e (attendance requirement and participation requirement)

FC endorse sub h (w.t.e.o. partial key weighting factor), sub e (attendance requirement and participation requirement)

PC endorse sub d, e (w.t.e.o. attendance requirement and participation requirement), g

OC consult sub e concerning attendance requirement and participation requirement, sub c en i, sub h (w.t.e.o. partial key weighting factor)

Article 3.1 Structure of the education programme

1. An academic year consists of two semesters.
2. The academic calendar in Appendix 1 shows the academic year divided into periods, including the periods in which tests are held,
3. The units of study that make up the programme are described in the Education Programme (appendix 2), which at least includes the following for each unit of study:
 - a. the name of the unit of study;
 - b. whether the unit of study forms part of the qualitative criterion applicable to study advice;
 - c. the semester in which the unit of study is offered;
 - d. the competencies corresponding to the unit of study;
 - e. the teaching method(s) used, and compulsory attendance and/or participation requirement of tutorials and practical training, where applicable;
 - f. the number of contact hours and hours of independent learning;
 - g. the number of credits;
 - h. the test format, including the weighting factors for partial tests, where applicable;
 - i. the week in which the test will be held.
4. Flexible part-time degree programmes and degree programmes that have been designed according to the Educational Vision & Framework have been created based on learning outcomes.

Article 3.2 Work placements, activities and professional practice

1. The full-time programme involves a work placement of 20 weeks representing 30 credits. Further provisions, information and conditions are described in the work placement handbook, which can be found in the Internship and Graduation Manual on Blackboard platform.

Article 3.3 Minors and electives

1. The minor segment is worth 30 credits for full-time Bachelor's programmes and 15 credits for part-time, dual or three-year Bachelor's programmes. The purpose of the minor segment is to broaden and deepen the professional competencies applicable to the major programme.
2. The periods reserved for the minor segment are stated in Appendix 2. The minors and electives organised by the programme in Process and Food technology are listed in Appendix 2.
3. The minor segment may be filled in within or outside of the programme as follows:
 - a. minors within our own or from another degree programme/ faculty/ (accredited) institution for higher education (in the Netherlands and abroad),
 - b. a work placement (in The Netherlands and abroad),
 - c. electives, i.e.
 - 1° electives held at THUAS,
 - 2° electives at another higher education institution,
 - d. major courses given by another programme, whether or not at THUAS,
 - e. special tasks, such as a role as a tutor or mentor, or a task on the Faculty PR committee.
4. The minors and electives in which the student may enrol without requiring individual assessment by the Exam Board are stated in the list published on the Student Portal.

5. The student must submit a request to the Exam Board at least 15 days prior to the commencement of the relevant minor or elective in the following cases:
 - a. if the student wishes to follow a minor or elective at THUAS or externally which is not included in the list referred to in paragraph 4;
 - b. if the student wishes to request exemption from components in the minor segment based on past results achieved in another programme.
6. If the student performs special tasks as part of the elective as referred to in Article 3.3(3)(e), 3 credits will be awarded if the assessment is satisfactory, to the extent the following conditions have been met:
 - a. the student plays an active role on the relevant committee, and where applicable attends at least 80% of the committee meetings;
 - b. the student must write a report on the activities he has performed as part of his special role, including timekeeping records, and will send it to either the Exam Board or an examiner designated by the Exam Board before the end of the relevant academic year;
 - c. the student does not receive any financial compensation or financial assistance from the Profiling Fund for his committee membership.
7. If the student uses a work placement abroad in line with THUAS minor-policy as referred to in Article 3.3(3)(b) as an elective, he must report detailed on his activities. The Exam Board will determine the manner of reporting.

Article 3.4 Honours programme

The programme does not feature an honours programme.

THUAS has an honours programme worth 5 credits. This programme is additional to the regular programme. It is subject to selection. More information can be found on the Student Portal (<https://www.dehaagsehogeschool.nl/studie-kiezen/honours-programme>).

Article 3.5 Transitional measures

Students who need to follow a subject which is no longer part of the curriculum can seek contact with their mentor before the end of the first semester to determine the best approach.

Chapter 4. Tests

Article 4.1 Tests and partial tests

1. A unit of study concludes with a test.
2. A test may consist of several partial tests or in the case of cumulative testing, will be conducted in several components.
3. A written exam lasts no longer than two hours per session. This is not including a possible extension of the duration of the exam. The degree programme states the duration of the exam in the block manual for the educational unit and this may only differ from the maximum standard if relevant for the content and following consultation with the Faculty Dean.

Article 4.2 Testing method and time at which tests are held

1. Appendix 2 describes the testing method for every unit of study. In special cases the Exam Board may decide to depart from these methods.
2. The week in which the exam and any partial exams of a unit of study will be administered must be published in a timetable at the start of that particular unit of study.
3. In case of cumulative exams, the first exam will be administered on several occasions and the resit will be administered on one single occasion.

Article 4.3 Conditions for participating in tests

1. The student is obliged to comply with the Test Regulations, and if applicable, the digital test rules.
2. If it is compulsory for a student to take part in practical exercises or/ and there is a participation requirement, such as practical training or tutorials, before being allowed to take a test or partial test, this is stated in Appendix 2 and in the block manual of the unit of study concerned. The block manual also includes the procedure the student must follow if he wishes to submit a request for exemption from compulsory practical exercises to the Exam Board, whereby the latter may decide to impose alternative requirements.
3. If the student is required to pass one or more tests to allow him to sit a test or partial test, this condition is set out in Appendix 2 as well as in the block manual of the unit of study corresponding to the test or partial test.

PC Consult, FC Endorse, GC Endorse

Article 4.4 Public nature of oral tests and examinations

Oral tests and examinations are not open to the public unless provided otherwise in the block manual of the relevant unit of study. In special cases the Exam Board may decide otherwise.

Article 4.5 Assessment

1. A test or partial test may be marked as follows:
 - a. a grade on a scale of 1.0 up to and including 10.0, or
 - b. a 'pass' or 'fail' mark, or
 - c. satisfactory/ not satisfactory.
2. If a test or partial test is marked with a grade as referred to in paragraph 1(a), the grade will be expressed with one decimal. The average figure for grades resulting from a weighted or an arithmetic average of several partial tests is calculated on the basis of the results of the partial tests which are expressed with one decimal. If the average figure includes more than one decimal, the average figure is cut off after the first decimal (example: 6.49 is rounded to 6.4).
3. Units of study which represent 10 or more credits are assessed with a grade on a scale from 1.0 to 10.0.

Article 4.6 Provisions applicable to partial tests

1. If a test consists of several partial tests, the result of the test will only be determined if:
 - a. the student has achieved a 'pass' or 'fail' mark for all partial tests marked on the basis of a 'fail' or 'pass', and
 - b. the student has at least achieved a grade of 4.5 for every partial test marked with a grade, unless the block manual of the relevant unit of study and the Education Programme state differently;
 - c. the student has achieved 'satisfactory' for all partial tests marked on the basis of a 'satisfactory'/'not satisfactory'.
2. If the conditions referred to in paragraph 1 have been met, the test result will be determined as the weighted average of the results of the partial tests marked with a grade. The weighting factors applicable to partial tests are described in Appendix 2.
3. The above does not apply to cumulative exams, which include several components that form one single exam.

Article 4.7 Award of credits

1. Credits are allocated to a unit of study in whole numbers ranging from a minimum of 3 ects and, in the propaedeutic phase, to a maximum of 6 ects. Credits are awarded if the student:
 - a. has achieved a grade of 5.5 or higher for the test, or
 - b. has achieved a 'pass' mark, as referred to in Article 4.5(1), for the test, or
 - c. 'satisfactory' or
 - d. has been granted exemption from the test by the Exam Board.
2. No credits are awarded for passing a partial test.
3. The final results of tests taken for units of study cannot counterbalance each other, the results of partial tests can.

OC Consult, FC Endorse, GC Endorse

Article 4.8 Announcement of results

1. The results of an examination, partial examination or a component of a cumulative examination must be announced in OSIRIS no later than fifteen working days after the date on which it was administered, but at least three working days prior to the scheduled resit. In case of force majeure, the degree programme manager may determine to extend the term with up to 5 business days, but no later than 3 days prior to the scheduled resit date. Students will be informed of this by the degree programme. The student can report overdue announcement of the result to the programme manager.
2. The examiner and the Exam Board may correct apparent mistakes in OSIRIS. Examiners may only do so within two months after the date on which the exam or partial exam was administered. After this time frame, the student may derive rights from the results as posted in OSIRIS, unless the student could reasonably have known that the entered result is an apparent error.
3. Results that have been announced via other media, for example OnStage, are not definitive and no rights can be derived from this.

OC Consult, FC Endorse, GC Endorse

Article 4.9 Review

1. The grading system for the various components of an exam, partial exam or component of a cumulative exam, will be announced prior to the examination or on the actual examination form. If the grading system is not mentioned, the same grading system will apply to all components of the exam. Based on the qualitative analysis of the exam, the examiner may adjust the grading retroactively. The examiner has to report the adjustment of the grading to the Exam Board.
2. The student will be offered the opportunity to review the marked test or partial test and the applied grading system at a time to be announced by the programme. This examination review must occur within 25 working days after the administration of the (partial) examination and at least 3 days before the resit. The student may make an appointment with examiner at another opportune moment if the student is able to show a valid reason for his inability to be present during the announced review. The student only has the one-time right to review the examination. For examinations where no collective

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review opportunity has been scheduled, for example in case of an internship report or assignment, the student may schedule an individual meeting with the examiner to review the exam. The same time limits apply here.

3. During the examination review, students are not allowed to take notes of or write on the examination, or make any changes to the submitted work, nor is it allowed to take pictures or make copies in another way.

Article 4.10 Force majeure

If a force majeure event precludes the student from taking a test or partial test, and if this affects academic progress, the Exam Board may decide that the student may take the test or partial test at another time. The student may submit a request to that end to the Exam Board in writing, stating reasons. A circumstance qualifies as force majeure when it is not possible to fulfil an obligation for a reason that cannot be attributed to the person in question. The request must be submitted to the Exam Board no later than five working days after the relevant test or partial test was held.

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Article 4.11 Resits

1. One resit will be offered in the same academic year for every test or partial test. The block manual of the relevant unit of study states when resits will be held for every test or partial test. In case a resit for a test or partial test cannot take place in the same academic year because a resit would not reasonably fit within the education programme due to the specific nature of a unit of study, this will be stipulated in the block manual.
2. The student may participate in the same test or partial test twice at the most per academic year, insofar as the test or partial test is held on more than two occasions per academic year. The student may resit exams passed with satisfactory marks in the academic year in which these were attained or in the following academic year. The student is not permitted to resit exams passed with satisfactory marks in subsequent years. Examinations from the propaedeutic phase cannot be retaken after the propaedeutic examination has been issued.
3. For cumulative exams, the resit consists of one examination.
4. The highest result achieved applies to resits of tests and partial tests.
5. The Exam Board may in special cases decide to depart from the provisions of paragraphs 1, 2 and 3 and to allow an additional resit. For instance in case the progress in the study is endangered by force majeure. The student may submit a request to that end to the Exam Board in writing, stating reasons. This request must be submitted to the Exam Board no later than 15 working days after the result of that particular test or partial test has been announced.

OC Consult, FC Endorse, GC Endorse

Article 4.12 Exemption

1. The Exam Board may grant a student exemption from a test if it is of the opinion that the student already meets the requirements in terms of content and level of the relevant unit of study. The Exam Board determines the period of validity for the exemption. No exemption can be granted from a partial test or a component of a cumulative test.
2. Exemption may be granted on the basis of the following:
 - a. the tests results achieved for another NVAO-accredited degree programme
3. A student wishing to apply for exemption may submit a request to the Exam Board via OSIRIS Zaak stating reasons. The request must be accompanied by the supporting documents showing that the student already meets the requirements for the relevant unit of study. The request must be submitted to the Exam Board no later than five working days after the unit of study has commenced.
4. If the request is incomplete, the Exam Board may decide to allow the student to complete the request within a period to be determined by the Exam Board.
5. The Exam Board will inform the student of its decision in writing within 15 days of receipt of the request. If the student has been given the opportunity to complete the request as referred to in paragraph 4, the Exam Board will inform the student of its decision within 15 days of receipt of the additional information.

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Article 4.13 Validity period of test results

1. If a student has passed either a propaedeutic examination or a final examination, the examination results are valid indefinitely.
2.
 - a. Test results, partial test results and exemptions are valid for at least five years and can lose their validity after this period if knowledge, skills or insight have become demonstrably outdated.
 - b. Every year, the degree programme publishes test results that are subject to becoming outdated the following academic year. Following a balanced assessment, the Exam Board then determines whether an individual result can reasonably be considered no longer valid.
3. Contrary to section a of paragraph 2, the following transitional arrangement applies to test results and exemptions previously obtained. Section b of paragraph 2 applies:
 - a. the (partial)test results and exemptions obtained between 1 September 2007 and 31 August 2011 are valid for at least ten years until the student has passed the examination for the relevant programme phase, unless a different validity period was laid down in the Programme and Examination Regulations in force at that time;
 - b. the (partial) results and exemptions obtained before 1 September 2007 are valid indefinitely, unless a limited validity period was laid down in the Regulations in force at that time;
 - c. the (partial) test results obtained from 1 September 2011 are valid for at least five years, calculated from the date on which the test was taken.
4. At the student's written request, the Exam Board may in special cases, as stated in article 7.5, but not exclusively, decide to extend the validity period of a test or partial test result or exemption therefrom, or to administer an additional or alternative test. Requests to extend the validity based on approved personal circumstances are awarded at a minimum for the number of months for which compensation has been awarded from the Profiling Fund. The request must be submitted to the Exam Board no later than 15 working days prior to the expiry of the validity period applicable to that particular test or partial test.

Article 4.14 Declaring tests or partial tests invalid

1. If irregularities have been detected in a test or partial test, after having consulted with the department manager the Exam Board may decide to declare that test or partial test invalid also for students who were not found to have committed irregularities, if the Exam Board in its role as referred to in Article 1.3(2) is of the opinion that the assured quality of the tests and examinations has been compromised.
2. If no irregularities have been detected in a test or partial test, the exam board can, having done careful investigation and after consultation with the Dean of the Faculty, from its statutory duty to ensure the quality of the tests and examinations (article 7.12b, paragraph 1.a WHW), decide that a test is invalid, if it is of the opinion that the assured quality of the tests cannot be guaranteed.

Chapter 5. Examinations and Diplomas

Article 5.1 Examinations

1. An examination is attached to both the propaedeutic phase and post first-year programme of a Bachelor's and Associate degree programme.
2. The Exam Board determines the results of an examination. The date on which the Exam Board determines the examination results is declared as the examination date.
3. An examination has been taken if the student has passed the tests for the units of study corresponding to the phase concerned.
4. Contrary to paragraph 2, before determining the results of an examination the Exam Board may itself undertake to assess the student's knowledge, understanding and skills if the results of the relevant tests give cause to do so.

Article 5.2 Graduation

The programme's graduation manual sets out the rules relating to graduation, assessment in the graduation phase and determination of the results of the final examination. The graduation manual can be found on Blackboard.

Article 5.3 Award of degrees

1. If the Exam Board has determined that the student has passed the final examination, the Executive Board will award the student a Bachelor of Science degree.
2. The student may express the degree awarded as part of his name as referred to in WHW, article 7.19(a).

Article 5.4 Diploma

1. The Exam Board will award the student a diploma in evidence of the fact that he has passed the propaedeutic examination or final examination.
2. If it is found that the student does not meet the procedural requirements for the award of a diploma, as set out in the Enrolment and Disenrolment Regulations on Bachelor's and Associate Degree Programmes, the diploma will not be awarded until such time as the student meets these requirements.
3. A student who meets the conditions for taking an examination may request the Exam Board to delay the award of a diploma. The student must submit a written request to that end via OSIRIS Zaak no later than five working days prior to the Exam Board meeting, stating reasons. The Exam Board will inform the student in writing of its decision after the meeting.
4. The text on the diploma is written in Dutch and English.
5. The diploma includes a list of grades. The following information is shown on the diploma:
 - a. the complete names and date of birth of the student;
 - b. the date of the meeting on which the Exam Board determined the examination results;
 - c. the name of THUAS and the programme name as recorded in the Central Register of Higher Education Study Programmes (CROHO);¹
 - d. a list of the units of study successfully completed by the student and the accompanying results;
 - e. the date on which the programme was last accredited or the date on which the programme was successfully audited as a new programme;
 - f. for the final examination: the degree awarded to the student;
 - g. for the final examination: the qualification associated with passing the final examination, if applicable.

¹ The Central Register of Higher Education Study Programmes (CROHO) is managed by DUO and can be consulted via <http://www.duo.nl/zakelijk/ho/croho/croho.asp>.

6. A diploma supplement in the European standard format as referred to in WHW, article 7.11(4), is added to the diploma if the student has passed the final examination. The diploma supplement is drawn up in the English language. If the student has successfully completed an honours programme, an annotation thereof will be placed on the diploma supplement and the student receives a separate certificate.
7. If the student terminates his studies prematurely and the Exam Board is unable to award him a diploma, the student will receive a statement showing which tests he has passed, if desired. The student must submit a request to that end to the Exam Board via OSIRIS Zaak.

Article 5.5 Distinctions

1. The Exam Board will determine whether a student has passed the propaedeutic examination or the final examination 'with distinction' [*cum laude*] or 'with highest distinction' [*summa cum laude*]. If the student meets the conditions for either of the above distinctions, the distinction will be recorded on the diploma.
2. The following conditions apply to these distinctions:
 - a. the weighted average of the results achieved by the student for all units of study corresponding to the propaedeutic phase or the post first-year programme must be at least:
 - 1° 8 for the distinction 'with distinction';
 - 2° 9 for the distinction 'with highest distinction', and
 - b. the student has been awarded at least the following marks for all units of study corresponding to the propaedeutic phase or the post first-year programme:
 - 1° 7 or 'pass' for the distinction 'with distinction';
 - 2° 8 or 'pass' for the distinction 'with highest distinction', and
 - c. the student has been granted exemption from less than half of the education programme in the propaedeutic phase or post first-year programme, and
 - d. the Exam Board has never found the student guilty of fraud.
3. The number of credits applicable to the relevant unit of study applies as the weighting factor in calculating the average as referred to in paragraph 2(a). The results achieved for units of study marked on the basis of the 'pass' or 'fail' scale are not included in determining the average mark, nor are the units of study for which the student has received exemption.

Article 5.6 Certificates in recognition of special contributions

1. In addition to their diploma, students who are actively engaged in organisations aimed at improving the study and social environment may also receive a certificate showing their extra activities, provided that the student has not received any credits or financial compensation for these activities. A student must be nominated for a certificate by a minimum of two employees of THUAS.
2. Nominations for students who have carried out activities within the faculty or programme should be addressed to the relevant department manager. Nominations for students who have carried out University-wide activities should be addressed to the Executive Board.
3. The department manager or the Executive Board respectively will decide whether to award the certificate to the student and, if their decision is positive, will present it to the student.

Chapter 6. Student Career Advice/ Academic Student Counselling

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Article 6.1 Intake

At the start of a programme, the student will be invited to follow the intake procedure, which involves an intake interview, a self-assessment and where applicable a language test. The results are evaluated to determine the match between the student, the programme and the future professional field. The student will receive advice on the basis of the intake procedure.

Article 6.2 Student career advice/ academic student counselling

1. Student career advice/academic student counselling is offered to all students during the course of the programme, and consists of activities aimed at providing the student with an understanding of what motivates him, his talents and outlook, as to enable him to make choices for the purpose of influencing the content of his education programme.
2. Until the student has successfully completed the propaedeutic phase, he will be invited to at least two meetings with his study career adviser per academic year to discuss study progress on the basis of the results achieved. Always within 10 working days, a report is made of these meetings, which is established by the study career advisor as well as by the student.
3. The activities relating to student career advice/academic student counselling are set out in the relevant block manual

Chapter 7. Study Advice

GC Endorse

Article 7.1 Study advice in the propaedeutic phase

1. At the end of the first year of enrolment in the propaedeutic phase of a programme, the student will receive advice on the continuation of his studies within or outside the programme in which he is enrolled. The advice will be issued to the student in writing or sent to the student's University email address and/or the email address known to the school at that time by the Exam Board on behalf of and under the responsibility of the department manager.
2. Study advice may be issued as long as the student has not passed the propaedeutic examination.
3. The student may receive positive, preliminary or binding negative study advice. Binding negative study advice is issued if, with due regard for the student's personal circumstances, the student is considered to be unsuitable for the programme because his study results fail to meet the requirements set out in this chapter.
4. If a student terminates his enrolment in the propaedeutic phase of a programme during the academic year, after the 1st of February, he will still receive study advice no later than the end of the relevant year of enrolment. If the student has interrupted his studies for personal reasons and has requested the Exam Board on a timely basis to take account of these reasons, the Exam Board may decide to postpone the issuance of study advice until the end of the next academic year in which the student enrolls in the same programme.
5. If the student deregisters before 1 February of the current academic year, and doesn't reregister in the same academic year study advice will not be issued to the student. If he registers for the same programme in a later academic year, his registration will be seen as 'first registration'.
6. If a student commenced his studies on a regular student intake date in February, the phrase 'in the first year of enrolment' in this chapter means: the period from the intake date until the end of February in the following calendar year. The 'second year of enrolment' means: the period from the month of February in the calendar year following the intake date until the end of February in the second calendar year following the intake date.

FC Endors qualitative criterion, GC Endorse

Article 7.2 Study progress standards

1. If the student has passed the propaedeutic examination at the end of the first year of enrolment, he will be issued positive study advice.
2. A student has complied with the study progress standard for the first year of enrolment if he has achieved at least 50 credits in the propaedeutic phase and meets the qualitative criterion. The student has met the qualitative criterion if he has successfully completed the following units of study: 50.
3. If a student has been exempted for one or more units of study in the propaedeutic phase, or if a student has obtained units of study in an earlier enrolment, the norm of 50 credits still applies. If by the end of his first year of enrolment the student has not complied with section 2 of this article, he will be issued with a binding negative study advice.
4. If, at the end of the first year of enrolment, the student fails to meet the study progress standards described in section 2, or if relevant section 3 of this article, he will be issued binding negative study advice.
5. If at the Exam Board's discretion the student's personal circumstances give reason to do so, study advice may be deferred, the procedure for which is set out in Article 7.5.

Article 7.3 Positive study advice

A student who has received positive study advice may continue his studies.

Article 7.4 Binding negative study advice

1. A student who has received binding negative study advice may no longer enrol in the same Bachelor's programme the same Associate degree programme at The Hague University of Applied Sciences.
2. Binding negative study advice may only be issued if the following conditions have been met:
 - a. the student has been offered student career advice/academic student counselling;
 - b. information on the student's study progress has been recorded in OSIRIS, the student tracking system;
 - c. the programme has scheduled at least one resit in the same academic year for each unit of study, with the exception of units of study of a specific nature (e.g. work placement or selective project) for which a resit would not reasonably fit within the education programme;
 - d. prior warning has been given to the student at a time such that the student has had the opportunity to improve his study results;
 - e. the student's personal circumstances have been taken into account insofar as the student has submitted a timely request to that effect to the Exam Board;
 - f. the student has been given the opportunity to be heard by the Exam Board before issuing the binding negative study advice.
3. If binding negative study advice is issued to the student during an academic year, his/her registration will be terminated by the Executive Board as of the second full month following the month in which the negative binding study advice was issued in writing or was sent to the student's university of applied sciences email address or to the student's current email address as known at that time by THUAS of applied sciences. A binding negative study advice may also extend to a bachelor's degree programme or an Associate degree programme that shares the propaedeutic phase of a bachelor's degree programme or the initial block of an Associate degree programme. In that case, the study advice will state the bachelor's degree programme or Associate degree programme to which the study advice pertains.
4. Binding negative advice regarding the continuation of a Bachelor's degree programme may also apply to Bachelor's or Associate degree programmes that feature the same propaedeutic examination as the Bachelor's or Associate degree programmes concerned. In that case the study advice issued will state to which Bachelor's or Associate degree programmes it extends.

Article 7.5 Personal circumstances and deferral of study advice

1. The Exam Board may decide, after having taken notice of a motivated advice from the student counsellor, to defer issuing study advice if the student's personal circumstances give reason to do so. A certain period of time will be stipulated for the deferral of study advice, after which period study advice will subsequently be issued. Also the study progress standard that the student must comply with after this period will be stipulated. The Exam Board may also decide to attach further conditions to the deferral of study advice. The decision regarding deferral, including the period of deferral, the study progress standard that must be met, and any further conditions, will be issued by the Exam Board via OSIRIS Zaak.
2. If the student wishes the Exam Board to take his personal circumstances into consideration, he must inform the student counsellor and his study career adviser of these circumstances as soon as they arise, or as soon as possible thereafter. The student must also submit to the Exam Board an adequately substantiated request to defer study advice on account of personal circumstances no later than two weeks before advice is to be given. The student alone is responsible for reporting such circumstances, submitting a request to the Exam Board and for drawing up a study plan in consultation with his study career adviser to prevent or minimise a possible delay in completing his studies.

3. At the Exam Board's discretion, only the following personal circumstances may give reason to defer study advice:
 - a. illness: any type of physical or mental ailment;
 - b. disability: a physical, sensory or mental limitation;
 - c. pregnancy and childbirth;
 - d. special family circumstances:
 - 1° the long-term care of a blood relative or a member of the student's household on account of their illness;
 - 2° long-term psychological and/or social problems in the student's household;
 - 3° other circumstances that are considered special family circumstances;
 - e. elite sports or other elite-level activities, which place the student among the top performers on national or international level in his discipline, and on which the student spends at least 15 hours a week;
 - f. membership of the General Council, an academy council or programme committee;
 - g. membership of a University committee, to the extent it is included in the 'List of Student Organisations and Participation Bodies' in Part 1 of the Students' Charter of the relevant academic year;
 - h. board membership of a study association, student association or student organisation with full legal capacity, to the extent the association or organisation is included in the 'List of Student Organisations and Participation Bodies' in Part 1 of the Students' Charter of the relevant academic year.

Article 7.6 Re-enrolment following binding negative study advice

1. a. A binding negative study advice is cancelled after three years will have passed after the advice was issued.
 - b. For students who started in 2015/16, 2016/17 and 2017/18 academic years, the provisions of the PER for their academic year apply; after one year has passed from the end of the academic year in which negative binding study advice was received, students may submit a request to the Faculty Dean to be readmitted to the relevant degree programme.
 - c. Students who have been issued a negative binding study advice prior to the academic year 2015/16, it holds that they may reapply for the relevant degree programme.
2. The department manager may consent to the re-enrolment of the student for this programme, provided the student makes a reasonable case for being able to successfully complete the programme. The department manager will judge whether this is the case.
3. If the student obtains approval to re-enrol, he will pursue the education programme applicable at the time of re-enrolment. After the first year of enrolment, calculated from the date of the student's re-enrolment, study advice will again be issued in accordance with the study progress standard applicable to the first year of enrolment on the basis of the results achieved by the student in that year. Results obtained earlier, provided that they are not determined to be outdated and are still included in the curriculum, maintain their validity.

Article 7.7 Planning and deadlines

1. Study advice will be issued no later than 31 July of the relevant year of enrolment, unless the opportunity to earn credits is still offered in the period from 31 July up to and including 31 August. Study advice will in that case be issued at the latest on 31 August of the relevant year of enrolment.
2. Before study advice is issued, a warning will be given at the latest on 31 March concerning the possibility of the student receiving binding negative study advice.
3. In case the student would like the Exam Board to take his personal circumstances into consideration when issuing study advice, he must ensure that the Exam Board receives a request to that effect via OSRIS Zaak on 1 July at the latest before the study advice is issued.
4. If the student began studying on a regular student intake date in February, contrary to the dates stated in paragraphs 1-3 of this Article the following dates apply:
 - a. the study advice at the end of the first year of enrolment will be issued at the latest on 28 February of the calendar year following the intake date;
 - b. before study advice is issued, a warning of the possibility of the student receiving binding negative study advice will be given on 31 August at the latest;

- c. prior to issuing study advice, the Exam Board must receive at the latest on 1 January a request from the student in writing or by email asking that it takes the student's personal circumstances into account.

Article 7.8 Appeal provisions

1. If a student has lodged an appeal in accordance with Article 1.4(7) against the decision to issue him binding negative study advice, implementation of that advice will be suspended until the Examination Appeals Board has made a decision on the appeal, or until the student has withdrawn the appeal.
2. If desired, the student may therefore re-enrol or continue to be enrolled for the duration of the appeal period with the Examination Appeals Board to avoid any unnecessary study delay if his appeal is upheld. Any study results obtained during this period will not be included in the assessment of the appeal by the Examination Appeals Boards.
3. If the Examination Appeals Board has ruled that the appeal is unfounded or inadmissible, or if the student withdraws the appeal, the Executive Board will terminate the student's enrolment. Termination will take effect from the month following the month in which the student has withdrawn the appeal or in which the Legal Protection Desk has informed the student that the Examination Appeals Board has taken a decision.

Chapter 8. Irregularities

Article 8.1 Scope

1. The term 'irregularities' includes, but is not limited to the following:
 - a. failure to follow the written or verbal rules or instructions concerning tests;
 - b. fraud;
 - c. plagiarism.
2. The term 'fraud' includes, but is not limited to the following:
 - a. viewing another candidate's paper during a test;
 - b. having prohibited materials within sight or within reach at the test;
 - c. submitting work under a name, other than the student's own;
 - d. breaching the rules (in part) laid down to prevent fraud during a test;
 - e. making one's own material available to others to be submitted as (part of) assessed work;
 - f. apprising oneself of the test questions, assignments or model answers to a test before the test is held;
 - g. copying test questions and/or model answers during or after a test, either for personal use or for putting these at the disposal of others;
 - h. using forged information for research as part of a unit of study or thesis;
 - i. falsifying assessments.
3. The term 'plagiarism' includes, but is not limited to the following acts:
 - a. including the work of others or one's own previously published work, whether verbatim or paraphrased, in quotation marks or otherwise, in one's own work without further qualification or citation of sources;
 - b. presenting detailed ideas or the findings of others as one's own ideas or findings.

Article 8.2 Procedure concerning the discovery of irregularities

1. If irregularities are suspected before, during or after a test, the following procedure applies:
 - a. The student will be given the opportunity to finish the test or examination.
 - b. The observer or examiner will confiscate any potential evidence.
 - c. The invigilator or examiner will prepare a report which at least includes his observations and the grounds on which fraud is suspected.
 - d. The observer or examiner will be supported, if necessary, by an examination assistant and will notify the Exam Board of any irregularity or suspicion of fraud and will present a report.
 - e. The Exam Board will inform the student of the suspicion of irregularities within five working days of receiving the information.
 - f. The Exam Board will give the student an opportunity to be heard within 15 days of receiving the report and will do so by means of a written invitation.
 - g. The Exam Board will establish whether irregularities have taken place within 15 working days of the date on which the student was given the opportunity to be heard.
 - h. If further investigations are required, the Exam Board may decide to extend the period of 15 days and will inform the student thereof in good time.
 - i. The decision will be communicated to the student in writing together with any sanctions imposed, a copy of which communication will also be sent to the department manager.
 - j. In case of an irregularity or irregularities, a mark is made in OSIRIS.
2. In the event of suspected fraud, plagiarism or other irregularities, the completed work will not be reviewed. The examiner will not assess the work submitted. If the Exam Board establishes that fraud, plagiarism or other irregularities have not been committed, the work will then be reviewed and assessed.
3. For the detection of plagiarism in texts, use may be made (among other things) of electronic detection programmes, such as Ephorus. By submitting text, students grant permission for their text to be included in the database of the relevant detection programme. The student should submit work in a format that can be read by Ephorus. The permitted file formats are 'doc', 'docx' and 'pdf'.
4. If plagiarism is found or suspected in a test, the Exam Board may decide to investigate previous tests submitted by the same student to determine whether plagiarism applies.

Article 8.3 Sanctions

1. Depending on the seriousness of the irregularities, including repeated irregularities, the Exam Board may impose the following sanctions:
 - a. warning;
 - b. declare the relevant test or partial test invalid;
 - c. exclude the student from taking part in the relevant test for a maximum period of one year;
 - d. exclude the student from additional tests to be specified by the Exam Board, for a maximum period of one year;
 - e. a combination of the above measures.
2. At the Exam Board's request, the Executive Board may proceed with the following sanctions:
 - a. permanent termination of the student's enrolment in the programme;
 - b. report the incident to the police;
 - c. a combination of the above measures.
3. An appeal or objection against a sanction imposed by the Exam Board or the Executive Board on the basis of this article may be lodged with the Legal Protection Desk via loketrechtsbescherming@hhs.nl within six weeks of the decision.

Chapter 9. Special Facilities

PC Consult, FR Endorse, GC Endorse

Article 9.1 Facilities for students with a disability

1. A student with a disability arising from a handicap or chronic illness is entitled to effective, i.e. suitable and essential adapted facilities, unless it would disproportionately burden THUAS to provide them. Adapted facilities are intended to remove or limit obstacles and to foster the independence and full participation of students as far as possible. The adapted facilities may relate to the following:
 - a. access to buildings;
 - b. the education programme, including work placements;
 - c. study timetables;
 - d. the teaching methods, including supervision;
 - e. the education materials, and
 - f. tests.
2. Students with a disability who wish to assert their right to adapted facilities must submit an adequately substantiated request to the Exam Board. The request must also include a recommendation by the student counsellor, which is based on a certificate submitted to the student counsellor, issued by a BIG-registered health care professional, containing the student's personal details and the medical diagnosis. Contrary to the previous sentence, students suffering from dyslexia need only submit a certifying statement based on an examination by a qualified psychologist or orthopedagogue. If deemed necessary by the Exam Board for the purpose of its decision, the Exam Board may ask the student to show the earlier mentioned certificate.
3. The following periods apply to decision-making on facilities for students with a disability:
 - a. the student counsellor will issue a recommendation to the Exam Board within 15 working days after the intake interview relating to the student's disability;
 - b. the Exam Board will issue its decision on the granting of adapted facilities within 15 working days of receipt of the student counsellor's recommendation;
 - c. a decision granting adapted facilities will be implemented within 15 working days after the decision has been taken;
 - d. if the request relates to a complex facility, each of these periods may be extended by a further 15 working days. The relevant officer will inform the student of the extended period before the expiry of the original period.

Article 9.2 Facilities for elite performance students

1. A student who performs elite sports or performs at elite level in a cultural or other field, may submit a request for study facilities. The student must submit such a request to the Exam Board without delay at the start of the academic year, or immediately after commencing the activities.
2. The Exam Board will issue a decision within 15 working days of receiving the request. The Exam Board will seek the advice of the elite sports coordinator in the case of elite sports, and the student counsellor in the case of any other type of elite performance.

Article 9.3 Facilities for students who previously studied abroad

1. A student who has been granted admission on the basis of a secondary education diploma earned outside the Netherlands, may submit a request to be allowed 30% more time to take tests or partial tests in the Dutch language and/or to be allowed the use of a dictionary during the first three years of enrolment at THUAS. This request can be submitted throughout the entire academic year to the Exam Board, though it should preferably be submitted as soon as possible after the start of the academic via OSIRIS Zaak.
2. The Exam Board may extend the facilities at the student's request.

Article 9.4 Facilities applicable to other situations

In special cases facilities may be made available to students who do not satisfy the conditions referred to in Articles 9.1-9.3. In these instances, the department manager will decide on whether or not to implement the facilities.

Chapter 10. Final Provision

Article 10. Departure from the Programme and Examination Regulations

1. The Exam Board will decide on cases not covered by the Programme and Examination Regulations or where application of the Regulations would result in extreme unfairness, unless the department manager has the authority to do so in respect of the subject concerned.
2. A student may submit a request to depart from the Programme and Examination Regulations to the Exam Board. If the subject falls outside the scope of the Exam Board's competence, it will pass on the request to the department manager.
3. In case the articles of these Regulations do not provide reasonable decision-making periods, the Exam Board decides within 15 working days.

Appendix 1. Academic Calendar 2020 – 2021

The Academic calendar is laid down October 8th 2019 by the Board of THUAS.

Period	From	Until incl.
Introduction (year 1) and resits	24-08-2020	28-08-2020
Semester 1	31-08-2020	05-02-2020
- autumn recess	19-10-2020	23-10-2020
- Christmas Holiday	21-12-2020	01-01-2021
Semester 2	08-02-2021	02-07-2021
- spring recess	22-02-2021	26-02-2021
- Easter	02-04-2021	05-04-2021
- King's Day	27-04-2021	
- Liberation Day	05-05-2021	
- Ascension Day	13-05-2021	14-05-2021
- White Monday	24-05-2021	
- summer recess	19-07-2021	27-08-2021

Definitions

Since the various holidays/recesses are not identical, the following definitions are used:

- Holiday period: no activities that are required or mandatory for the degree programme. This refers to the time periods when the buildings are closed (see starting part 8 below).
- Recess: no scheduled educational activities, but projects and exams/resits may be scheduled. This refers to fall, spring and summer break.

Applicable starting points for annual planning and recess periods

- 1) An academic year comprises of 42 study weeks.
- 2) THUAS of applied sciences divides the academic year into two 20-week semesters (not including recesses and holiday periods), each of which comprises two 10-week periods, with a two-week extension after the second semester.
- 3) The academic year starts in the working week in which 1 September falls. If 1 September falls in a weekend, the academic year starts on the following Monday.
- 4) In the week prior to the first semester ('Week 0'), which is part of the summer break, the introductory sessions for first-year students may be scheduled and degree programmes may schedule resits. Since this week falls during a recess period, no regular educational activities are scheduled apart from the introductions and resits.
- 5) The dates recommended by the Ministry of Education, Culture and Science for the Haaglanden region are used for the fall, spring and Christmas breaks.
- 6) A break is not scheduled in May, unless decided otherwise within the annual planning framework in coordination with the Faculty Dean and Faculty Council.
- 7) THNKFST falls on the Thursday of the 9th week of the first semester.
- 8) The buildings are closed on holidays, on the Friday after Ascension Day and during Christmas break.
- 9) These starting points result in one extra week every five to six years. This week is added to the end of the summer recess and used for resits, introduction activities, etc.

Appendix 2 Education programme

Read pages 37 to 44.

Process and Food Technology																				
Study points	Year 1/ 4 years programme 2010-2021		Period				Teaching method (* attendance obligation)	Test format	Partial tests weighting factors	Minimum passing grade	Test moment				grade	Coordinator	Competencies	Contact hours	selfstudy hours	test duration (hour)
	Educational unit (* Qualitative requirement for BSA)		1	2	3	4					Test Period	week	resit period	week						
	course code	course name																		
6	pft-techwt-16*	Technical subjects Water treatment	X				OAT**	1	5.5	1	9	2	3	numeric	C.Germano	1,8			3	
		Basic chemistry	X				lectures										16	26		
		PTP 1.1	X				lectures										16	26		
		Microbiology 1.1	X				lectures										16	26		
		Mathematics	X				lectures										16	26		
6	pft-pracwt-14*	Practical subjects basic chemistry	X						5.5					numeric	C.Germano	1,2,3				
		Laboratory basic chemistry	X				laboratory experiments*	0.33	4.5	1	8	2	3				30	26		
		project water	X				workshops; excursions; teamwork, coaching*	0.67	4.5	1	10	2	3				36	76		
3	pft-skills1-16*	Communication Skills 1	X						P					alphanumeric	C.Germano	1,5,6,7,8				
		Communication 1	X				lectures, individual coaching*	0.34	P	1	9	2	3	P/F			16	12		
		English 1	X				lectures*	0.33	P	1	3	1	10	P/F			16	12		
		Study Career Coaching 1	X				selfstudy, workshops*	0.33	P	1	9	2	3	P/F			12	16		
6	pft-techprod-16*	Technical subjects Food Products	X				OAT**	1	5.5	2	9	3	3	numeric	C.Germano	1,8			3	
		Food chemistry	X				lectures										16	18		
		Organic chemistry	X				lectures										16	18		
		Food Safety	X				lectures										16	18		
		Mathematics	X				lectures										16	17		
		Microbiology 1.2	X				lectures										16	17		
6	pft-pracprod-14*	Practical subjects food products	X						5.5					numeric	C.Germano	1,2,3				
		Laboratory of food	X				laboratory experiments*	0.33	4.5	2	8	3	3				36	20		
		Project food products	X				workshops; excursions; teamwork, coaching*	0.67	4.5	2	10	3	3				24	88		
3	pft-skills2-16*	Communication Skills 2	X						P					alphanumeric	C.Germano	1,5,6,7,8,10				
		Communication 2	X				lectures, individual coaching*	0.34	P	2	9	3	3	P/F			16	12		
		English 2	X				lectures*	0.33	P	2	10	3	3	P/F			16	12		
		Study Career Coaching 2	X				selfstudy, workshops*	0.33	P	2	9	3	3	P/F			12	16		
6	pft-technorg-16	Technical subjects inorganic Products	X				OAT**	1	5.5	3	9	4	3	numeric	C.Mok	1,8			3	
		Inorganic chemistry	X				lectures										16	26		
		Mathematics	X				lectures										16	26		
		Material sciences	X				lectures										16	26		
		Heat transfer	X				lectures										16	26		
6	pft-pracinorg-14	Practical subjects inorganic chemistry	X						5.5					numeric	C.Mok	1,2,3				
		Laboratory inorganic chemistry	X				laboratory experiments*	0.33	4.5	3	8	4	3				30	26		
		Project inorganic chemistry	X				workshops; excursions; teamwork, coaching*	0.67	4.5	3	10	4	3				52	60		
3	pft-skills3-14	Communication Skills 3	X						P					alphanumeric	C.Mok	1,5,6,7,8,10				
		Communication 3	X				lectures, team/individual coaching*	0.34	P	3	9	4	3	P/F			16	12		
		Study Career Coaching 3	X				selfstudy, workshops*	0.33	P	3	9	4	3	P/F			12	16		
		Electives 3***	X				Seminars, selfstudy	0.33	P	3	9	4	3	P/F				28	28	
6	pft-techorg-16	Technical subjects Organic Products	X				OAT**	1	5.5	4	9	4	11	numeric	C.Mok	1,8			3	
		Industrial organic chemistry	X				lectures										16	26		
		Separation 1.4	X				lectures										16	26		
		Mathematics	X				lectures										16	26		
		Reaction kinetics	X				lectures										16	26		
6	pft-pracorg-14	Practical subjects organic chemistry	X						5.5					numeric	C.Mok	1,2,3				
		Laboratory organic chemistry	X				laboratory experiments*	0.33	4.5	4	8	4	11				24	32		
		Project organic chemistry	X				workshops; excursions; teamwork, coaching*	0.67	4.5	4	10	4	11				26	86		
3	pft-skills4-14	Communication Skills 4	X						P					alphanumeric	C.Mok	1,5,6,8,10				
		Communication 4	X				lectures, team/individual coaching*	0.34	P	4	9	4	11	P/F			16	12		
		Study Career Coaching 4	X				selfstudy, workshops*	0.33	P	4	8	4	11	P/F			12	16		
		Electives 4***	X				Seminars, selfstudy	0.33	P	4	9	4	11					28	28	
60	Total Study points																			

* OAT= Overall test/ ** *students can choose a (social) elective

Process and Food Technology																				
Study points	Year 2 4 years programme 2010-2021		Period				Teaching method (* attendance obligation)	Test format	Partial tests weightin g factors	Mi nimum passing grade	Test moment				grade	Coordinato r	Competencies	Contact hours	selfstudy hours	test duration (hour)
	Educational unit (* Qualitative requirement for BSA)		1	2	3	4					Test	week	rest period	week						
	course code	course name																		
5	pft-techrm-16	Technical subjects Risk Management	X					1	5.5	1	1 tm 9	2	3	numeric	X.Meng	1,2,3,7,8				
		Risk management Assignment 2.1	X				lectures, workshops; team work*	assignment			1	1 tm 9	2	3			80	60		
10	pft-pracrm-16	Practical subjects Risk Management	X						5.5					numeric	X.Meng	1,2,3,7,8				
		Project Risk Management	X				Safety simulation practice; excursions; coaching; teamwork*	engineering project, presentation	0.67		1	10	2	3	numeric			90	90	
		VCA exam	X				coaching, selfstudy	written exam	0.33		1	5 or 6	3	5 or 6	alphanumeric				100	
5	pft-techfp-15	Technical subjects Food Processing	X					OAT**	1	5.5	2	9	3	3	numeric	M.Hoeven	1.8			3
		Statistics		X			lectures	written exam										16	26	
		PTP 2.2		X			lectures	written exam										16	26	
		Food process equipment		X			lectures	written exam										16	26	
		Biochemical reaction systems		X			lectures	written exam										16	26	
6	pft-pracfp-16	Practical subjects Food Processing	X						5.5					numeric	M.Hoeven	1,2,3,9				
		Project food processing	X				workshops; excursion; teamwork; coaching*	Practical work; research report; presentation	0.67	4.5	2	10	3	3				32	80	
		Laboratory food processing	X				laboratory experiments*	Laboratory report	0.33	4.5	2	8	3	3				8	48	
3	pft-skills5-16	Communication skills 5	X						P	2	9	3	3	alphanumeric	M.Hoeven	1,5,6,7,8,10				
		Communication 5	X				lectures, individual/team coaching*	assignment	0.34	P	2	9	3	3	P/F			55	29	
		Electives 5***	X				Seminars, self-study	assignment	0.33	P	2	9	3	3	P/F				28	
		Study career coaching 5	X				workshops; individual coaching*	assignment	0.33	P	2	9	3	3	P/F			12	16	
5	pft-techro-15	Technical subjects Responsible Operations	X	X				OAT**	1	5.5	3	9	4	3	numeric	X.Meng	1.8			3
		SHE		X			lectures	written exam										16	17	
		PTP 2.3		X			lectures	written exam										16	17	
		Reaction kinetics		X			lectures	written exam										16	17	
		Thermodynamics		X			lectures	written exam										16	17	
		Cost Estimation		X			lectures	written exam										16	17	
6	pft-pracro-19	Practical subjects Responsible Operations	X	X					5.5					numeric	X.Meng	1,2,3				
		project biogas & responsible operations		X			workshops; excursion; teamwork; coaching*	Practical work; research report; presentation	0.67	4.5	3	10	4	3				16	96	
		Laboratory Reaction Kinetics		X			laboratory experiments*	Laboratory report	0.33	4.5	3	8	4	3				8	48	
3	pft-skills6-16	Communication skills 6	X						P	3	9	4	3	alphanumeric	X.Meng	1,5,6,7,8,10				
		Communication 6	X				lectures, individual/team coaching*	assignment	0.34	P	3	9	4	3	P/F			55	29	
		Electives 6***	X				Seminars, self-study	assignment	0.33	P	3	9	4	3	P/F				28	
		Study career coaching 6	X				workshops; individual coaching*	assignment	0.33	P	3	9	4	3	P/F			12	16	
5	pft-techpt-15	Technical subjects Polymer technology	X	X				OAT**	1	5.5	4	9	4	11	numeric	M.Leemhuis	1.8			3
		Polymer science		X			lectures	written exam										2	30	
		Material science		X			lectures	written exam										2	30	
6	pft-pracpt-16	Practical subjects Polymer technology	X	X					5.5					numeric	M.Leemhuis	1,2,3				
		Project Polymer technology		X			workshops; excursion; teamwork; coaching*	research report; presentation	0.67	4.5	4	9	4	10				16	96	
		Polymer laboratory		X			laboratory Experiments*	Laboratory report	0.33	4.5	4	8	4	10				12	44	
3	pft-skills7-16	Communication skills 7	X						P	4	9	4	10	alphanumeric	M.Leemhuis	1,5,6,7,8,10				
		Communication 7	X				lectures, individual/team coaching*	test, essay	0.34	P	4	9	4	10	P/F			55	29	
		Electives 7***	X				Seminars, self-study	assignment	0.33	P	4	9	4	10	P/F				28	
		Study career coaching 7	X				workshops; individual coaching*	assignment	0.33	P	4	9	4	10	P/F			12	16	
3	pft-assyear2-16	Assesment year 2	X	X					1	5.5	4	9	4	11	numeric	C.Mok	4,6,7,8			
		report + presentation					self-study, individual coaching	research report, presentation			4	9	4	11				2	82	
60	Total Study points																			

* OAT= Overall test/ ** *students can choose a (social) elective/ **choose one minor out of the list or from other faculty

Process and Food Technology														Contact hours	selfstudy hours	test duration (hour)			
Study points	Year 3 4 years programme 2010-2021		Period			Teaching method (* attendance obligation)	Test format	Partial tests weighting factors	Minimum passing grade	Test moment							grade	Coordinator	Competencies
	Educational unit (* Qualitative requirement for BSA)		1	2	3					Test Period	week	resit period	week						
	course code	course name																	
15	pft-int1-15	Internship 1	x					1	5.5	2				numeric	M.Hoeven/C.Mielatz	1,2,3,4,5,6,7,8			
		Internship 1	x			internship	research report,presentation, practical work	1											
15	pft-int2-15	Internship 2		x				1	5.5	3				numeric	M.Hoeven/C.Mielatz	1,2,3,4,5,6,7,8			
		Internship 2		x		internship	research report, presentation, practical work	1											
15	Minor**		x	x											M.Maloney/C.Mielatz				
	PFT-HMVT17-BT	Minor Biotechnology	x					1	5.5					numeric	M.Hoeven	1,2,3,8			
		Minor Biotechnology	x			workshops; laboratory experiments, individual/tear	Laboratory reports, assignments			1	10								
	pft-hmvt18-fpd	Minor Food Product Design	x					1	5.5					numeric	C.Germano/F.Ducept	1,2,3,8			
		Minor Food Product Design	x			Workshop; team work; kitchen experiments	business report, presentation, practical work			1	10								
	PFT-HMVT14-DEV1	Development cooperation 1	x					1	5.5					numeric	M.Maloney/C.Mielatz				
		Minor development cooperation	x			lectures, team work	written exam, report			1	10								
	PFT-HMVT14-DEV1, DEV2	Development cooperation 1&2	x					1	5.5					numeric	M.Maloney/C.Mielatz				
		Minor development cooperation 1&2	x			lectures, team work, internship	written exam, presentation, report, practical work			1	10								
5	pft-tecspec1-15	Technical subjects Specialization 1			x				5.5	4	9	4 and 1	11 and 3	numeric	X.Meng/F.Ducept	1,8			
		Applied Thermodynamics I			x	lectures	written exam	0.2	4.5	4	9	4 and 1	11 and 3			1.5			
		PTP 3.4			x	lectures	written exam	0.2	4.5	4	9	4 and 1	11 and 3			1.5			
		Process Dynamics and Control I			x	lectures	written exam	0.2	4.5	4	9	4 and 1	11 and 3			1.5			
		Separation Processes lectures and lab			x	lectures, laboratory experiment	written exam	0.2	4.5	4	9	4 and 1	11 and 3			1.5			
		Topics in Mathematics			x	lectures	assignment	0.2	4.5	4	9	4 and 1	11 and 3			1.5			
6	pft-pracspec1-20	Practical subjects Specialization 1			x				5.5					numeric	X.Meng/F.Ducept	1,2,3,4,5,6,7,8			
		Process simulation (ASPEN)			x	workshops, process engineering simulation*	assignment	0.33	4.5	4	1 till 9	4	11						
		Project			x	workshops, teamwork, coaching*	research project	0.67	4.5	4	9	4	10						
4	Electives***				x				5.5						X.Meng/F.Ducept				
	PFT-EBS3-15	Elective block Separation 3			x				5.5					numeric	F.Ducept	1,2,8			
		Drying & spray drying			x	lectures, laboratory experiments	assignment	0.5	4.5	4	9	4	11			1.5			
		Sedimentation			x	lectures, laboratory experiments	assignment	0.5	4.5	4	9	4	11						
	PFT-EBFF1-15	Elective block Functional Food 1			x			1	5.5	4	9	4	11	numeric	M.Hoeven/H.Wijngaard	1,2,8,9			
		Food physics			x	lectures; laboratory experiments				4	9	4	11						
		Food chemistry			x	lectures													
		Food nutrition			x	lectures													
60	Total Study points																		

** choose one minor out of the list or from other faculty/ *** choose one elective out of the two

Process and Food Technology																				
Study points	Year 4 4 years programme 2010-2021		Period				Teaching method (* attendance obligation)	Test format	Partial tests weighting factors	Minimum passing grade	Test moment				grade	Coordinator	Competencies	Contact hours	selfstudy hours	test duration (hour)
	Educational unit (* Qualitative requirement for BSA)		1	2	3	4					Test Period	week	resit period	week						
	course code	course name																		
3	pft-techspec2-15	Specialization 2	x						5.5						X.Meng/F.Ducept	1,8				
		Pinch 1	x				lectures	written exam	0.34	4.5	1	9	2	3			16	12	1.5	
		Reaction kinetics	x				lectures	written exam	0.33	4.5	1	9	2	3			16	12	1.5	
		Rheology	x				lectures, laboratory experiments	assignment	0.33	4.5	1	9	2	3			16	12		
15	minor**	Lint Minor or pre-Master course	x	x											M.Maloney/C.Mielatz	1,2,4,5,6,7,8				
	pft-hmvt20-cep	Product&Process Development for chemical industry	x	x					1	5.5	2	9	3	3	numeric	X.Meng/F.Ducept/M.Maloney				
		Project	x	x			workshops, teamwork, coaching, laboratory experiments	research project			2	9	3	3			120	180		
	pft-hmvt20-fep	Food Engineering Project 1&2	x	x					1	5.5	2	9	3	3	numeric	X.Meng/F.Ducept/M.Maloney				
		Project	x	x			workshops, teamwork, coaching, laboratory experiments	research project			2	9	3	3			120	180		
3	pft-techspec3-16	Specialization 3		x						5.5	2	9	2	1	numeric	X.Meng/F.Ducept	1,8			
		Dynamic heat transfer		x			lectures	assignment	0.5	4.5	2	9	2	1			16	26		
		Vocational ethics		x			lectures	assignment	0.5	4.5	2	9	2	1			16	26		
4	Elective block 1***			x											X.Meng/F.Ducept					
	PFT-EBFF2-20	Elective block Functional Food 2		x				assignment	1	5.5	1	9	2	3	numeric	C.Germano/H.Wijngaard	1,2,8,9			
		Functional Food processing*		x			workshops, teamwork, laboratory experiments										16	21		
		Health and safety		x			workshops, teamwork, laboratory experiments										16	21		
	PFT-EBCP-20	Elective block Chemical Process		x						5.5	1	9	2	3	numeric	X.Meng/M.Maloney/M.Leehuis	1,2,8			
		Instrumental analytical chemistry		x			lectures	assignment	0.33	4.5	1	9	2	3			16	21		
		Catalysis		x			lectures	assignment	0.33	4.5	1	9	2	3			16	21		
		Process dynamics and control		x			lectures	assignment	0.34	4.5	1	9	2	3			16	21		
	PFT-EBFP-20	Elective block Food Process		x						5.5	1	9	2	3	numeric	H.Wijngaard/F.Ducept	1,2,8,9			
		Food Engineering		x			lectures	assignment	0.33	4.5	1	9	2	3			16	21		
		Microbiology		x			lectures	assignment	0.33	4.5	1	9	2	3			16	21		
		Interfacial engineering		x			lectures	assignment	0.34	4.5	1	9	2	3			16	21		
4	Elective block 2***			x											X.Meng/F.Ducept					
	PFT-EBFF3-20	Elective block Functional Food 3		x				assignment	1	5.5	2	9	3	3	numeric	C.Germano/H.Wijngaard	1,2,8,9			
		Food material technology		x			workshops, teamwork, laboratory experiments										16	21		
		Sensory analysis		x			workshops, teamwork, laboratory experiments										16	21		
		Consumer and health		x			workshops, teamwork, laboratory experiments										16	21		
	PFT-EBPD-15	Elective block Process Design		x						5.5	2	10	3	3	numeric	C.Mok/X.Meng	1,2,8			
		Reaction kinetics and engineering		x			lectures	assignment	0.25	4.5	2	10	3	3			16			
		Applied Thermodynamics		x			lectures	assignment	0.25	4.5	2	10	3	3			16			
		Process design		x			lectures	assignment	0.25	4.5	2	10	3	3			16			
		Pinch 2		x			lectures	assignment	0.25	4.5	2	10	3	3			16			
	PFT-EBPM-20	Elective block Process Management		x				assignment	1	5.5	2	9	3	3	numeric	B.Berg	4,5,7,8			
		Logistics		x			workshops, teamwork				2	9	3	3			16	21		
		Management		x			workshops, teamwork				2	9	3	3			16	21		
		Cost estimation		x			workshops, teamwork				2	9	3	3			16	21		
30	pft-grad-15	Graduation		x	x				1	5.5					numeric	M.Hoeven/M.Leehuis	1,2,3,4,5,7,8			
		graduation internship		x	x		internship	research report, presentation, practical work			4	9						840	1.5	
1	pft-dls-16	Student Career Coaching 8			x								P		alphanumeric	F.Coppola	4,6,7,8			
		Portfolio			x		individual assignment			P	4	7	next block	9	P/F			28		
60	Total Study points																			

** choose one minor out of two/ *** choose one elective out of the two

Process and Food Technology																																				
Study points	Year 1/ 3 years programme 2020-2021										Period		Teaching method (* attendance obligation)	Test format	Partial tests weighting factors	Minimum passing grade	Test moment				grade	Coordinator	Competencies	Contact hours	self-study hours	test duration (hour)										
	Educational unit (* Qualitative requirement for BSA)										1	2					3	4	Test	week							rest period	week								
	course code		course name																																	
6	ptf3-techwm-16*	Technical subjects water management								X				OAT**	1	5.5	1	9	2	3	numeric	C.Germano	1,8			3										
		PTP 1.1								X				lectures												16	26									
		Industrial microbiology								X				lectures													16	26								
		Food chemistry								X				lectures														16	26							
		Food Safety								X				lectures														16	26							
		Mathematics								X				lectures														16	26							
3	ptf3-pracwm-20*	Practical subjects Water management								X				Practical work; laboratory report	1	5.5	1	8	2	3	numeric	C.Germano	1,2,3	30	26											
		project waste water								X				workshops; excursions; laboratory experiments; coaching*	0.67	4.5	1	10	2	3	numeric							36	76							
		Laboratory								X				laboratory experiments*	0.33	4.5	1	10	2	3	numeric															
3	ptf3-skills-16*	Communication skills 1								X					P						alphanumeric	C.Germano	1,5,6,7,8													
		Communication 1								X				lectures, individual coaching*	0.34	P	1	9	2	3	P/F							16	12							
		English 1								X				lectures*	0.33	P	1	3	1	10	P/F							16	12							
		Study career coaching 1								X				self-study, workshops*	0.33	P	1	9	2	3	P/F							12	16							
6	ptf3-techfood-16*	Technical subjects food								X				OAT**	1	5.5	2	9	3	3	numeric	C.Germano	1,8				3									
		PTP2.2								X				lectures																						
		Biochemical reactions systems								X				lectures														16	18							
		Food process equipment								X				lectures														16	18							
		Organic Chemistry								X				lectures														16	18							
		Statistics								X				lectures														16	17							
		Mathematics								X				lectures														16	17							
6	ptf3-pracfood-14*	Practical subjects food								X					5.5						numeric	C.Germano	1,2,3													
		Laboratory of food								X				laboratory experiments*	0.33	4.5	2	8	3	3								36	20							
		Project food products								X				workshops; excursions; team coaching*	0.67	4.5	2	10	3	3								24	88							
3	ptf3-skills2-16*	Communication skills 2								X					P						alphanumeric	C.Germano	1,5,6,7,8,10													
		Communication 2								X				lectures, individual coaching*	0.34	P	2	9	3	3	P/F							16	12							
		English 2								X				lectures*	0.33	P	2	10	3	3	P/F							16	12							
		Study career coaching 2								X				self-study, workshops*	0.33	P	2	9	3	3	P/F							12	16							
6	ptf3-techcat-16	Technical subjects Inorganic products & catalysis								X				OAT**	1	5.5	3	9	4	3	numeric	C.Mok	1,8				3									
		Inorganic chemistry								X				lectures																						
		Mathematics								X				lectures														16	26							
		Material sciences								X				lectures														16	26							
		Polymer science								X				lectures														16	26							
		Heat transfer								X				lectures														16	26							
6	ptf3-pracat-14	Practical subjects Inorganic products & catalysis								X					5.5						numeric	C.Mok	1,2,3													
		Laboratory inorganic chemistry								X				laboratory experiments*	0.33	4.5	3	8	4	3								30	26							
		Project								X				workshops; excursions; teamwork; coaching*	0.67	4.5	3	10	4	3								52	60							
3	ptf3-skills3-14	Communication skills 3								X					P						alphanumeric	C.Mok	1,5,6,7,8,10													
		Communication 3								X				lectures, team/individual coaching*	0.34	P	3	9	4	3	P/F							16	12							
		Electives 3***								X				self-study, workshops*	0.33	P	3	9	4	3	P/F							12	16							
		Study career coaching 3								X				Seminars, self-study	0.33	P	3	9	4	3	P/F							28								
6	ptf3-techorg-16	Technical subjects Organic & Polymer Science & Techn.								X				OAT**	1	5.5	4	9	4	11	numeric	C.Mok	1,8				3									
		Industrial organic chemistry								X				lectures																						
		Material science								X				lectures														16	26							
		Separation processes								X				lectures														16	26							
		Mathematics								X				lectures														16	26							
		Reaction kinetics								X				lectures														16	26							
6	ptf3-pracorg-14	Practical subjects Organic & Polymer Science & Techn.								X					5.5						numeric	C.Mok	1,2,3													
		Laboratory								X				laboratory experiments*	0.33	4.5	4	8	4	11								24	32							
		Project								X				workshops; excursions; teamwork; coaching*	0.67	4.5	4	10	4	11								26	86							
3	ptf3-skills4-14	Communication skills 4								X					P						alphanumeric	C.Mok	1,5,6,8,10													
		Communication 4								X				lectures, team/individual coaching*	0.34	P	4	9	4	11	P/F							16	12							
		Electives 4***								X				self-study, workshops*	0.33	P	4	8	4	11	P/F							12	16							
		Study career coaching 4								X				Seminars, self-study	0.33	P	4	9	4	11	P/F							28								
3	ptf3-assy1-16	Propaedeutic assessment: Development & learning skills								X											numeric	C.Mok														
		Assesment Propaedeutic								X				self-study, individual coaching														2	82							
60	Total study points																																			

* OAT= Overall test/** students can choose a (social) elective

Process and Food Technology																				
Study points	Year 2/ 3 years programme 2020-2021		Period				Teaching method (* attendance obligation)	Test format	Partial tests weighting factors	Minimum passing grade	Test moment				grade	Coordinator	Competencies	Contact hours	self-study hours	test duration (hour)
	Educational unit (* Qualitative requirement for BSA)		1	2	3	4					Test Period	week	resit period	week						
	course code	course name																		
15	pf3-int1-15	Internship 1	x					1	5.5	2		5.5		numeric	M.Hoeven/C.Mielatz	1,2,3,4,5,6,7,8				
		internship 1	x				internship	research report,presentation, practical work	1											
15	pf3-int2-15	Internship 2	x					1	5.5	3		5.5		numeric	M.Hoeven/C.Mielatz	1,2,3,4,5,6,7,8				
		internship 2	x				internship	research report,presentation, practical work	1											
5	pf3-techsuso-15	Technical subjects Sustainable Operation		X				1	5.5	3	9	4	3	numeric	X.Meng	1.8			3	
		SHE		X			lectures	written exam									16	17		
		PTP 2.3		X			lectures	written exam									16	17		
		Reaction kinetics		X			lectures	written exam									16	17		
		Thermodynamics		X			lectures	written exam									16	17		
		Cost Estimation		X			lectures	written exam									16	17		
6	pf3-pracuso-20	Practical subjects Sustainable Operation		X					5.5					numeric	X.Meng	1,2,3				
		project biogas & responsible operations		X			workshops; excursion; teamwork; coaching*	Practical work; research report; presentation	0.34	4.5	3	10	4	3	numeric			16	96	
		VCA		X			coaching, selfstudy	written exam	0.33	P	1	5 or 6	3	5 or 6	alphanumeric				100	
		Laboratory Reaction Kinetics		X			laboratory experiments*	Laboratory report	0.33	4.5	3	8	4	3	numeric			8	48	
4	pf3-skills-16	Communication skills 5		X					P	3	9	4	3	alphanumeric	X.Meng	1,5,6,7,8,10				
		Communication 5		X			lectures, individual/team coaching*	assignment	0.34	P	3	9	4	3	P/F			55	29	
		Electives 5		X			Seminars, self-study	assignment	0.33	P	3	9	4	3	P/F				28	
		Study career coaching 5		X			workshops; individual coaching*	assignment	0.33	P	3	9	4	3	P/F			12	16	
5	pf3-tecspec1-16	Technical subjects Specialization 1		x					5.5	4	9	4 and 1	11 and 3	numeric	X.Meng/F.Ducept	1.8				
		Applied Thermodynamics I		x			lectures	written exam	0.2	4.5	4	9	4 and 1	11 and 3					1.5	
		PTP 3.4		x			lectures	written exam	0.2	4.5	4	9	4 and 1	11 and 3					1.5	
		Process Dynamics and Control I		x			lectures	written exam	0.2	4.5	4	9	4 and 1	11 and 3					1.5	
		Separation Processes lectures and lab		x			lectures, laboratory experiments	written exam	0.2	4.5	4	9	4 and 1	11 and 3					1.5	
		Topics in Mathematics		x			lectures	assignment	0.2	4.5	4	9	4 and 1	11 and 3						
6	pf3-pracspec1-16	Practical subjects Specialization 1		x					5.5					numeric	X.Meng/F.Ducept	1,2,3,4,5,6,7,8				
		Process simulation (ASPEN)		x			workshops, process engineering simulation*	assignment	0.33	4.5	4	1 till 9	4	11						
		Project		x			workshops, teamwork; coaching*	research project	0.67	4.5	4	9	4	10						
4	Electives			x					5.5						X.Meng/F.Ducept					
	pf3-special1-16 ****	Specialization 1		x					5.5					numeric		1,2,8				
		Sedimentation		x			lectures; laboratory experiments	assignment	0.33	4.5	4	9	4	11						
		Drying & spray drying		x			lectures; laboratory experiments	assignment	0.33	4.5	4	9	4	11						
		Functional food components		x			lectures; laboratory experiments	assignment	0.34	4.5	4	9	4	11						
60	Total Study points																			

* *OAT= Overall test/** students can choose a (social) elective /** **choose between (sedimentation & drying and Functional food components)

Programme and Examination Regulations

Technology, Innovation and Society – version Final
The Hague University of Applied Sciences 2020-2021

Process and Food Technology																				
Study points	Year 3/ 3 years programme 2020-2021		Period			Teaching method (* attendance obligation)	Test format	Partial tests weighting factors	Minimum passing grade	Test moment				grade	Coordinator	Competencies	Contact hours	self-study hours	test duration (hour)	
	Educational unit (* Qualitative requirement for BSA)		1	2	3					4	Test Period	week	resit period							week
	course code	course name																		
3	pr3-techspec2-15	Technical subjects Specialization 2	X					5.5						numeric	X.Meng/F.Ducept	1,8				
		Pinch technology 1	X			lectures	written exam	0.33	4.5	1	9	2	3				16	12	1.5	
		Reaction kinetics	X			lectures	written exam	0.33	4.5	1	9	2	3				16	12	1.5	
		Rheology	X			lectures, laboratory experiment	assignment	0.34	4.5	1	9	2	3				16	12		
15	minor**	Lint Minor or pre-Master course	X	X											M.Maloney/C.Mielatz	1,2,4,5,6,7,8				
	pr-hmvt16-cep	Product&Process Development for chemical industry	X	X				1	5.5	2	9	3	3	numeric	X.Meng/F.Ducept/M.Maloney					
		Project	X	X		workshops, coaching; teamwork	research project			2	9	3	3				120	180		
	pr-hmvt16-fep	Food Engineering Project 1&2	X	X				1	5.5	2	9	3	3	numeric	X.Meng/F.Ducept/M.Maloney					
		Project	X	X		workshops, coaching; teamwork	research project			2	9	3	3				120	180		
3	pr3-techspec3-16	Technical subjects Specialization 3	X					5.5		2	9	2	1	numeric	X.Meng/F.Ducept	1,8				
		Dynamic heat transfer	X			lectures	assignment	0.5	4.5	2	9	2	1				16	26		
		Vocational ethics	X			lectures	assignment	0.5	4.5	2	9	2	1				16	26		
4	Elective block1**		X												X.Meng/F.Ducept					
	PFT-EBFF2-20	Elective block Functional Food 2	X				assignment	1	5.5	1	9	2	3	numeric	C.Germano/H.Wijngaard/F.Ducept	1,2,8,9				
		Functional Food processing	X			lectures											16	21		
		Health and safety	X			lectures											16	21		
	PFT-EBCP-20	Elective block Chemical Process	X					5.5		1	9	2	3	numeric	X.Meng/M.Maloney/M.Leemhuis	1,2,8				
		Instrumental analytical chemistry	X			lectures	assignment	0.33	4.5	1	9	2	3				16	21		
		Catalysis	X			lectures	assignment	0.33	4.5	1	9	2	3				16	21		
		Process dynamics & control	X			lectures	assignment	0.34	4.5	1	9	2	3				16	21		
	PFT-EBFP-20	Food Process PFT-EBFP-15	X					5.5		1	9	2	3	numeric	H.Wijngaard/F.Ducept	1,2,8,9				
		Food Engineering	X			lectures	assignment	0.33	4.5	1	9	2	3				16	21		
		Microbiology	X			lectures	assignment	0.33	4.5	1	9	2	3				16	21		
		Interfacial engineering	X			lectures	assignment	0.34	4.5	1	9	2	3				16	21		
4	Elective block 2***		X												X.Meng/F.Ducept					
	PFT-EBFF3-20	Elective block Functional Food 3	X				assignment	1	5.5	2	9	3	3	numeric	C.Germano/H.Wijngaard/F.Ducept	1,2,8,9				
		Food material technology	X			lectures, laboratory experiment											16	21		
		Sensory analysis	X			lectures, laboratory experiment											16	21		
		Consumer and health	X			lectures											16	21		
	PFT-EBPD-15	Elective block Process Design	X					5.5		2	10	3	3	numeric	C.Mok/X.Meng	1,2,8				
		Reaction kinetics and engineering	X			lectures	assignment	0.25	4.5	2	10	3	3				16			
		Applied Thermodynamics	X			lectures	assignment	0.25	4.5	2	10	3	3				16			
		Process design	X			lectures	assignment	0.25	4.5	2	10	3	3				16			
		Pinch 2	X			lectures	assignment	0.25	4.5	2	10	3	3				16			
	PFT-EBPM-20	Elective block Process Management	X				assignment	1	5.5	2	9	3	3	numeric	B.Berg	4,5,7,8				
		Logistics	X			workshops; teamwork	assignment			2	9	3	3				16	21	21	
		Management	X			workshops; teamwork	assignment			2	9	3	3				16	21	21	
		Cost estimation	X			workshops; teamwork	assignment			2	9	3	3				16	21	21	
30	pr3-grad-15	Graduation	X	X										numeric	M.Hoeven/M.Leemhuis					
		assessment	X	X		internship	research report, presentation, practical work			4	9							840	1.5	
1	pr-dls-16	Skills	X											alphabetic	F.Coppola	4,6,7,8				
		Student Career Coaching 6	X			individual assignment														
60	Total Study points								P	4	7	next block	9	P/F			28			

** choose one minor out of two/ *** choose one elective out of the three

Appendix 3. Test Regulations 2020-2021

Article 1. General provisions

- 1.1 These test regulations contain the rules for proper operational procedures during the tests of all bachelor's and Associate Degree programmes at The Hague University of Applied Sciences. The regulations form an Annex to the Programme and Examination Regulations.
- 1.2 In these regulations, the term 'test' also includes partial tests and resits.
- 1.3 Violation of the test regulations may be regarded as irregularity in the sense of chapter 8 of the Programme and Examination Regulations.
- 1.4 The person concerned may lodge an appeal with the Legal Protection Desk against any decision that was taken on the basis of these regulations. The period for appeal shall commence on the day after the announcement of the decision (via Osiris case) and continues to run during holiday periods.
- 1.5 If the Exam Board has decided to grant adapted facilities to a student with a disability arising from a handicap or chronic illness on the basis of article 9.1 of the Programme and Examination Regulations, the decision regarding this student may lead to deviations from the rules as set out in these Test Regulations, to the extent in which the deviations follow from the decision of the Exam Board.

Article 2. Provisions for written and other tests

- 2.1 The student must be registered for the test in accordance with the rules laid down in Article 4 of these regulations.
- 2.2 The student must be expected to be present in the examination room and have taken his designated seat 15 minutes prior to the scheduled starting time. Any student who arrives after the starting time will be denied access. The Hague University of Applied Sciences does not assume responsibility for cases of force majeure that prevent students from being present on time. The opportunities for a resit are described in Chapter 4 of the PER.
- 2.3 The student must present valid ID (no copy or picture) prior to the examination, such as:
 - a. a passport or identity card, provided that this passport or identity card was issued by one of the EU Member States, Great-Britain, Norway, Iceland, Liechtenstein, or Switzerland, or
 - b. a Dutch driving licence or an EU driving licence, or
 - c. a Dutch residence permit, or
 - d. a Dutch W-document (issued to asylum-seekers) or a Privileged Person's Identity Card (Geprivilegieerdendocument; issued to persons who have diplomatic status).
- 2.4 The student must sign the attendance list.
- 2.5 During the test, the student may only make use of the test assignments, the test paper, and the scrap paper (if applicable) that have been given out, as well as of any other allowed aids, as stated on the front page of the test assignments. Digital tests can only be made on devices provided and managed by THUAS. The exam monitors may also distribute coloured, unlined scrap paper. No other (scrap) paper is allowed. Any aids other than those allowed must be out of the students' sight and reach.
- 2.6 The student must leave his coat, bag, mobile phone, watch, and any other disallowed aids at a designated place, and must switch off his mobile phone. The student is not allowed to wear a watch, and/or a smartwatch, during the test.
- 2.7 As of the moment that the test assignments are distributed, the student is not allowed to exchange paper or aids, and is not allowed to communicate with others in any way, with the exception of the provision in article 2.9.
- 2.8 The student is only allowed to look into the test assignments after the invigilator has given instructions to do so.
- 2.9 If anything should be unclear, the student may ask the invigilator to come over by raising his hand.
- 2.10 Removing or photographing examinations, answer sheets or scrap paper is not allowed.

- 2.11 Toilet breaks are not permitted during a test lasting two hours or less. If the test lasts longer than two hours, one toilet break is allowed after 15 minutes from the start and not after 30 minutes before the end of the test. This must take place under supervision of an invigilator. The student must leave his work in such a way that other students do not have the opportunity to view his work.
- 2.12 The work that is handed in must be written with a pen. On the first page of the work, the student must indicate the total number of pages of the work. Each page of the work must contain a page number, the student's name and his student number.
- 2.13 The student may not leave the test room during the first 15 minutes and the last 15 minutes of the test.
- 2.14 After leaving the test room, the student must immediately move out of earshot of the test room.
- 2.15 The rules set out in this article will correspondingly apply to digital tests. Also, additional test rules may be laid down that arise from the specific nature of a digital test. These rules are stated on the cover page and/or instruction sheet of the test.
- 2.16 The programme will ensure that the test rules for other tests, such as oral tests, presentations, paper assessments and practicals are made known in a timely manner. These rules will be laid down in the module description of the unit of study concerned.
- 2.17 The programme has a duty of care to schedule the tests properly; tests of one and the same programme that take place on the same days and at venues located a significant distance from one another must be scheduled at least two hours apart in order to allow the student sufficient travel time.

Article 3. Supervision and irregularities

- 3.1 Invigilators supervise the proper operational procedures during tests. During a test, at least one invigilator must be present in the test room at all times.
- 3.2 The student must follow directions of invigilators and other staff members.
- 3.3 The student is not allowed to enter into a discussion with invigilators during a test.
- 3.4 If the student behaves in a way that the invigilator deems disturbing to other students, and if the student does not stop this behaviour after having been warned by the invigilator, the invigilator may decide to remove the student from the test room.
- 3.5 In case of irregularities, the procedure as described in article 8.2 of the Programme and Examination Regulations will be followed.

Article 4. Registration procedure for tests

- 1. The student registers for participation in all (partial) tests him/herself via Osiris during the test registration period opened for this purpose. Exception: a student in the first year of enrolment in the propaedeutic stage of the programme in question is registered by the programme for (partial) tests not yet passed. The programme is responsible for properly notifying the student of the registration period.
- 2. The student enrolls him/herself for minors and other electives, and therefore automatically for the first sitting of the tests forming part of that unit of study.
- 4. The student is responsible for timely and correctly registering for (partial) examinations (this means not only for written or digital exams, but also for oral exams, presentations, paper assessments and practicums, etc.) in Osiris. The student shall be required to always check in good time whether he/she is registered, and if not, to take action in order to complete registration via Osiris.
- 4. A student who does not wish to take the test for which he/she is registered must de-register in good time in order to make space for fellow students and/or in view of the limited number of opportunities for taking tests.

5. Following the formal test registration period, the programme shall organise a late registration window. A student who did not register for a (partial) test during the formal registration period for whatever reason may report in person to the Faculty Office desk during a limited window for late registration to be determined by the programme and published on the portal. Students may still take the (partial) test on the basis of intake during the late registration period, and only in so far as 3 possible on organisational grounds (i.e. available places). If the student has also failed to register during the late registration period, he/she shall be excluded from taking the (partial) test. Each test period has a test registration period and a late registration window. The limited duration of a late registration window is set at 120 minutes.