

**Study programme section of the Students' Charter
with the 2019-2020 Teaching and Examination Regulations
of the Bachelor's programme**

Industrial Engineering and Management (Bacheloropleiding Technische

Bedrijfskunde 34421, full-time study programme) of the

Fontys College of Business Management, Education and Technique (48) in Eindhoven

The study programme's section of the Students' Charter was adopted by the institute's director on 23 May 2019 after obtaining the IPC's consent on 23 May 2019 and the **PC** consent on 15 May 2019.

The teaching and examination regulations of the study programme expand on the general section of the teaching and examination regulations of Fontys Bachelor's programmes.

This general section for the **2019-2020** academic year was established by the Executive Board on **11 December 2018**, following the consent of the students' section of the CPC, which was given on **17 January 2019**.

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A – Teaching and Examination Regulations

Section 1 General

Article 1 Definitions

Academic year	The period from 1 September up to and including 31 August of the following year.
Advice regarding the continuation of studies	Advice given to students at the end of the first year of the foundation phase of a Bachelor's programme regarding the continuation of their studies either with the programme or elsewhere. This advice may entail a binding rejection (binding negative study advice).
Assessment	Generic term for tests aimed at assessing a student's competencies in a professional situation that is as authentic and realistic as possible.
Assessor	An examiner that grades the student's progress in acquiring the required competencies.
CAA	Centre for Administrative Activities. The CAA is the internal partner within Fontys of the representative and participatory bodies and their discussion partners with respect to optimising how these bodies function.
Certificate	The certificate as referred to in Section 7.11 of the Dutch Higher Education and Research Act (<i>Wet op het Hoger Onderwijs en Wetenschappelijk Onderwijs</i> , WHW).
CPC	Central Participation Council
Cohort	The group of students who are enrolled for the first time in the foundation year of a study programme on the same reference date to which the prevailing Teaching and Examination Regulations (TER) apply. For students who enrol in a higher year, cohort membership is determined on an individual basis.
Competency	A cluster of related knowledge, skills and attitudes that influences a substantial part of a person's job, is related to the performance of the job, can be measured and tested against accepted standards and can be improved through training and development.
<i>Competency examination</i>	<i>A test to assess whether a student has certain competencies.</i>
Component test	If an interim examination consists of several tests, each of those tests is referred to as a component test.
Coordinating institute	The coordinating institute is the Fontys Institute which bears final responsibility for the development, implementation, assessment and improvement of a minor programme.
Credit	One credit equals 28 standard study-load hours. Students are awarded credits on passing the interim examination of a unit of study. The international term for credits is European credits (ECs) .
Education components	The courses offered to students to help their learning process.
CROHO	Central Register of Higher Education Study Programmes, which is a register of all study programmes. Students that pass the interim examinations of a study programme registered in CROHO are entitled to an official higher professional education certificate with the associated degree (Associate degree, Bachelor or Master).
Deficiency	Any required prior qualification(s) a student lacks.
Differentiation	A specific definition of the curriculum within a programme, from the start of the programme that contributes to the development of generic or specific competencies aimed at deepening a specific area of knowledge in the professional field, application throughout the programme.
Diploma supplement	Document drawn up in accordance with a European format that is added to the certificate and states the nature, level, context, content and status of the study programme.
Dual-study programme	A dual-study programme is organised in such a way that education is alternated with one or more periods of professional practice related to the study programme. The study programme therefore consists of an educational segment and a practical segment, both of which are integral parts of the study programme.
DUO	Short for <i>Dienst Uitvoering Onderwijs</i> , a government agency charged with implementing education legislation and regulations of which the IB Group forms a part.

Diploma with subject combination	Former senior general secondary education (<i>HAVO</i>) or pre-university education (<i>VWO</i>) diploma based on subject combinations. These diplomas were issued before the <i>HAVO</i> and <i>VWO</i> profiles were introduced (from 1998).
ECTS	European Credit Transfer System. The system that is used to express credits in order to facilitate international comparison. See also: credits.
EVC (RPL)	<i>Erkenning van eerder Verworven Competenties</i> (Recognition of Prior Learning).
Examination	Completion of (the foundation-year phase of) a study programme. The final examination may also include a supplementary assessment conducted by the Examination Board.
Examination Appeals Board	The Board as referred to in Sections 7.60 up to and including 7.63 of the WHW and Articles 45 and 46 of the Students' Charter. The organisation, duties and powers of the Board are laid down in the Rules of Procedure adopted by the Examination Appeals Board and approved by the Executive Board.
Examination Board Examiner	The board of persons referred to in Section 7.12 of the WHW. Member of staff who is designated by the Examination Board to administer examinations and assess the results thereof or an external expert.
Executive Board	The administrative body of Fontys University of Applied Sciences, as described in the articles of association and the WHW.
Executive institute	A Fontys institute responsible for the execution of a minor.
Exemption	Full or partial exemption from meeting enrolment and / or admission conditions and / or sitting interim examinations.
Exit assessment	<i>Part of the competency examination administered at the student's request when he or she wishes to terminate his or her study programme prematurely.</i>
Exit qualifications	Qualifications students must have on completing the study programme.
Fontys minor	A minor open to all Fontys students, so long as they meet any admission criteria for the minor , with a focus on overarching and distinctive themes.
Foundation year	First phase in a Bachelor's programme.
Fraud	Any act (including plagiarism) or omission that either partially or fully impairs the correct assessment of a person's knowledge, understanding, skills, competencies, professional attitude, powers of reflection, etc.
FSS Board	Board charged by the Executive Board to implement the student financial support scheme (FSS), now known as the Profiling Fund Board.
FSS scheme	<u>Scheme</u> for the granting of support to Fontys students in the form of graduate funding, committee member grants or holiday allowances from the profiling fund, now known as the <u>Profiling Fund Scheme</u> .
Full-time study programme	A full-time study programme is a study programme whose structure is such that students are assumed not to participate in any activities other than academic activities.
Hardship clause	A provision in a law or regulation that makes it possible to deviate from regulatory provisions in favour of the student or external student.
He / him	Wherever 'he/him' is used in these rules, this should also be understood to mean 'she / her'.
IELTS	International English Language Teaching System, a tool used to determine a student's command of the English language.
Institute	The operational unit at Fontys that is, in particular, responsible for organising Fontys's core competencies and that executes the primary processes.
Institute Director	The staff member charged with running a Fontys institution.
Institution	The Fontys Universities of Applied Sciences.
Intake assessment	Portfolio assessment conducted at the student's request to validate previous learning experiences prior to enrolment in the study programme. A fee covering the costs is charged for an intake assessment.
Intake interview	Interview conducted at the student's request prior to the start of the study programme if the student believes that he or she has competencies acquired previously. An intake interview comprises a general assessment from which no rights can be derived by a student.
Interim examination	An examination of the knowledge, understanding, skills and / or competencies of a student required to conclude a unit of study, including an assessment of the results of such an examination (<i>Section 7.10(1) of the WHW</i>). An interim examination may consist of one or more component tests.
IPC	Institute Participation Council
Main subject	A specific definition of the post-first year programme.

Major	<i>That part of the Bachelor's programme with a study load of 210 credits that contributes to the competencies associated with the programme and that is directly related to the study programme(s)'s registration in the CROHO.</i>
Minor	<i>Programme of optional subjects within a Bachelor's programme with a study load of 30 credits that contributes to generic or specific competencies.</i>
Minor regulations	Regulations that describe the content, the education components, the testing and the completion of a minor. The regulations of all minors offered by Fontys can be found on the Fontys website (www.fontys.nl/minors). The regulations of the minors associated with a particular study programme have been included as an appendix of the study programme's TER.
Nt2 diploma	Diploma of the Nt2 official state examination in Dutch as a second language, of which programme II is considered to be the guideline for admittance to higher education.
Occupational requirements	The legal requirements to which the practice of a particular profession is subject (<i>Section 7.6 of the WHW</i>).
Part-time study programme	A part-time study programme is a study programme whose structure is such that the student is able to participate in supplementary activities, either work-related or educational, alongside the study programme.
Portfolio	A collection of evidence, digital or otherwise, with which students can demonstrate that they master the competencies of a particular study programme.
Post-foundation year phase	Second phase of a Bachelor's programme.
Principle	All study programmes offered are based on one of the following principles: non-denominational private education (NPE) , Roman Catholic (RC), Protestant Christian (PC) or a combination of general special education, Roman Catholic and Protestant Christian (ab, RC, PC).
Profiling Fund Board	Board charged by the Executive Board with implementing the Profiling Fund scheme, formerly known as the FSS Board.
Profiling Fund Scheme	Scheme for the granting of support to students in the form of graduate funding, committee member grants or holiday allowances from the profiling fund, now known as the <u>Profiling Fund Scheme</u>
PC	Opleidingscommissie (Programme Committee, PC), a committee established for a particular study programme of a school referred to in Section 10.3c of the Act (see the <u>Regulations on the Participation Councils and Degree PC's</u>).
Tailored programme	Special programme which differs from the standard programme.
Teaching period	Period in the academic year during which education components are organised. A teaching period is referred to as a study quarter in the Fontys annual calendar.
TER	Teaching and examination regulations. The TER consists of a general section for all study programmes offered by the Fontys Universities of Applied Sciences as well as information specific to individual study programmes. The TER forms a part of the study programme section of the Students' Charter.
Test	Activity used to assess whether a student has certain knowledge, understanding, skills and / or competencies.
Top-level athletes scheme	Scheme for top-level athletes that specifies which students are eligible to benefit from it and the facilities that they may use under it.
Student	A person who is enrolled in the institution, as referred to in Sections 7.32 up to and including 7.34 of the WHW.
Student counsellor	Staff member appointed by the Executive Board who is responsible for looking after the students' interests, providing assistance when problems occur and providing information and advice. The student counsellor is part of the Student Facilities Service (<i>Dienst Studentenvoorzieningen</i>).
Study Career Centre	Service provided by the Student Facilities Service (<i>Dienst Studentenvoorzieningen</i>) to help students with issues involving admission, transfer to another study programme / institution or the termination of their studies.
Students' Charter	The <u>charter</u> containing the rights and obligations of students, divided into an institution-specific section and a study programme-specific section.
Student entrepreneur scheme	<u>Scheme</u> which is intended to help Fontys students who are deemed student entrepreneurs to combine entrepreneurship and study.

Study career counsellor	Counsellor who helps students with issues such as planning their studies, taking the right approach to their studies, making the right choices and the progress of their study careers.
Study career support	Support system that focuses on the individual student's development. The student is encouraged to reflect on his or her own development as a future professional and to take responsibility for this development.
Study check advice	Advice provided to a prospective student who has participated in the study check with regard to his or her choice of Bachelor's.
Study check	The activity offered by Fontys whereby the prospective student is given advice with respect to his or her choice of study programme. The study check consists of at least two components: a digital questionnaire and a consultation to discuss the results of the questionnaire.
Study load	The standardised time investment expressed in units of 28 study load hours related to a study programme.
Study programme	A coherent totality of education components aimed at achieving the well-defined objectives in the area of knowledge, understanding and skills which the person completing the study programme should possess. Every study programme is recorded in the CROHO.
Study programme minor	A minor which can only be taken by students from a specific domain or study programme and which highlights one particular theme.
Study programme profile	The entire set of final qualifications for which the study programme provides training or, in other words, the professional competencies expected of a beginning professional.
Unit of study	Part of a study programme that is concluded with an interim examination as referred to in Section 7.3(2) of the WHW or an additional assessment carried out by the Examination Board, as referred to in Section 7.10(2) of the WHW. Units of study may relate to the assessment of one or more competencies, a component of competencies (knowledge, understanding, skills, attitude) or a combination of competencies or of a minor. Students are awarded the relevant credits on passing the interim examination for the unit of study.
WEB	Adult and Vocational Education Act (<i>Wet Educatie en Beroepsonderwijs</i> , WEB; Bulletin of Acts and Decrees 507, 1995, and later supplements and amendments).
WHW	The Dutch Higher Education and Research Act (<i>Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek</i> , WHW; Bulletin of Acts and Decrees 593, 1992, and later supplements and amendments).

Section 2 Admission to a Bachelor's programme

Article 2 Required prior qualifications

1. Only students with diplomas awarded on completing pre-university education (*VWO*) or senior general secondary education (*HAVO*), with profiles, or senior vocational education (*MBO*) in middle management as well as students that have completed specialist training or a vocational training programme designated by a ministerial regulation may be admitted to an Associate Degree and Bachelor's programme (*Section 7.24 of the WHW*). Additional conditions for admission apply if a shortened programme is offered. Those conditions are set out in Article 7.
2. Students with a certificate awarded on completing a foundation year or passing the final examination of a higher professional education (*HBO*) or academic higher education (*WO*) study programme are also entitled to be admitted to an Associate Degree and Bachelor's programme at a university of applied sciences. Students must, however, also meet any applicable requirements regarding their previous qualifications (paragraph 4) and any other additional requirements imposed (paragraph 5). (*Section 7.28 of the WHW*).
3. All citizens that have access to education offered by research universities or universities of applied sciences in a country that has ratified the Convention on the Recognition of Qualifications concerning Higher Education in the European Region may also be admitted to an Associate degree and Bachelor's programme, without prejudice to the provisions in paragraphs 4 and 5 of this article and the provisions of Article 3. This right to enrolment does not apply if the Executive Board can prove that there is a substantial difference between the general admission requirements in the territory of the country concerned and the general requirements under or pursuant to the WHW. (*Section 7.28 of the WHW*).

4. The previous qualifications of students seeking enrolment in an Associate Degree and Bachelor's programme are subject to the following additional requirements in respect of HAVO and/or VWO diplomas, MBO diplomas and the teacher training programme for primary education.
- a. The following additional educational entry requirements apply to students seeking admission on the basis of a HAVO or VWO diploma (Section 7.25(1) of the WHW). Students who do not have the required subject cluster or did not take the right subject may be admitted provided an assessment conducted before the commencement of the study programme demonstrates that, in terms of the subject matter, the student concerned meets similar requirements. (Section 7.25(5) of the WHW.)
- The requirements to be met by the student are as follows:

Study programme specific:

Based on a Secondary Education (VO) profile:

Study programme	VWO				HAVO			
	C&M	E&M	N&G	N&T	C&M	E&M	N&G	N&T
IEM	+ (WiA or B)	+	+	+	+ (WiA or B)	+	+	+

b. Students who hold an MBO level 4 diploma have the right to admission if the diploma is in a related sector (Section 7.24(3) of the WHW). Students who do not hold an MBO level 4 diploma in a related sector may be admitted if it can be established by means of an assessment conducted before the study programme commences that they have satisfied requirements that are commensurate in terms of content (Section 7.25(5) of the WHW). Domains that are deemed not to be related are:

- MBO domain Trade and Entrepreneurship for the HBO sector Technology
- MBO domain Economics and Administration for the HBO sector Technology.

5. Enrolment in an Associate Degree and Bachelor's programme is subjected to the following additional requirements (Section 7.26 and 7.26a of the WHW):
- There are no additional requirements.**
6. Students who are 21 or older at the start of the study programme and do not meet the requirements regarding their previous qualifications and have not been exempted from the requirements may be still be eligible for exemption after taking an entrance examination. (Section 7.29 of the WHW.) (Also see Article 3(3).)
- The aim of this examination is to determine the student's suitability to take part in the Bachelor's programme as well as the student's command of the Dutch language.
- Students wishing to take the entrance examination must meet the following requirements:**
- In addition to an intake interview and/or intake assessment for the full-time and part-time study programme, a 21+ admission examination is used to test whether a student has sufficient aptitude in exact sciences, abstract intellectual capacity and language skills to successfully complete the Technical Business Administration study programme. (<http://fontys.nl/Studeren/Toelating-havovwombo/21-toelatingsonderzoek.htm>)**
- For all items, the student must achieve a score equivalent to or higher than 17% of the reference group (percentile score).**
- Non-compliance with the age limit is likewise possible in the case of a diploma issued outside the Netherlands which in the country of issue gives access to higher education or in special cases if a copy of this diploma issued outside the Netherlands cannot be provided.
- Students will be notified of the results of the entrance examination within two weeks. If the prospective student applies for enrolment on the basis of an experience certificate (issued by an acknowledged Recognition of Prior Learning (RPL) centre), this certificate will be used to determine the student's suitability to take part in the Bachelor's programme as well as their command of the Dutch language.
7. The Executive Board has declared that 'old' HAVO and VWO diplomas with subject combinations chosen by the pupil are at least equivalent to the 'new' diplomas with subject cluster requirements. Consequently, prospective students holding these types of diploma may be admitted. Students must, however, meet any requirements regarding previous qualifications (paragraph 4) and any further additional requirements (paragraph 5). (Section 7.28 of the WHW.)
- The institute director has declared that the 'old' HAVO and VWO diplomas with old profiles are equivalent to 'new' diplomas with profile requirements. Consequently, prospective students holding these types of diploma may be admitted. Students must, however, meet any requirements regarding previous qualifications (paragraph 4) and any further additional requirements (paragraph 5). (Section 7.28 of the WHW.)**
8. Where a student applies for admission to a study programme based on a diploma other than one of the diplomas referred to above, the institute director will decide whether that diploma is equivalent

and if it grants access to the study programme. Students must, however, meet any requirements regarding previous qualifications (paragraph 4) and any further additional requirements (paragraph 5). (Section 7.28 of the WHW.)

9. **Students who are admitted by virtue of a diploma as referred to in paragraphs 2, 7 or 8 of this article will be subject to an additional assessment to determine whether they meet the knowledge and skills requirements as referred to in paragraph 4 and 5 of this article. (Section 7.28 of the WHW.) Students must meet the requirements of this assessment prior to enrolment.**
10. **Admission to the study programme is not subject to an admission quota in accordance with Sections 7.53, 7.54, 7.56a and 7.57a of the WHW.**

Article 2a Study choice check and study choice advice

1. The study choice check consists of at least the completion of a digital questionnaire and a contact moment with the study programme.
2. Within 4 weeks following registration, the prospective student will receive a link to the digital questionnaire. Within 4 weeks following completion of the questionnaire, the prospective student will receive an invitation to the contact moment with the study programme.
3. The digital questionnaire can be completed in the period between 15 January and 15 September.
4. The contact moments with the study programmes are planned in the period between 1 February and 1 September.
5. **The contact moment will consist of a group assignment, preceded by an individual interview. Students who live far away, such as the Antilles, might be able to have an interview via Skype.**
6. The study choice advice will be sent to the prospective student by e-mail within ten working days of the contact moment.
7. The study choice advice offers one of 4 options:
 - A – there is a good match with our study programme;
 - B – there is a match with our study programme which certain provisos;
 - C – it is doubtful whether there is a match with our study programme;
 - D – there is no good match with our study programme.
8. **Students will receive a study choice advice ‘A’ if:**
 - **the profile result for interests and skills (RIASOC) fits the programme.**
 - **the student has logical arguments for the programme.**
 - **the student can properly state the content of the programme.**
 - **the study method describes intrinsic motivation.****Students will receive a study choice advice ‘B’ if:**
 - **the profile result for interests and skills (RIASOC) somewhat fits the programme.**
 - **the student has logical arguments for the programme.**
 - **the student can outline the content of the programme.**
 - **the study method describes intrinsic motivation.****Students will receive a study choice advice ‘C’ if:**
 - **the profile result for interests and skills (RIASOC) hardly fits the programme.**
 - **the arguments for the programme are less logical.**
 - **the student cannot properly state the content of the programme.**
 - **the study method describes extrinsic motivation.****Students will receive a study choice advice ‘D’ if:**
 - **the profile result for interests and skills (RIASOC) do not fit the programme.**
 - **the arguments for the programme are lacking.**
 - **the student cannot state the content of the programme.**
 - **the study method describes extrinsic motivation.**
9. The study choice advice is non-binding for prospective students who apply by no later than 1 May. Students who apply after 1 May will not be permitted to enrol, except in the case of a situation as referred to in Article 2(2) or of a student as referred to in Article 3(3) of the Study Choice Advice Regulations.
10. The Study Choice Advice Rules determine the categories of students for whom the study choice advice is not obligatory.

Article 3 Requirements regarding foreign diplomas/international students

1. Holders of a foreign diploma may not sit tests for which credits are awarded in the foundation year of a Dutch-taught study programme before having demonstrated to the Examination Board to have an adequate command of the Dutch language. (*Section 7.28 of the WHW.*)

N/A within the study programme

2. The institute director may also decide that a student with a foreign diploma may be admitted after the student has demonstrated that he or she has an adequate command of the Dutch language. (*Section 7.28 of the WHW.*)

N/A within the study programme

3. Students with a foreign diploma seeking admittance by virtue of an entrance examination as referred to in Article 2, paragraph 6, must be at least 21 years of age. Non-compliance with the age limit is likewise possible in the case of a diploma issued outside the Netherlands which in the country of issue gives access to higher education or in special cases if a copy of this diploma issued outside the Netherlands cannot be provided.

4. Foreign students from outside the EU who are 18 years of age or older on the date of their first enrolment must have a valid residence permit. (*Section 7.32 of the WHW.*)

5. Foreign students with a residence permit are required to earn at least 50% of the available credits each year. The IND will be informed if the student fails to meet this requirement, unless there are special circumstances due to which the student was unable to meet this requirement. Such a notification may be withheld once during the course of each study programme.

6. According to the Code of Conduct regarding International Students, international students¹ seeking admittance to an English-taught study programme must be able to prove that their command of the English language is at least equal to the following scores:

IELTS	6.0
TOEFL Paper	550
TOEFL Computer	213
TOEFL Internet	80
TOEIC	670

(provided the student has passed 'Speaking and writing' and 'Listening and Reading' components.)

Cambridge ESOL FCE-C – scale 169 – 172, FCE-B – scale 173-175

Exemption from this requirement can be awarded if the international student's preparatory education was followed in a country where English is the official language and language of instruction.

Article 4 Professional activity requirements

The study programme only exists as a full-time programme, in which case the professional practice environment is not subject to any requirements.

Section 3 Intake interview, exemptions, short track and tailored study programmes

Article 5 Intake interview

1. Students entering a study programme may be offered an intake interview if they have competencies previously acquired elsewhere. Students *can include the evidence of the competencies previously acquired elsewhere in their portfolios* or may use this evidence to substantiate a request for exemption before the Examination Board.
2. Students who re-enrol after an interruption in a study programme in which they were previously enrolled will be required to take an intake assessment to determine which part of the study programme still has to be completed. No intake assessment is needed if agreements regarding re-enrolment in the study programme were already made with the Executive Board at the time that the student interrupted his study. If a student enters a study programme during the foundation year,

¹According to the Code of Conduct regarding International Students, 'an international student' is a student with a foreign nationality.

agreements will be made on the period of time the student will be granted before he or she receives advice regarding the continuation of studies.

3. A study programme will be drawn up based on the assessment of the competencies previously acquired and will be submitted to the Examination Board for approval.

Article 6 Exemptions

1. The institute director can exempt a student from the foundation year examination if the student holds a diploma, Dutch or foreign, which is at least equivalent. *(Section 7.30 of the WHW.)*
2. Students who believe they are eligible for an exemption must submit an application to that end to the Examination Board. The Examination Board may grant an exemption from one or more **interim examinations** on the grounds of a review of an assessment or the holding of a diploma, certificate, accreditation of prior learning or similar document, such as proof of results achieved in a study programme taken at a research university or university of applied sciences and / or proof of administrative activities, with which the student can show that he or she has already met the requirements of the test in question. Exemptions are recorded in the study progress system. The period of validity of the exemption is stated in the exemption decision.
3. **The Examination Board can grant an exemption from a minor based on the certificate of an accredited Bachelor's or Master's programme or on a document proving that the student completed a minor in an accredited Bachelor's or Master's programme, so long as this minor does not overlap substantially with the student's current Bachelor's programme. Exemptions based on study results from an accredited Bachelor's or Master's programme can only be granted if the student has documented proof of obtaining at least 30 credits in this study programme (for a Bachelor's programme, this requirement refers to the second and third year) and if these results do not overlap substantially with the student's current Bachelor's programme.**

Article 7 Short-track/tailored study programmes

1. Students who believe they are able to proceed with and/or complete their study programmes at an accelerated pace may submit an application requesting such to the Examination Board. The study career counsellor's advice must be enclosed with the application. The organisation of the study programme must be able to accommodate the short-track option.
2. **A shortened programme can be offered to students transferring from a related MBO programme.**
N/A within the studyprogramme
3. **Incoming students with a VWO (pre-university education) diploma may qualify for a shortened programme.**
N/A within the studyprogramme
4. **If tailored programmes are offered to students who, following an intake interview of intake assessment, are able to enter the study programme via accelerated tracks, these tracks are to be specified here.**
N/A within the studyprogramme

Section 4 Facilities with reference to study career counselling, functional disability, administrative activities, top-level athletes scheme, student entrepreneurship

Article 8 Study career counselling

1. Every student is coached by a study career counsellor.
2. In consultation with the study career counsellor, the student decides how best to work on his or her development and how to shape the learning process.
3. The student consults with the study career counsellor on the progress of the learning process. *In consultation with the study career counsellor, the student decides if and when he or she will sit the competency examination. The student must sit the competency examination in the first year of his or her enrolment in order to obtain advice regarding the continuation of studies that is issued to students in the first year of enrolment.*
4. The study career counsellor conducts support and orientation interviews with the student in the foundation year. Reports are drawn up of these interviews, copies of which are given to the student. The student must sign these reports to indicate his or her agreement or, if applicable, with the note 'reviewed and not approved'.
5. Students may submit a request to the institute director to be assigned a different study career counsellor if they can give arguments for this.

6. Students enrolled in their foundation year whose mother tongue is not Dutch can apply to the Examination Board to be allowed extra time when they sit tests in the first year of the foundation phase. Extra time to sit tests will only be granted to students who can prove that they use facilities to improve their command of the Dutch language.

Article 9 Special facilities for students with a functional disability

1. Students with a functional disability are legally entitled to effective adjustments, unless such adjustments would burden the institute disproportionately. (*Section 7.13 of the WHW.*)
2. These adjusted facilities must be aimed at the removal or restriction of any obstacles and encourage the independence and full participation of the student as much as possible. The adjusted facilities may relate to the study programme (including internships), the timetables, and type of study programme, the tests and educational tools.
3. A student who seeks to have adjusted facilities must submit a written and substantiated application in good time to the Examination Board. If necessary, the Examination Board will seek an expert's advice (such as a student counsellor) before taking a decision. If the Examination Board deems it necessary before taking a decision, it may confidentially inspect the medical certificate that may be available with the student counsellor, unless the student objects.
The Examination Board must decide within four work weeks after receipt of the application, unless it requires further inquiry, in which case the student will be informed as to when more clarity can be given with respect to his or her application.
4. In the case of a protracted or chronic disability, such an application will only have to be made once for the entire study programme; in all other cases once per testing period or academic year. In its decision to grant the facilities, the Examination Board may also rule that these will apply for the entire duration of the student's study or that the student is to consult with his study career counsellor annually to discuss whether the facilities are still adequate.
5. At the beginning of the academic year the institute will inform students regarding the possibilities for special facilities. Students will be informed of their right to consult a student counsellor.

Article 10 Students with board memberships

1. Student can include any board memberships as part of their portfolios. In order to do so, they must describe, in consultation with their study career counsellors, how the board membership can contribute to the acquisition of one or more competencies of their Bachelor's programme. The Student Centre must confirm on the report that the student concerned has been active as a member of the PC, IPC, CPC, or FSR.
2. Board memberships can be listed on the diploma supplement. The student must request the listing from the Examination Board at least **four weeks** prior to the presentation and the defence of the graduation research (Assessment 3).
At the request of the student's study programme, the Centre for Administrative Activities (CAA) can confirm that the student has been an active board member of a CPC. In the case of board memberships of a PC or IPC, the study programme can request confirmation from the relevant IPC or PC.
3. Students who believe that their board memberships demonstrate that they have the knowledge, understanding and / or skills, etc. that are assessed in particular tests for which credits are awarded may apply for an exemption from such tests from the Examination Board.
4. A student may apply to be included under the Profiling Fund Scheme (FSS Scheme) on the basis of his administrative activities and submit a request to his institution for a holiday allowance or for a board membership scholarship from the Profiling Fund Board (FSS Board).
See also article 14 of the **Participation Regulations on the participation councils and PC'S.**

Article 11 Top-level athletes scheme

Students **who have been granted a Top-Class Sport or Talent status are entitled to facilities from the Top-Class Sport Scheme. Facilities** regarding the adjustment of tests or test timetables, an adjusted arrangement regarding compulsory attendance, working in groups and an adjusted internship must be sought from **from the Examination Board and reported to the student career counsellor (SLB).**

Article 11a Student entrepreneurship

Students who are eligible for the Student Entrepreneurship Scheme may apply to the Examination Board, among others, for facilities regarding the adjustment of tests or test timetables, an adjusted arrangement regarding compulsory attendance for education components, working in groups and an adjusted internship.

These facilities should be sought from **from the Examination Board and reported to the student career counsellor (SLB).**

Advice regarding the continuation of studies may be deferred for students with entrepreneur status (see article 32)

Section 5 Study programme content

Article 12 Study programme profile – main subjects/differentiations – occupational requirements

1. **The study programme is based on a study programme profile. The exit qualifications of the study programme are described in the study programme profile. The study programme profile can be found in Annex 4. At the end of the study programme, the student will be expected to command the competencies expected of a newly qualified professional in the field. During the course of the study programme, the student will be taught the required competencies and the student's command of them will be assessed. The professional requirements the student must command are described according to the competencies of the IEM study programme (see N@tschool)**
2. **The study programme has the differentiations Bedrijfsmanagement MKB (Dutch studyprogramme), Technische Bedrijfskunde (TB) (Dutch studyprogramme) and Industrial Engineering and Management (IEM) (English studyprogramme) of Fontys Hogeschool Bedrijfsmanagement, Educatie en Techniek and no main subjects.**
3. **The study programme is based on the following principle: non-denominational private education.**
4. **The study programme does not impose any specific occupational requirements.**

Article 13 Study programme layout

1. Each Bachelor's programme has a foundation year phase with a study load of 60 credits, which is concluded with the foundation year examination. The function of the foundation year is to orientate the student, allowing him or her to make suitable choices.
2. A Bachelor's programme has a study load of 240 credits with a nominal study load of 60 credits per academic year and consists of a major and a minor in the full-time study programme. **The major has a study load of 210 credits. The minor has a study load of 30 credits.**

Article 14 Overview of units of study and credits

1. Every study programme consists of a coherent set of units of study, which are components of a study programme concluded with an interim examination. Units of study cannot exceed 30 credits.
2. Only whole credits are awarded for units of study. Below in Article 16 you will find an overview of the distribution of credits.
3. Study programmes and tests conducted in a foreign language are subject to the Code of Conduct for Study Programmes taught in a Foreign Language, which is stated in the overview of units of study.
4. Access requirements, also called thresholds, apply to certain components of the study program. These are described in Chapter 4 of Annex 1 of this TER. Students who foresee that they will not meet the threshold to be able to enroll in the study program 13/14, can submit a request to the Examination Board to offer them early testing opportunities for those courses from study year 2 that are not in the current semester offered regularly. With this request, the student must send a positive advice from the SLB2 team. The Examination Board decides whether this request can be honoured, with conditions possibly being set. The further elaboration of these regulations can be found in Chapter 2 of Annex 1 of this TER.

Article 15 Content of minors and other special programmes

1. **Students are not restricted in their choice of a minor, whether the minor is a minor specific to a study programme or one offered across Fontys, or an external minor, provided there is no overlap with the major programme (see also paragraph 2).**
The study programme offers the following study minors:
 - **Operational Excellence (see Annex 2)****External minors for which the Examination Boards always grants permission are (among others):**
 - **Pre-master programme in order to be admitted to TU/e**
 - **Pre-master programme in order to be admitted to UvT**

The following minors cannot be chosen because they overlap with the major:

- Entrepreneurship (Marketing Management)

2. Students who want to take a minor abroad or an external minor must seek the Examination Board's permission regarding their personal choices with respect to the minor prior to its start. Participation in a minor requires students to have passed the foundation year examination, unless the Examination Board grants them permission to take the minor without fulfilling this requirement. The minor must be taken in the third year of study.
3. Enrolment in a minor must be done before the start date as stated on the [Fontys minor portal](#) or in the Minor Regulations.
4. **Excellent students have the opportunity to follow a minor on top of the regular study programme of 240 credits. The following conditions apply:**
 - **For the individual components in the second year of the studyprogramme the student achieved an average score of 8 (eight) or higher and none of the grades of these components is lower than grade 7 (seven) or the student awaits an 'open study period' due to special circumstances for which following a minor can be a good alternative and;**
 - **In the 'open study period', the student has no outstanding obligations to be able to meet a threshold and;**
 - **The student provides a good motivation for the choice of the extra minor.**

A request to be allowed to follow an extra minor is submitted to the Examination Board. With this request, the student must send a positive advice from the management of the studyprogramme. A minor that has been passed will be mentioned on the diploma supplement.

Article 16 Education components

1. **Below and in Annex 3 of this TER there is an overview of the education components that are part of the study programme.**

CURRICULUMOVERZICHT: PROJECTEN EN VAKKEN

Curriculum cohort 14-15 (P in een jaar en nieuwe TB13-14);
Curriculumcommissie, G. Punt, (laatste wijziging 19 april 2018)

tabel : verdeling studiepunten in curriculum hoofdstroom VT
(pakket 48B113; 48B214 en 48B313) en 48B

Totaal ECTS	
Project	113
Vakken etc.	97
Overig (minor)	30

Jr 4	<div> <div>18 Business assignment</div> <div>6 Kennisgebieden 1)</div> <div>2 theme integration 2)</div> <div>1 game: The fresh connection</div> <div>1 Personal development</div> <div>2 Prep final assign</div> </div> <div>30 Afstudeerstage</div>			
	<div>Exploring Strategy</div> <div>Afstuderen 30 ects</div> <div> <div>Research skills</div> <div>Reporting skills</div> <div>Business english</div> </div> <div> <div>1) Supply chain; int business; tech&engineering; strategy</div> <div>2) Proces improvement; product improv, MVO, int chains</div> </div> <div>Reporting skills</div>			
Jr 3	<div>29 Stage project</div> <div>1 Indiv. Competentie</div> <div>30SP Stage</div>			
	<div>30 minor</div> <div>Minor</div>			
Jr 2	<div> <div>8 Project</div> <div>1 Indiv. Competentie</div> <div>2 Analyse bedr. Proc.</div> <div>1 Bedr. Info syst</div> <div>1 Communicatie</div> <div>1 Engels</div> <div>2 Mgt game</div> <div>1 Recht</div> </div> <div> <div>2 Bedr. Economie</div> <div>2 M&O</div> <div>3 OML1</div> <div>1 Inkoopmgt</div> <div>1 Natuurkunde-wisk.</div> <div>3 OML2</div> <div>1 Vrij studiepunt</div> </div> <div> <div>8 Project real de klantw.</div> <div>1 Indiv. Competentie</div> <div>2 Economie</div> <div>2 Bedr. Info syst.</div> <div>1 Communicatie</div> <div>1 Duurzaam ondern.</div> <div>1 Engels</div> </div> <div> <div>1 HRM</div> <div>1 Recht</div> <div>2 B2B Marketing</div> <div>3 Meth & tech van ond</div> <div>3 Strat & Change</div> <div>3 Statistiek</div> <div>1 Vrij studiept</div> </div>			
	<div>Verbeter een Bedrijfsproces</div> <div>Realiseer de Klantwens</div> <div> <div>Project mgt</div> <div>Acquisitietraining</div> <div>(mgt game-Ond plan)</div> <div>Probleemaanpak</div> </div> <div> <div>enquête workshop</div> <div>Acquisitietraining</div> <div>algemene economie</div> </div>			
Jr 1	<div> <div>5 Proj. app/cultdche</div> <div>2 Bedrijfseconomie 1</div> <div>0,5 Bedrijfsbezoek 1</div> <div>1,5 M&O 1</div> <div>2 Productietechn 1</div> <div>0,5 Competentiedoc</div> <div>1 Natuurkunde 1</div> <div>1 Statistiek 1</div> <div>0,5 Tekentechniek 1</div> <div>1 Werkplsttechnk 1</div> </div> <div> <div>5 Project bakjesfab</div> <div>2 ASP2</div> <div>0,5 Bedrijfsbezoek 2</div> <div>1,5 Kwaliteit2</div> <div>2 Wiskunde/statistiek 2</div> <div>1 Bedrijfseconomie2</div> <div>0,5 Competentiedoc2</div> <div>0,5 Engels2</div> <div>1 Natuurkunde2</div> <div>1 Sociologie/ psych2</div> </div> <div> <div>5 Project fietsenfab</div> <div>2 Bedrijfseconomie3</div> <div>0,5 Bedrijfsbezoek3</div> <div>1,5 MVO3</div> <div>2 Wiskunde./statistiek3</div> <div>0,5 Competentiedoc3</div> <div>0,5 Engels 3</div> <div>1 M&O3</div> <div>1 Natuurkunde3</div> <div>1 Onderzksvaardighdn3</div> </div> <div> <div>5 Project Change Agent</div> <div>0,5 Bedrijfsbezoek4</div> <div>1,5 Cultuur&diagnose4</div> <div>2 M&O4</div> <div>2 Wiskunde/statistiek4</div> <div>1 Bedrijfseconomie4</div> <div>0,5 Assessment</div> <div>0,5 Engels4</div> <div>1 Natuurkund4</div> <div>1 Verandertrajecten &IT4</div> </div>			
	<div> <div>Techniek</div> <div>Organisatie</div> <div>Economie</div> <div>Mens</div> </div> <div> <div>Creativiteit</div> <div>QFD prod ontw.</div> <div>Logistiek</div> <div>Communicatie</div> <div>Psychologie</div> <div>Project mgt</div> </div> <div> <div>Ind. Eng</div> <div>Communicatie</div> <div>Project mgt</div> <div>(deficiency Ned)</div> </div> <div> <div>Communicatie</div> <div>ARBO</div> <div>Marketing</div> <div>Techn innovatie</div> </div> <div> <div>Business creativity</div> <div>Communicatie</div> <div>Onderz vaardighdn</div> <div>Cultuur bij IEM</div> </div>			

2. The education components of the minors are described in the minor regulations. The regulations governing the minors offered across Fontys can be found at www.fontys.nl/minors. The regulations governing minors specific to study programmes are included as an appendix to this TER.
3. Any entry requirements a student must meet before participating in an education component are stated in the overview as referred to in paragraph 1.
4. Participation in education components in the post-foundation year phase is allowed after passing the foundation year examination. The Examination Board may grant permission to a student who has not passed the foundation year examination to participate in education components in the post-foundation year phase. (*Section 7.30 of the WHW.*)
5. Enrolment in the education components proceeds as follows: if enrolment is required, the enrolment procedure can be found **in the study guide that is published on n@tschool.**
6. The timetable is announced **on Untis no later than three weeks prior to the start of classes.**
7. Students who have registered for an education component must ensure that they meet the entry requirements of that component. The overview in Article 16, paragraph 1, indicates the education components to which requirements apply for participation as well as the nature of these requirements. If the requirements concern compulsory attendance, students who are eligible for the top-level athletes scheme or the student entrepreneur scheme can apply to meet this requirement in a parallel group or for exemption from this obligation (**see also paragraph 2**).

Article 16a - Evaluation of teaching

The teaching provided during the study programme is evaluated by quantitative and qualitative evaluations by students at the end of each learning arrangement.

The education evaluations and actions to improve that result are under the responsibility of the coordinators fed back to teachers and students.

Section 6 Tests, assessment and study progress

Article 17 Types of tests

1. **The study programme has tests with credits only. The student immediately earns credits on passing the test. A competency examination (also referred to as an 'assessment') is also regarded as a test with credits. When an interim examination of a unit of study consists of several component tests, the credits will be awarded as soon as the interim examination of the unit of study is passed. A competency examination is a special form of a test with credits.**
2. A test comprises an examination conducted by the examiner of a student's knowledge, understanding, skills or competencies as well as an assessment of the examination results.
3. Tests are conducted in writing or orally or in a fashion that combines both writing and oral delivery (e.g. product and presentation/interview).
4. An oral examination, including an assessment, is conducted by at least two examiners, with one of them acting as the first examiner designated by the (chairman of the) Examination Board. A report must always be drawn up of an oral test to enable an assessment of the quality afterwards. A test may be conducted by a single examiner only following the approval of the Examination Board and provided the student does not object.
An oral test is held in public. Interested parties who wish to attend an oral test must submit a request to that effect to the examiner(s) at least two weeks before the test is held. The examiner must inform the student who is taking the test. If the student objects, the request to attend the oral test will in any event be rejected. Any rejection by the examiner will be substantiated.
When the Examination Board offers students the possibility to sit an additional oral test by way of replacement of a regular test, it will always be conducted and assessed by two examiners.

Article 18 Overview of tests

The following tests are part of the study programme:

See overview in Article 14 en 16.

Article 19 Tests and assessments

1. The Examination Board will designate one or more examiners for each test. An examiner can also be an external expert. Each competency examination will be assessed by at least one assessor who is not involved in that student's study career counselling.

2. The assessment of minors is described in the minor regulations. The examiner of the minor determines whether a student has passed the tests. The Examination Board of the coordinating institute that offers the minor must determine whether the student has passed the minor and ensure that the student receives a certificate. The result achieved for the minor is forwarded to the programme administration of the study programme in which the student concerned is enrolled.

Article 20 Content of tests, duration of the test, test aids and test timetables

1. The content of the test, including the learning objectives, is **described in study guides and is made available to students at least three weeks before the test.**
2. The examiner determines the period of time allowed to students to take the test as well as any aids that students may use during the test, subject to the guidelines and instructions provided by the Examination Board. This information must be stated on the examination paper.
3. The test timetable will be published through **Untis** no later than **three** weeks before the start of the test period in question.

Article 21 Sitting competency examinations

1. **Prior to sitting a competency examination, students must consult their study career counsellor. The study career counsellor will give the student (non-binding) advice regarding the student's request to sit the competency examination.²**
2. **Students who want to sit the final competency examination of the study programme must prove that they have passed the minor or have been granted an exemption.**

Article 22 Registration for tests

1. **Registration for tests is not required.**

Article 23 Proof of identity during tests

Students must prove their identity at every test by showing a valid form of ID other than a student ID card.

Article 24 Test marking system

1. The assignments, questions, assessment norms and criteria are determined by the examiners with due regard for the guidelines and instructions provided by the Examination Board. The examiner conducts the test and determines the result on the basis of the determined assessment standards and assessment criteria.
2. If one and the same test is conducted and assessed by more than one examiner, the Examination Board will ensure that these examiners adhere to the same standards and criteria.

Article 25 Test results

1. The test results must be announced in writing to the student within ten days of the date of the test apart from the exceptions laid down in the Teaching and Examination Regulations. The department's Education Bureau is responsible for announcing the test results. The privacy of students will be respected when test results are announced.
2. Students are entitled to inspect all assessed tests and the accompanying assessment criteria and to be given feedback on the results.
3. Inspection is subject to the procedure **described in Annex 1.**
4. Feedback is given according to the procedure **described in Annex 1.**

²A student career counsellor should preferably not be an assessor of this competency examination and must never be the first or only assessor.

5. **At most once a year a student may request the Examination Board to provide a certified written overview of their results from which he can derive rights.**

Article 26 Inability to sit tests

1. Students who have acted in accordance with the registration procedure described in Article 22 but who are unable to sit the test for reasons beyond their control, the legitimacy of which reasons is subject to assessment by the Examination Board, may apply to the Examination Board to sit the test within a period of time to be set by the Board.
2. The application referred to in the previous paragraph must be submitted in writing to the chairman of the Examination Board and include the necessary evidence. The Examination Board will then take a decision and inform the student concerned. If the request is granted, the Examination Board will set a date, time and place for the test. Any rejection of the request will be substantiated and the student will be informed of his or her right to appeal. In assessing the request, the Examination Board's primary criteria are the obstruction of the study progress and the student's personal circumstances.
3. If such a request relates to a test of a minor offered across Fontys, the student must direct the request to the coordinating institute responsible for the minor, as described in regulations governing the minor.

Article 27 Request for a review

1. Students who do not agree with an assessment can submit a request for a review of the assessment to the Examination Board within four working weeks after the date of the assessment (see Article 44 of the Students' Charter). The Examination Board must take a decision within four work weeks at a maximum..
2. Students may also appeal directly to the Examination Appeals Board within six calendar weeks after the date of the assessment **via www.fontys.nl/studentenloket. (see Article 45 and Article 46 of the Students' Charter) .**

Article 28 Resits

1. Tests are conducted at least twice an academic year.
Students can resit components marked with a pass no more than once, and at least once, in which case the highest mark will count. In order to take an exam that was passed, the student must use the routine and scheduled opportunities for retakes.
2. At least two opportunities to take tests that assess the material they have learned will be offered. Following these two test opportunities, the material to be studied for the test may be adapted to the material offered in the teaching block prior to the test. **An up-to-date description of the material to be tested can be found in the most recent project guidebook, which can be found on n@tschool. A student can view the guidebook by requesting access from the n@tschool administrator of the study programme.**

Article 29 Period of validity of results

1. The period of validity of successfully completed component tests is ten years.
Results achieved for interim examinations can only lapse if the understanding/knowledge/skills to which these interim examinations relate can be shown to be obsolete. Understanding, knowledge and skills that were assessed more than ten years ago can evidently be shown to be obsolete.
The period of validity of successfully completed interim examinations is:
ten years
The Examination Board may extend this term.

2. In the event of special circumstances as referred to in the Profiling Fund Scheme, the period of validity of interim examinations will as a minimum be extended by the duration of the support granted on the basis of that scheme.
3. If the study programme has been substantially altered, details on how this term will be restricted can be stated below, whether in the form of a written decision issued to a student or incorporation in the Teaching and Examination Regulations, if it applies to the entire cohort.

Article 30 Final paper - Knowledge bank

Final papers of the study programme are not entered in a knowledge bank.

Article 31 Study progress

The study programme is responsible for recording the test results in the programme administration. *Additionally, students must also keep records of the results in their portfolios.*

Article 32 Advice regarding the continuation of studies

1. During the first year of enrolment in the propaedeutic (first-year) phase of a bachelor study programme and, where possible, prior to the start of the second semester, the student is given advice on his or her study progress. If the study progress is unsatisfactory, the student will receive a warning and be told that if the study progress continues to be unsatisfactory, he or she will receive a binding negative advice regarding the continuation of his studies. A reasonable period within which the student must have improved his or her grade point average and the opportunities a study programme offers in that regard are stated in the warning. (*Section 7.8b of the Act.*)

A student who has not received a warning at that stage may yet receive one at a later point in the first year if he or she has fallen behind, and will be given a period within which to improve his or her grade point average.

The student will be given a warning in the following cases:

23 or less credits have been achieved after two periods.

2. The study programme must give students advice regarding the continuation of studies in writing before the end of their first year of enrolment (12 months) in the foundation phase. Advice may be related not only to the continuation of the study programme, but also to the main subject the student may take. Advice regarding the continuation of studies can be negative (binding negative study advice), meaning that the student's enrolment in that particular study programme will be terminated and that he or she will not be allowed to re-enrol in the same study programme.
3. Advice regarding the continuation of studies is based on the student's results in the foundation year. The Examination Board advises the institute director on advice regarding the continuation of studies to be given. This advice must take into account the student's personal circumstances. Students must report any personal circumstances to their study career counsellors or student counsellors the moment they occur.

If the student misses the deadline for reporting special circumstances, the Examination Board will examine whether it was excusable for the student to miss the deadline for reporting those circumstances. Engaging in top-level sports activities by students who **have been granted a Top-Class Sport or Talent status are entitled** is regarded as a special circumstance, on the basis of which the delivery of advice regarding the continuation of studies is deferred. The practice of running a business of his or her own by student entrepreneurs who have been awarded student entrepreneur status, as defined in the Fontys student entrepreneur scheme, is also regarded as a special circumstance, on the basis of which the delivery of advice regarding the continuation of studies is deferred. However, a minimum number of credits which must be achieved to qualify for that deferral may be specified for student entrepreneurs (see also paragraph 4 of this article).

If credits can only be earned with a competency examination, students who have failed to sit the competency examination in the foundation year will be given binding negative advice regarding the continuation of studies, unless there are special circumstances, the legitimacy of which circumstances is subject to assessment by the director. In that case, it may be decided to defer the delivery of advice regarding the continuation of studies based on the individual student's portfolio.

4. **The student will be given positive study advice regarding the continuation of studies if he achieves 60 EC in the propaedeutic phase.**
The student will be given a binding negative study advice regarding the continuation of studies if he achieves less than 60 EC in the propaedeutic phase. The minimum number of credits which that must be achieved in the propaedeutic phase to qualify for that deferral for student entrepreneurs is 40.
5. Where there are special circumstances as defined in paragraph 3 of this article which may have had an influence on the credits the student obtained, the delivery of advice regarding the continuation of

studies may be deferred until the end of the second year of enrolment or until the end of a shorter period. At the end of the second year or the shorter period, there will be a further review of whether the student has met the criteria as defined in paragraph 4.

6. Students who seek the termination of their enrolment during the first year of enrolment will be given a warning from the director stating his expectation that they may not be suitable for the study programme. The director must seek the advice from the Examination Board before doing so. The number of months of enrolment students have left before being given advice regarding the continuation of studies must also be determined in the event the student should decide to enrol in the same study programme at a later date (see also Article 35).

Article 33 Additional provisions concerning binding negative advice regarding the continuation of studies

1. An institute wishing to issue binding negative advice regarding the continuation of studies must make provisions that allow for, among other things, a student's personal circumstances and which are aimed at guaranteeing a student's good progress.
2. Binding negative advice regarding the continuation of studies is valid for a period of six years.
3. At the student's request, the institute director **gives permission for a student to re-enrol in spite of** the binding negative advice as referred to in Section 7.8b(3) of the WHW.
4. A binding negative advice regarding the continuation of studies refers to the full-time, part-time and dual forms of the study programme of Bedrijfsmanagement MKB, Technische Bedrijfskunde, Industrial Engineering & Management and of Associate degree Technische Bedrijfskunde van Fontys Hogeschool Bedrijfsmanagement, Educatie en Techniek, unless otherwise stated.
5. Each binding negative advice regarding the continuation of studies must expressly state that the binding negative advice only refers to the study programme mentioned. Each binding negative advice regarding the continuation of studies comes with a referral to either another study programme or to a student counsellor or Student Career Centre.

Section 7 Graduation

Article 34 Examinations - certificates - diploma supplement

1. Students have passed the examination of the foundation year, *the Associate degree programme* or the study programme if they have passed all units of study which form part of the foundation year, *the Associate degree programme* or the study programme, as referred to in section 13. (*Section 7.10 of the Act.*)
2. Certificates are given at the following occasions:
 - on passing the foundation year examination;
 - *on passing the examination of the Associate degree programme;*
 - on passing the study programme's final examination.
3. The certificate will only be given after it has been established that the student is enrolled and has paid his or her tuition fees for all the enrolment years. (*Section 7.11 of the WHW.*)
4. After successful completion of the examination, the Examination Board awards the certificate. The certificate is dated on the date of the student's final academic activity. The certificate of a study programme comes with a diploma supplement.
The Examination Board will determine that the student has passed within a maximum of eight calendar weeks after the last academic activity.
If the student wishes for the certificate to be dated later, the student must postpone the completion of his or her final academic activity.
The certificate is signed on behalf of the Examination Board by the (deputy) chairman, the (deputy) secretary, the candidate and, if applicable, an external expert.
(*Section 7.11 of the WHW*). On behalf of the institute, the Examination Board also confers on the student the degree if the student has taken the Associate degree programme or the study programme examination.
5. For the study programme's examination **the Bachelor of Science** degree is awarded.
6. The award ceremony takes place at a time decided by the institute.
Students who passed the study programme examination and have requested the postponement of the award of the certificate may be issued a statement that the study programme degree has been conferred on them. (*Section 7.11 of the WHW.*)

7. **The certificates of students whose performance has been extraordinary will state the distinctions referred to below.**
The student must request the statement of distinction from department's Education Bureau at least four weeks before the scheduled graduation date.
The distinction 'cum laude' is the highest degree possible.
After completing the propaedeutic year, students receive the distinction cum laude if they have achieved an average of 8 or higher for the individual components in the first year of the study programme and none of the grades for these components is lower than a 7.
After completing the bachelor year, students receive the distinction cum laude if they have achieved an average of 8 or higher for the individual components in the major in the fourth year of the study programme and have achieved at least an 8 for their final project and none of the grades for these components is lower than a 7.
8. The Executive Board reports to DUO the students that have passed the final examination of the study programme.

Article 35 Statement on departure

1. Every student who seeks to terminate his or her enrolment without having passed the study programme's final examination will be invited for an interview.
2. At the student's request, the student may be issued a statement listing any results achieved. *Results of successful tests without credits can be converted into an equivalent of credits based on the study load. (Section 7.11 of the WHW.)*
3. The statement must specify that the interim examination test results will in principle be valid for ten years. The statement can include a reservation in the event of a substantial overhaul of the study programme. See article 29.

Article 36 Transfer

1. Students can take the minor in Academic Orientation in order to facilitate their smooth transfer to a Master's study programme.
2. Any specific arrangements made with one or more universities with respect to the Bachelor's programme in order to facilitate the smooth transfer of students to a university Master's programme are detailed below.

The department has made agreements with the following Master's programmes offered by the University of Tilburg:

- Strategic Management
- Supply Chain Management
- Information Management

The department has made agreements with the following Master's programmes offered by Eindhoven University of Technology:

- Operations Management & Logistics
- Innovation Management

By way of preparation for these Masters programmes it is possible to complete the entire pre-Master's programme within the Bachelor's programme. Requirements for admission are a pass in basic mathematics at the TU/e and an intake interview with the department management. Note that the preparation for the test in basic mathematics starts in Year 2 Q 3. Consult the portal for further information.

Article 36a Transfer from Associate degree programme to Bachelor's programme

N/A

Section 8 Irregularities and fraud

Article 37 Irregularities and fraud

1. If irregularities are discovered in connection with a test, as a result of which the Examination Board cannot guarantee the test's quality and any of its results, the Examination Board may forgo having the test checked, or declare a test result void. In such cases, the Examination Board must ensure that an opportunity to resit the test in the near future is offered to the affected students.
2. If a student is guilty of an irregularity committed with respect to (a component of) an examination or fraud, the Examination Board may exclude the student from sitting one or more tests of the study programme for a period to be determined by the Examination Board but which will not exceed one year. If the test has already been assessed, the result will be declared void.

3. In the case of serious fraud, the Examination Board can propose to the Executive Board that the enrolment of the student involved be prematurely terminated (*Section 7.12b of the WHW.*)
4. If the irregularity or fraud is only discovered after the examination, the Examination Board may withhold or claim back the certificate of the study programme or decide that the certificate will not be issued unless the student sits a new test or examination in the components to be determined by the Examination Board and in a fashion to be determined by the Examination Board.
5. Before taking a decision, the Examination Board will hear the student and any other interested parties. A report will be drawn up of this hearing, of which a copy is forwarded to the student. The Examination Board must notify the student of its decision without delay, which notification can be given orally if required but must in any event also be issued in writing. Furthermore, the student is informed of his right of appeal.
6. The Examination Board makes up a report of its decision and the facts it is based on.

Section 9 Examination Board, appeal

Article 38 Examination Board

1. The institute director establishes an Examination Board for each study programme or group of study programmes.
2. The Examination Board's duties and responsibilities are laid down in the WHW. (*Sections 7.12, 7.12b and 7.12c of the WHW*). These include the following duties and responsibilities:
 - responsibility for guaranteeing the quality of testing;
 - responsibility for guaranteeing the quality of the organisation of and the procedures surrounding tests and examinations;
 - responsibility for (the course of affairs surrounding) the conduct of tests of a study programme;
 - to determine objectively and professionally whether a student has passed an examination;
 - to award certificates and the diploma supplement;
 - to determine alternative tracks;
 - to assess applications for exemptions and reviews and to award applications for special facilities;
 - to determine whether an examination has been conducted in a way other than that prescribed in the TER;
 - approval of the details of a foreign minor or external minor;
 - to give advice to the institute director on advice regarding the continuation of studies to be issued;
 The composition of the Examination Board can be found in the Appendix 'Composition of the Examination Board'.
3. An application to the Examination Board can be **submitted via the portal (see also Article 27)**.

Article 39 Appeals

Students who do not agree with a decision of the Examination Board can lodge an appeal against this decision within six calendar weeks after the date of the decision with the Examination Appeals Board (see Articles 45 and 46 of the Students' Charter). (*Section 7.61 of the WHW.*)

Notices of appeal should preferably be submitted in digital format via the portal of the Examination Appeals Board. See the website for more information. Students can contact the Student Counselling Office (iStudent@fontys.nl) for help on lodging an appeal.

Section 10 Retention and hardship clause

Article 40 Retention of documentation

1. The Examination Board is responsible for retaining the minutes of its meetings and its decisions for a period of seven years.
2. The Examination Board is responsible for retaining its issued statements, among others, the statement on departure of a student who terminates his or her enrolment without having passed the study programme's final examination, for a period of ten years.
3. The Examination Board will ensure that the following information on each student will remain in the institute's archives for 50 years:
 - information on whether each student has obtained a foundation year certificate and/or a certificate of higher professional education including the list of marks.

4. The institute director is responsible for retaining test papers/assignments, assessment criteria, marking standardisation, pass marks, test matrices and test analyses for a period of seven years.
5. The institute director is responsible for retaining the lists drawn up and signed by the examiners containing the results achieved for a period of ten years.
6. The institute director is responsible for ensuring that all final papers and other kinds of tests in which students demonstrate their command of all aspects of the final attainment level, including assessments, will be kept for a period of seven years.
7. For the purpose of the external assessment of the programme in connection with accreditation, the institute director will ensure retention of a representative set of tests, including assessments, for a period of two years after the assessment.
8. The institute director is responsible for ensuring that the work completed by the student (written and non-written, including digital work) including assessments, with the exception of the work forming part of the representative set of final papers, is either destroyed or returned to the student after the expiry of a term of at least six months following the publication of the result. This term may be extended if necessary in connection with an appeal procedure.

Article 41 Hardship clause

1. The Examination Board can make provisions for serious injustices that occur as a result of the application of these rules; it can also make decisions in cases not provided for by these rules. In order to decide whether the hardship clause must be applied, the Examination Board must weigh the interests of the student concerned and those of the study programme. Cases requiring immediate action may be heard by the chairperson of the Examination Board or his or her deputy after which the other members must be notified as soon as possible.
2. Students must apply in writing, stating reasons, to the Examination Board for the application of the hardship clause in accordance with Article 44 of the Students' Charter. The Examination Board decides on the student's application and communicates this decision in writing, stating reasons, to the student concerned, who is also informed of his or her right of appeal.

Section 11 Final provisions and implementation

Article 42 Entry into force, amendments, publication and official title

1. The TER applies to all students enrolled in the study programme in question during the 2019–2020 academic year, unless otherwise stated below.
2. The general section of these regulations and any amendments thereto will be established by the Executive Board, after having obtained the consent of the students' section of the Central Participation Council. **PC's will be given an opportunity to issue advice to the CPC.** That general section of the TER constitutes the basis on which the study programme-specific TER for each study programme will be drawn up before being submitted to the Examination Board for their advice and the (joint) study **PC and IPC for their advice/consent.** The (joint) study **PC** advises the institute director and sends its advice to the IPC for informational purposes. **The IPC advises the institute director and sends its advice to the (joint) study PC.** The establishment of and amendments to **the study programme-specific TER** are effected following a proposal from the institute and require the consent of the students' section of the competent IPC **and the (joint) study PC.** (see Sections 10.20 and 7.13 of the WHW.)
4. If the interests of an individual student are prejudiced as a result of interim amendments of the regulations, the student may submit a written application to the Examination Board to protest against the amendment of the rules. The Examination Board examines the student's application and bases its decision on a weighing-up of the interest of the individual student on the one hand and the interest of the quality of the study programme on the other.
5. The institute director adopts the study programme-specific TER before 1 June of the academic year preceding the academic year that starts on 1 September. He ensures the publication of the study programme-specific component of these regulations and any amendments thereto by making them available for inspection with the secretariat of the study programme and placing them on the website.
6. The text of the TER may be adapted if required following changes in the organisation or parts of it, without prejudice to the provisions of paragraph 3.

7. *The official title of these rules is 'General Section of the Teaching and Examination Regulations of Fontys'.*

The official title of the TER of the Bachelor's programme is "Bachelor TER Fontys College of Business Management, Education and Technique / Industrial Engineering and Management 2019-2020, abbreviated "TER BenT/ IEM 2019-2020".

Article 43 Transitional provisions

When a study programme is subject to a substantial overhaul, the following transitional provisions will apply. After the last regular activities of the 'old' programme and the related test or examination have been completed, this test or examination will be held two more times by way of resits. After that, it will be decided which test or examination that is part of the 'new' programme the student must sit to replace the 'old' one. or transitional provisions of the individual study programme.

Article 44 Unforeseen cases

The Examination Board decides in all cases not provided for by the study programme-specific part of the TER, unless the issue is covered by the institute director's competency.

B - Set-up of the study programme and support facilities

1. Set-up, organisation and execution of the study programmes

Information on the set-up, organisation and execution of the study programmes can be found in:

- *the study programme's digital prospectus*
- the Teaching and Examination Regulations (see under A).
-

2. Facilities for students

Information on facilities for students can be found at:

- the institution-specific section of the Fontys Students' Charter (www.fontys.nl/regelingen)
- the website of the Students Facilities Department (<http://www.fontys.nl/studentenvoorzieningen>)
- the website of Fontys Study Abroad
- *the study programme's digital prospectus*
-

3. Study support

Information on study support can be found in:

- the Teaching and Examination Regulations (see under A)
- *the study programme's digital prospectus*
-

C - Internal complaints procedure

Students whose interests are directly affected by acts carried out by a staff member or a student against them, or who have a grievance regarding organisational matters, may lodge a complaint with the Executive Board, as described in Article 47 of the Students' Charter.

For more information about this the Industrial Engineering & Management Department refers to the complaints procedure operated by the Executive Board, as described in Article 47 of Fontys University of Applied Sciences' Students' Charter and to the suggestion box on the department's portal.

Annex 1. Tests and study programme

Chapter 1 Tests

1.1 General remarks

Individual exams are taken in every period. The study programme guidebook of the relevant period states which exams must be taken in the examination period (= period at the end of a study period in which tests are scheduled). The study programme includes a number of measures to facilitate successful completion of these exams.

- Information with regard to the content of the exams can be found in the study programme guidebook of the relevant period.
- Re-examination of an exam takes place immediately after the regular examination period. Final opportunities for a resit of the exams from period 4 and 8 are offered in the week of introduction starting the following study year.
- A **re-examination is offered once** in the **same format**. This means that the content of the exam will be the same. If you do not pass the exam for the second time, you must make sure to verify whether the examination material for the next exam has been changed. You can find this information in the most recent project guidebook. Approach the project coordinator for this. He can give you access to the most recent N@tschool environment
- In order to pass an exam, students must achieve a score of **at least 5.5**.
- If in compiled exams it is determined that a threshold value must be achieved for each item, the fact remains that the total exam score must be **at least 5.5** in order to pass the exam.

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1.2 Course of events during an exam

The student must comply with the following rules when taking an exam:

- The student must place his/her ID visibly on the corner of the table.
- A student pass, proof of registration, OV-card or foreign driver's license are not valid proofs of ID. A copy of a valid ID is not sufficient proof of identification.
- The student must sign an attendance list. After signing the attendance list, he/she is expected to have taken the exam. The supervisor checks the attendance list according to the ID.
- The presence of mobile telephones and/or other smart devices is **not** permitted.
- Students may leave the exam room no sooner than 30 minutes after commencement.
- Students are not allowed to communicate with each other in any way during a written exam.
- Without explicit approval of the supervisor, students are not allowed to share tools, papers, drawing material and the like.
- Toilet visits must be limited as much as possible. In general, the rule is that students who are still taking the exam are not permitted to be outside the testing room simultaneously.
- Students must state the following details on all the sheets of paper that they wish to submit:
 - Name of student
 - Student number
 - Study course for which the exam is being taken
 - Date on which the exam is being taken
- An exam must always be submitted (if necessary, a blank exam with the aforementioned details).
- Immediately after receiving a copy of the exam, the student must check whether he/she received a complete copy. If this is not the case, he/she must report this immediately to the supervisor.

- A student who is found guilty of fraud or of soliciting fraud can be expelled from one or more exams of the study programme for maximum one year. If the test was already assessed, the result will be declared invalid. **Also classified as fraud is the use of aids not explicitly allowed.**

1.3 Notification of results and feedback

The results of the tests are published in Progress no later than 10 working days after the exam. In order to receive feedback on the exam, students are given the opportunity to view the exam after the examination period. Students should make use of the scheduled hours of inspection. The student may, within a period of four working weeks after the date of the assessment request a review of the assessment from the Examination Board. Students may also appeal directly to the Examination Appeals Board within six calendar weeks after the date of the assessment, see also Article 27 of the general section of this TER.

Chapter 2 Extra resits and exemptions

2.1 Extra resits

During the study programme the situation may arise in which a student fails to meet the standards stipulated to permit transfer in his cohort. If a student has passed all the programme components that are offered and/or tested in a given period and still has outstanding programme components that are not offered or tested or in which he is not yet allowed to take part, the study programme is halted.

If a student is unable to do educational activities for more than one teaching period (one quarter) due to just one test not having been passed, he is given the opportunity to resit this test in the next examination period. If the test is not scheduled during this examination period, an opportunity must be created for the student. The student can submit a request for this to the Examination Board.

Extra resits are always scheduled in academic week 9 or 10. The application must be received by the Examination Board no later than in academic week 4 of the period in which the student wishes to take the extra resit.

With regard to meeting the access requirements for entry into study program 13/14, a special resit regulation applies. See also article 14 paragraph 4 of the general part of this TER. A request to qualify for early test opportunities for courses (both exams and tasks) from year 2 that are not regularly offered in the current semester must in week 4 of Q2 resp. Q4 have been received by the Examination Board. A prerequisite for processing this request is that the positive advice from team SLB2 is included. This advice can be obtained after a study advice meeting with team SLB2, SLBteam2@fontys.nl. The student must make an appointment for this interview in week 10 of Q1 resp. Q3. The early test opportunities will be planned in week 9 or 10 of Q2 resp. Q4.

2.2 Exemptions

If a student is of the opinion that he can obtain exemption from a subject on the basis of a previous academic qualification, he must apply to the Examination Board. (see also art. 6 paragraph 2 of the general section of this TER)

Applications to the Examination Board can be sent via the department's portal.
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Chapter 3 Study programme track and intake

New students are admitted during the regular admission period in September, unless a different study programme track is determined during the intake interview. The agreed upon study programme track and other agreements are presented to the Examination Board. They are recorded in the intake form that is included in the student's record.

Please note:

In the listing here below, the limits are the entrance requirements for the different phases of the course of study.

Students are free to decide on the order of minor and internship. They can start with the minor, or start with the internship.

See for information concerning limits in Paragraph 4.2

Study programme regular track September

Programme length: 4 years

Year 1: 1 – 2 – 3 – 4

Year 2: 5/6 – 7/8

Year 3: Internship – Minor

Year 4: 13/14 – Graduation

	sept	nov	feb	apr
	Q1	Q2	Q3	Q4
1	15 ec Project 1	15 ec Project 2	15 ec Project 3	15 ec Project 4
2	D1 30 ec Project 5/6	30 ec Project 7/8		
3	D2 30 ec Internship/Minor	A2 30 ec Minor/Internship		
4	D3 30 ec Project 13/14	D4 30 ec Graduation		

Fig. 1 Studyprogramme regular track September

Admission to assessments:

- A1 project 1,2,3,4 completed
- A2 project 5/6,7/8 completed, internship passed
- A3 entire study programme completed, during graduation session

Limits (D):

- D1 propaedeutic phase passed
- D2 40 EC's passed of 5/6 and 7/8
- D3 Year 2 completed, only 'free credits' and at most one exam or task may still be open, Internship passed, minor completed
- D4 Achieved: minor, A2 and of programme 13/14: Strategic project

Study programma regular track February

Programme length: 4 years

Year 1: X – X – 3 – 4

Year 2: 1 – 2 – 7/8

Year 3: 5/6 – Stage

Year 4: Minor – 13/14

Year 5: Graduation

	sept	nov	feb	apr
	Q1	Q2	Q3	Q4
1			15 ec Project 3	15 ec Project 4
2	15 ec Project 1	15 ec Project 2	A1 30 ec Project 7/8	
3	D1 30 ec Project 5/6	D2 30 ec Internship		
4		30 ec Minor	D3 30 ec Project 13/14	
5	D4 30 ec Graduation	A3		

Study programme regular track February

Admission to assessments:

- A1 project 3,4,1,2 completed
- A2 project 7/8, 5/6 completed, internship passed
- A3 entire study programme completed, during graduation session

Limits (D):

- D1 propaedeutic phase passed
- D2 40 EC's passed of 7/8 and 5/6
- D3 Year 2 completed, only 'free credits' and at most one exam or task may still be open, Internship passed, minor completed
- D4 Achieved: minor, A2 and of programme 13/14: Strategic project

Chapter 4 Transitional standards

4.1.1 Transitional standards of propaedeutic year for the study programme regular track start September

Within the study Industrial Engineering and Management you are required to complete your first year requirements within 1 year (60 EC). The annual programme of the propaedeutic phase consists of 4 projects: Study Project Technique, Study Project Organization, Study Project Economy and Study Project Manpower. Each project has 3 study units:

Work	Group/Individual	EC
Project work	Group	5,0
Assignments	Individual	4,0
Exams	Individual	6,0
		15,0 (total per project)

At the end of the first year, the requirements for the first year certificate must be completed to be able to continue your course of study. You need to therefore obtain $4 \times 15 = 60$ ECs. To earn these ECs you will have a maximum of two chances: the first chance and the repeat attempt, the resit.

When all results of Period 4 are known, the following situations might occur:

1. You obtained all 60 ECs. You will receive your propaedeutic diploma and you are promoted to Year 2.
2. You have earned a minimum of 54 ECs and you can successfully appeal to the compensation arrangement (see below). You will receive your propaedeutic diploma and you are promoted to Year 2.
3. A possibility exists for a third attempt to complete a task or exam. For this you need to have passed all 4 projects by the end of Period 4, and to have earned a minimum of 54 ECs. In this case you are offered one chance per task or exam to complete a resit, in order to earn the last 6 ECs;
4. At the end of Period 4 you passed three out of the four projects, and earned a minimum of 49 ECs. In spite of the opportunity for a repair, you have not completed one project with your project group with a sufficient grade. You then are eligible to take an individual third chance by the end of the first year study programme to repair the project;
5. During the study year there are personal circumstances which have hindered the progress you have made. In this case, you are eligible for Article 32 paragraph 3 of the general part of this TER. Please be aware that said personal circumstances must be reported to your personal mentor as soon as they occur.

If none of these situations occur, you cannot continue your study Industrial Engineering and Management. You will receive a binding negative study advice according to Article 32 paragraph 4 of the general part of this TER.

Extra chances

Extra chances are scheduled on the Thursday or Friday of the last week of vacation and in the week of introduction for the following year of study. Please be aware of this scheduling when making plans for vacation.

The compensation arrangement

All in all, you may compensate a maximum of two elements (tasks or exams only) for which a ranking of 5 or higher has been achieved, with two elements (tasks or exams only) for which a ranking of 7 or higher has been achieved. An exemption is not a ranking. A task may be compensated only with a task, and an exam only with an exam. The compensation arrangement is only applicable when the entire first year has been completed. The compensated ranking will be displayed in the results overview on Progress with the code 'VR'.

4.1.2 Transitional standards of propaedeutic year for the study programme regular track start February

The principles for the propaedeutic phase of this study programme are the same as those that apply to the programme that starts in September. However, the operationalization is somewhat different, because the propaedeutic year of this programme ends on January 31 and not on August 31.

Within the study Industrial Engineering and Management you are required to complete your first year requirements within 1 year (60 EC). The annual programme of the propaedeutic phase consists of 4 projects: Study Project Economy, Study Project Manpower, Study Project Technique and Study Project Organization. Each project has 3 study units:

Work	Group/Individual	EC
Project work	Group	5,0
Assignments	Individual	4,0
Exams	Individual	6,0
		15,0 (total per project)

At the end of the first year, the requirements for the first year certificate must be completed to be able to continue your course of study. You need to therefore obtain $4 \times 15 = 60$ ECs. To earn these ECs you will have a maximum of two chances: the first chance and the repeat attempt, the resit.

When all results of the four Study Projects are known (usually in the first week of February) the following situations might occur:

1. You obtained all 60 ECs. You will receive your propaedeutic diploma and you are promoted to Year 2.
2. You have earned a minimum of 54 ECs and you can successfully appeal to the compensation arrangement (see below). You will receive your propaedeutic diploma and you are promoted to Year 2.
3. A possibility exists for a third attempt to complete a task or exam. For this you need to have passed all four projects by the end of Q2, and to have earned a minimum of 54 ECs. In this case you are offered one chance per task or exam, in order to earn the last 6 ECs;
4. You obtained 50 ECs* or more. The compensation arrangement will not be applied, you have not passed the propaedeutic phase yet, but you are allowed to continue your studies in Year 2;
5. At the end of Q2 you passed three out of the four projects, and earned a minimum of 45 ECs*. In spite of the opportunity for a repair, you have not completed one project with your project group with a sufficient grade. You then are eligible to take an individual third chance to repair the project. The compensation arrangement will not be applied, you have not passed the propaedeutic phase yet, but you are allowed to continue your studies in Year 2;
6. During the study year there are personal circumstances which have hindered the progress you have made. In this case, you are eligible for Article 32 paragraph 3 of the general part of this TER. Please be aware that said personal circumstances must be reported to your personal mentor as soon as they occur.

If none of these situations occur, you cannot continue your study Industrial Engineering and Management. You will receive a binding negative study advice according to Article 32 paragraph 4 of the general part of this TER.

The compensation arrangement

All in all, you may compensate a maximum of two elements (tasks or exams only) for which a ranking of 5 or higher has been achieved, with two elements (tasks or exams only) for which a ranking of 7 or higher has been achieved. An exemption is not a ranking. A task may be compensated only with a task, and an exam only with an exam. The compensation arrangement is only applicable when the entire first year has been completed. The compensated ranking will be displayed in the results overview on Progress with the code 'VR'.

* This standard is used because the students of the February flow in the first week of February have not yet been able to use the resit opportunities for exams/tasks from Study Project 2.

4.2 Access requirements in programme following foundation year

On three distinct points in the programme, the study Industrial Engineering makes use of a limit in the form of access requirements. This means that you may not begin with the relevant instruction period if you have not complied with the norm. These three are:

- D2: Start internship: Propaedeutic phase passed, minimal 40 EC's obtained in Year 2, projects Year 2 passed
- D3: Start study programme 13/14:
 - Year 2 completed, only 'Free credits' may still be open and, at most, one exam or task may still be open
 - Minor completed
 - Internship achieved, assessment 2 may still be open

Note: a special resit arrangement may apply if you foresee that you will not meet these access requirements. See section 2.1 of this Appendix and article 14 paragraph 4 of the general part of this TER.

- D4: Start graduation requirements: Assessment 2 passed and from study programme 13/14 achieved: Strategic project & preparation graduation

The coordinator of the relevant instruction period checks to ensure that a student complies with the admission standard.

4.3 Assessments

Within the Industrial Engineering program, the student must pass three so-called assessments. An assessment can consist of the following parts:

1. Portfolio assessment
2. Performance assessment
3. Interview (assessors interview the student)
4. Advice given to the student and to the Exam Board.

Assessment 1 takes place at the end of the first year (includes Periods 1 – 4).

Assessment 2 takes place during periods 11, 12, 13 or 14. It includes the periods 5/6, 7/8 and the internship for all study routes.

Assessment 3 takes place at the same time as the presentation and the defence of the graduation research. Condition of admission to this assessment is: minor achieved and entire studyprogramme completed.

Assessment 1 takes place twice each year. The other assessments four times each year.

Students need only register for Assessment 2. Conditions of admission to this assessment are:

- Year 2 completed
- Internship passed.

Information regarding the contents of the assessments can be found on n@tschool.

Annex 2. Description Minor OPEX 2019-2020

1. Name minor: OPEX

2. Full English Name: Operational Excellence

3. Content Minor

The OPEX Minor enlarges the knowledge and skills of students Industrial Engineering and Management in the area of Operational Excellence. Nowadays many companies and organisations are trying to incorporate the basic ideas of Operational Excellence in their way of operating. Sometimes these approaches are called Operational Excellence, sometimes they are introduced as Lean Manufacturing, Quick Response Manufacturing (QRM) or Agile Manufacturing.

The minor focuses on the following three aspects of performance in operational processes:

- delivery performance;
- quality performance;
- efficiency in use of resources.

Concepts like Just-In-Time, Zero Defects and Waste-Less Production are central issues. On top of that, Operational Excellence also emphasises the concept of continuous improvement on all three aspects, including the crucial approach of change management.

The minor challenges the students on all aspects of Operational Excellence. A thorough analysis of lead times, process and product quality, use of resources, and the crucial impact of human behaviour and management approaches are the basis of these challenges. The main goal of the minor is to clarify for students what tools and methods are applicable in which circumstances and level of development. Also some already introduced tools and methods are studied in more depth. In the end, students are challenged to explore and use their talents to assist organisations in improving their journey towards Operational Excellence.

To summarize:

The minor Operational Excellence (OPEX) focusses on tools and methods to be used in a programme for continuous improvement towards Just-In-Time, Zero Defects and Waste-Less processes. Tools and methods used in approaches like Lean Manufacturing, 6Sigma, QRM, TPM, and Agile Manufacturing are studied in depth and their interrelation and applicability are discussed. On top of that, an emphasis is put on the crucial impact of a programme of continuous improvement and the required management and strategic support. The minor challenges students to explore and use their talents to assist organisations in improving their journey towards Operational Excellence.

4. Overview Minor Components (art.16 General Part OER)

The minor consists of 6 components called 'Challenges'. Some of these challenges are connected to Development Lines to help in the preparations. These Development Lines have activities throughout the minor; challenges are concentrated in blocks of 2 to 4 weeks. Most challenges are based on group work; some are done individually. The themes for the challenges are "logistics", "quality", "usage of resources", and "real life - organisational change and improvement", "OPEX-research" and "Talent Discovery".

All components are supported by side-activities as workshops, tutor-sessions, excursions and/or games.

5. Admission and Enrolment Minor

The minor is open for all students Technische Bedrijfskunde, Industrial Engineering and Management, and Bedrijfsmanagement MKB (or similar programmes). The minor is running full time during a semester, and is started twice a year (in September and in February). The maximum number of students participating is 32 (due to the way the minor is set-up). Enrolment is done based on FCFS-base, assuming the student is officially allowed to start with the minor (as indicated by the OER valid for the major of the student) and clearly understands what is required (to be checked during an intake). Priority is given to Fontys-students.

6. and 7. Examination Minor (art.18 and 22 General Part OER) and **Minor Grading** (art.19, part 3, General Part OER)

<i>Frequency</i>	<i>Type of Examination</i>	<i>Individual / Group</i>	<i>Grading Scale</i>
Four group challenges	Assessment based on presentation of proposal.	Group	1-10
Two individual challenges	Assessment based on presentation of product.	Individual	1-10

All grades obtained need to be at least 5.5 in order to pass. When a component gets a “no pass” (< 5.5), a re-sit is needed. Because of the interrelation between the components, all re-sits need to be done within the minor period. Re-sits are done on an individual base; the moment and content of the re-sits are determined based on the reason(s) for the re-sit.

Challenges are graded based on ranking of the groups (assuming a “pass”).

If all components have a “pass”, the average of all grades obtained (equally weighted) is the final grade for the minor (covering 30 EC). See studyguide published on Onedrive.

The criteria used for the assessment of a minor component are published in a component study guide which will be made available at the start of the component considered.

8. Board of Examination (art.38, General Part OER)

Fontys BEnT-Board of Examination, executive chamber Technische Bedrijfskunde

9. Period of Validity

This information is valid for the study year 2019-2020.

10. Prerequisites Minor

To be able to enrol for the minor, the student must:

- be enrolled in one of the following study programmes (or a similar programme):
 - Technische Bedrijfskunde - voltijds (TB);
 - Industrial Engineering and Management (IEM);
 - Bedrijfsmanagement Midden- en Klein Bedrijf (BMKB)
- have obtained the Propaedeutic Diploma from one of these programmes;
- fulfil all general requirements for enrolment according to the OER relevant for the major of the student.

11. Admission

The minor is not open for students not meeting the requirements from 10.

The maximum number of students participating each time the minor starts, is 32.

No other requirements for admission and completing the minor are imposed on the students except for the ones mentioned in this description.

Annex 3. Contents of studyprogramme IE&M

CURRICULUMOVERZICHT: PROJECTEN EN VAKKEN

Curriculum cohort 14-15 (P in een jaar en nieuwe TB13-14);
Curriculumcommissie, G. Punt, (laatste wijziging 30 mei 2017)

tabel : verdeling studiepunten in curriculum hoofdstroom VT (pakket 48B113; 48B214 en 48B313)

	18 Business assignment 1,5 area int business 1,5 area strategy 1,5 area supply chain mgt 1,5 area technology/ eng. 2 theme integration 1 game: The fresh connection	1 personal development 2 prep final assign		Totaal ECTS Project 113 Vakken etc. 97 Overig (minor) 30
Jr 4	International Business <i>Research skills</i>(lessen waarvan <i>Reporting skills</i> studiepunten en <i>Business english</i> beoordeling in project zijn opgenomen)		Afstuderen 30 ects <i>Reporting skills</i>	
Jr 3	29 Stage project 1 Indiv. Competentie 30SP Stage		30 minor Minor	
Jr 2	8 Project 1 Indiv. Competentie 2 Analyse bedr. Proc. 1 Bedr. Info syst 1 Communicatie 1 Engels 2 Mgt game 1 Recht Verbeteren Bedrijfsproces <i>Project mgt</i> <i>Ond plan</i> <i>Acquisitietraining</i>	2 Bedr. Economie 2 M&O 3 OML1 1 Inkoopmgt 1 Natuurkunde-wisk. 3 OML2 1 Vrij studiepunt	8 Project real de klantw. 1 Indiv. Competentie 2 Economie 2 Bedr. Info syst. 1 Communicatie 1 Duurzaam ondern. 1 Engels Realiseer de Klantwens <i>enquete workshop</i> <i>Acquisitietraining</i>	1 HRM 1 Recht 2 B2B Marketing 3 Meth & tech van ond 3 Strat & Change 3 Statistiek 1 Vrij studiepunt <i>algemene economie</i>
Jr 1	5 Proj. app/cultdche 2 Bedrijfseconomie 1 0,5 Bedrijfsbezoek 1 1,5 M&O 1 2 Productietechn 1 0,5 Competentiedoc 1 Natuurkunde 1 1 Statistiek 1 0,5 Tekentechniek 1 1 Werkplsttechnk 1 Techniek <i>Creativiteit</i> <i>QFD prod ontw.</i> <i>Logistiek</i> <i>Communicatie</i> <i>psychologie</i>	5 Project bakjesfab 2 ASP2 0,5 Bedrijfsbezoek 2 1,5 Kwaliteit2 2 Wiskunde/statistiek 2 1 Bedrijfseconomie2 0,5 Competentiedoc2 0,5 Engels2 1 Natuurkunde2 1 Sociologie/ psych2 Organisatie <i>Ind. Eng</i> <i>Communicatie</i> <i>(deficiency Ned)</i>	5 Project fietsenfab 2 Bedrijfseconomie3 0,5 Bedrijfsbezoek3 1,5 MVO3 2 Wiskunde./statistiek3 0,5 Competentiedoc3 0,5 Engels 3 1 M&O3 1 Natuurkunde3 1 Onderzksvaardighdn3 Economie <i>Communicatie</i> <i>ARBO</i> <i>Marketing</i> <i>Techn innovatie</i>	5 Project Change Agent 0,5 Bedrijfsbezoek4 1,5 Cultuur&diagnose4 2 M&O4 2 Wiskunde/statistiek4 1 Bedrijfseconomie4 0,5 Assessment 0,5 Engels4 1 Natuurkund4 1 Verandertrajecten &IT4 Mens <i>Business creativity</i> <i>Communicatie</i> <i>Onderz vaardighdn</i> <i>Cultuur bij IEM</i>

Codes of the unities of study	Titles of the unities of study	Gedefinieerde studielast in ECTS.
Code	Title	EC
4848E113	Curriculum 48E113: IE&M Year 1	60,00
__ 4848E113	Y1Q1 Programme / Technology	15,00
___ 4848E113	subgroep 48E113	
_____ 481E1CUL	Culture Immersion	1,00
_____ 481E1IND	Tests 1st quarter	6,00
_____ 481E1BE	Business Economics 1	2,00
_____ 481E1BEZ	Company Visit 1	0,50
_____ 481E1MO	Management and organization 1	1,50
_____ 481E1PRO	Production Technology 1	2,00
_____ 481E1KOF	The device	4,00
_____ 481E1TAAK	Tasks 1st quarter	4,00
_____ 481E1COM	Competence Document 1	0,50
_____ 481E1NAT1	Physics 1	1,00
_____ 481E1STA	Statistics 1	1,00
_____ 481E1TEK	Engineering Drawing	0,50
_____ 481E1WER	Workshop Technology	1,00
__ 4848E123	Y1Q2 Programme / Organization	15,00
___ 4848E123	subgroep 48E123	
_____ 481E2BAK	Tray Factory	5,00
_____ 481E2IND	Tests 2nd quarter	6,00
_____ 481E2ASP	ASP 2	2,00
_____ 481E2BEZ	Company Visit 2	0,50
_____ 481E2KWA	Quality 2	1,50
_____ 481E2WIS	Maths / Stat 2	2,00
_____ 481E2TAAK	Tasks 2nd quarter	4,00
_____ 481E2BE	Business Economics 2	1,00
_____ 481E2COM	Competence Document 2	0,50
_____ 481E2ENG	English 2	0,50
_____ 481E2NAT	Physics 2	1,00
_____ 481E2SOC	Sociology / Psychology	1,00
__ 4848E133	Y1Q3 Programme / Economy	15,00
___ 4848E133	subgroep 48E133	
_____ 481E3FIE	Bicycle Factory	5,00
_____ 481E3IND	Tests 3d quarter	6,00
_____ 481E3BE	Business Economics 3	2,00
_____ 481E3BEZ	Company Visit 3	0,50
_____ 481E3MVO	Corporate Social Responsibility	1,50
_____ 481E3WIS	Maths / Stat 3	2,00
_____ 481E3TAAK	Tasks 3d quarter	4,00
_____ 481E3COM	Competence Document 3	0,50
_____ 481E3ENG	English 3	0,50
_____ 481E3MO	Management and organization 3	1,00
_____ 481E3NAT	Physics 3	1,00
_____ 481E3OND	Research Skills	1,00
__ 4848E143	Y1Q4 Programme / Manpower	15,00
___ 4848E143	subgroep 48E143	
_____ 481E4CHA	Change Agent	5,00
_____ 481E4IND	Tests 4th quarter	6,00
_____ 481E4BEZ	Company Visit 4	0,50

_____481E4CUL	Culture and Diagnose	1,50
_____481E4MO	Management and organization 4	2,00
_____481E4WIS	Maths / Stat 4	2,00
_____481E4TAAK	Tasks 4th quarter	4,00
_____481E4BE	Business Economics 4	1,00
_____481E4COM	Assessment	0,50
_____481E4ENG	English 4	0,50
_____481E4NAT	Physics 4	1,00
_____481E4VER	Change & IT	1,00

Code van het onderdeel.	Titel van het onderdeel.	Gedefinieerde studielast in ECTS.
Code	Title	EC
4848E214	Curriculum 48E214: IE&M Year 2	60,00
__48482E1	Company assignment 'Improve a company process'	9,00
_____48482E1	subgroup 482E1	
_____482E56CPB	Individual Competences	1,00
_____482E56VB	Project Improve A Company Process	8,00
__48482E2	Task 'Improve a company process'	8,00
_____48482E2	subgroup 482E2	
_____482E56ABP	Analysing company processes	2,00
_____482E56BIS	Business information systems	1,00
_____482E56COM	Communication	1,00
_____482E56ENG	English	1,00
_____482E56MNGG	Managementgame	2,00
_____482E56RECH	Law	1,00
__48482E3	Test period 5	7,00
_____48482E3	subgroup 482E3	
_____482E56BE	Business Economics	2,00
_____482E56M&O	Management & Organization	2,00
_____482E56OML1	Operations Management & Logistics 1	3,00
__48482E4	Test period 6	5,00
_____48482E4	subgroup 482E4	
_____482E56INKM	Purchasing Management	1,00
_____482E56NAT	Physics	1,00
_____482E56OML2	Operation Management & Logistics 2	3,00
__48482E5	Free credits	1,00
_____48482E5	subgroup 482E5	
_____482E56VS	Free credits (56)	1,00
__48482E6	Company assignment 'The voice of the customer'	9,00
_____48482E6	subgroup 482E6	
_____482E78CPB	Individual competences	1,00
_____482E78RD	Project The Voice Of The Customer	8,00
__48482E7	Task 'The voice of the customer'	9,00
_____48482E7	subgroup 482E7	
_____482E78BE	Economics	2,00
_____482E78BIS	Business Information Systems	2,00
_____482E78COM	Communication	1,00
_____482E78DO	Corporate Social Responsibility	1,00
_____482E78ENG	English	1,00
_____482E78HRM	HRM	1,00
_____482E78RECH	Law	1,00
__48482E8	Test period 7	5,00

___48482E8	subgroup 482E8	
___482E78B2B	B2B Marketing	2,00
___482E78M&T	Methods & Technics	3,00
___48482E9	Test period 8	6,00
___48482E9	subgroup 482E9	
___482E78SC	Strategy & Change	3,00
___482E78STAT	Statistics	3,00
___48482E91	Free credits	1,00
___48482E91	subgroup 482E91	
___482E78VS	Free credits (78)	1,00

Code van het onderdeel.	Titel van het onderdeel.	Gedefinieerde studielast in ECTS.
Code	Title	EC
4848E316	Curriculum 48E316: IE&M Year 3	60,00
___4848E316	Curriculum 48E316: IE&M Y3, study year 3	60,00
___4848E310	subgroep 48E310	
___483E01STG	Internship	29,00
___483E01MIN	Minor	30,00
___4848E320	subgroep 48E320	
___483E02PRT	Assessment	1,00

Code van het onderdeel.	Titel van het onderdeel.	Gedefinieerde studielast in ECTS.
Code	Title	EC
4848BE417	TB/IE&M jaar 4	60,00
___484BE4FREC	The Fresh Connection	1,00
___484BE4KNOA	Knowledge areas	6,00
___484BE4SUCM	Supply chain management	1,50
___484BE4INTB	International Business	1,50
___484BE4TECE	Technology & engineering	1,50
___484BE4STRA	Strategy	1,50
___484BE4THEI	Theme integration	2,00
___484BE4STPR	Strategic project	18,00
___484BE4PRFR	Preparation Graduation	2,00
___484BE4PERD	Personal Development	1,00
___484BE4BADR	Graduation Research	30,00

Annex 4. Competence profile IE&M

The profile of the IE&M programme in Eindhoven³

This section outlines the complete competence profile. It consists of eight competences. For each competence, the relevant work activities of an industrial engineer are given. In addition, a number of accompanying behaviour characteristics are given for each competence. These more specifically define the activities associated with a particular competence.

1. Analysis

The analysis of an industrial engineering question/issue comprises the identification of the problem or customer need, the consideration/balancing of possible design strategies / proposed solutions and the unambiguous charting out of the requirements / objectives / parameters. Structuring data, i.e. organising, modelling and applying a systems approach, is an element of analysis. Abstraction, i.e. making connections, integrating previous insights and distinguishing between primary and secondary issues, is also part of this. Finally, it is important that a helicopter view be continuously maintained. Parameters relating to (commercial) economics & commerce, man & society, health, safety, environment & sustainability, etc. are also considered.

The industrial engineer demonstrates this competence according to the following behaviour characteristics:

- a. selection of relevant aspects in respect of the question/issue
- b. indication of the possible influence on commercial, social and specialist subject-related aspects
- c. formulating a clear problem outline, objective and assignment according to the wishes of the client
- d. drawing up a schedule of (technical and non-technical) requirements and laying down those requirements
- e. modelling an existing product, process or service.

2. Design

Implementing an industrial engineering design and in that process being able to collaborate with engineers and non-engineers. The design to be realised may be for an organisation, a process or a method, and may consist of more than simply the technical design, whereby the industrial engineer has a sense of the impact of his design on the social environment, health, safety, the environment, sustainability (e.g. cradle-to-cradle) and commercial considerations. In drawing up his design, the industrial engineer makes use of his knowledge of design methods, and is able to successfully apply that knowledge. The design to be realised is based on the schedule of requirements and forms a complete and correct implementation of all requirements imposed.

The industrial engineer demonstrates this competence according to the following behaviour characteristics:

- a. the ability to elaborate and select a concept solution on the basis of the requirements imposed
- b. producing detailed designs according to the selected concept solution
- c. the ability to take account of the manufacturability and testability of the design
- d. verifying the design according to the schedule of requirements
- e. selecting the correct design tools
- f. drawing up the documentation for the product, service or process

³ This profile is based on the national profile *Bachelor of Engineering, een competentiegericht profielbeschrijving, Domein HBOEngineering* (Bachelor of Engineering, a competence-based profile description, Domain higher professional education - Engineering), November 2012.

3. Realisation

The realisation and handover of a product or service or the implementation of a process that fulfils the requirements imposed (or preparing an implementation plan). The industrial engineer is also capable of overseeing the (often non-technical) consequences of his work (i.e. the changes), for example in respect of culture and ethics, the social environment and sustainability.

The industrial engineer demonstrates this competence according to the following behaviour characteristics:

- a. making suitable use of materials, processes, norms and standards
- b. coordinated implementation of partial solutions
- c. verifying and validating the product, service or process in respect of the requirements imposed
- d. documenting the realisation process
- d. ensuring that a product, service or process operates ideally, taking account of aspects relating to safety, the environment, and technical and economic lifetime (i.e. MOTE).

4. Control

The industrial engineer demonstrates this competence according to the following behaviour characteristics:

- a. delivering a contribution to control systems and/or maintenance plans, both corrective (monitoring, identifying and optimising) and preventive (anticipating)
- b. the ability to assess the performance of a product, service or process according to quality criteria
- c. the ability to provide feedback in response to changing circumstances and/or performance of a product, service or process

5. Management

The industrial engineer directs and orders organisation processes and the related staff with a view to achieving the objectives of the organisation component of the project of which he is in charge.

The industrial engineer demonstrates this competence according to the following behaviour characteristics:

- a. organising a (sub)project: quantifying time and money, assessing and quantifying risks, drawing up project documentation and organising resources (human and material)
- b. monitoring and readjusting activities in terms of time, money, quality, information and organization
- c. task- and process-oriented communication
- d. supervising employees, encouraging cooperation and the ability to delegate
- e. communication and cooperation with others in a multicultural, international and/or multidisciplinary environment, and fulfilling the requirements imposed by participation in a labour organization.

6. Advice

The industrial engineer offers well-argued advice on the design, improvement or application of products, processes and methods.

The industrial engineer demonstrates this competence according to the following behaviour characteristics:

- a. empathy with the position of the (internal or external) customer
- b. clarifying the needs of the client
- c. the ability to underpin advice with argument, and duly convince the client
- d. adequately maintaining relationships with clients

7. Research

The ability to conduct a structured search for (theoretical) concepts and models in the literature. The definition and execution of measurements and collection of data in support of a concept or model. The optimisation within given constraints (e.g. working with a simulation model). The industrial engineer demonstrates this competence according to the following behaviour characteristics:

- a. collect data in a structured manner
- b. independently selecting (scientific) literature and own / other information sources for acquiring further in-depth knowledge of the question, thereby demonstrating the ability to validate the reliability of the various information sources
- c. summarising and structuring the results in relation to the study question (or sub-question)
- d. reporting on the results according to the standards applicable in the professional field
- e. on the basis of the results obtained, critically analysing the selected approach and issuing recommendations for follow-up study

8. Professionalisation

Acquiring and maintaining the skills needed to be able to effectively implement the industrial engineering competences. These skills can also be applicable in a broader context. This includes maintaining an international orientation and the ability to place the latest developments, for example in relation to social standards, values and ethical dilemmas.

The industrial engineer demonstrates this competence according to the following behaviour characteristics:

- a. independently defining and executing a learning target and learning strategy, and feeding the result back to the learning target
- b. adopting a flexible approach in a range of professional situations
- c. when faced with professional and ethical dilemmas, making sound considerations and taking a decision, taking account of accepted standards and values
- d. the ability to offer and receive constructive feedback in respect of both behaviour and content
- e. the ability to reflect on own actions, thoughts and outcomes
- f. the ability to use a range of forms of and tools for communication in order to be able to effectively communicate in Dutch and English.