

Procedure regarding the Fontys Teaching & Examination Regulations

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Information for members of an IPC or a DPC

In this publication, information has been included for IPC and DPC members regarding the Teaching & Examination Regulations, or 'TER' and how the procedure regarding the recommendations and approvals associated with the TER is put into practice. This information includes details of the procedure regarding decision-making, the timeframes and the approval points.

1. Procedure regarding decision-making for the CPC & IPC's

A TER is a course-specific component of the Student Charter. In fact, in the TER's, the most important rights and obligations of the students are stipulated with regard to the content of the degree programme, the validity periods of examinations, the methods by which examinations must be conducted, exemptions and eligibility requirements, study guidance/supervision, et cetera. At Fontys, we have opted for an annual TER ¹. In other words, each year, a new TER is drafted and it applies to all students following the designated degree programme. At Fontys, we have also opted to work with a specific TER model, which is utilised as a standard for all course programmes conducted within Fontys. Herein, the course-specific components are detailed per degree programme.

Each year, the Executive Board presents the amendment proposals relating to the general section of the TER to the CPC. Such update proposals relate to the following:

- Applicable legislation, regulations and case law
- Other regulations within and outside Fontys that (may) relate to the TER
- Readily available documents within Fontys wherein components or details of the general section of the TER can be found or are thereby connected
- The analyses and findings of degree programme TER's pertaining to previous years

With regard to these amendment proposals, the Student Faction (SF) of the CPC has the right of approval and the Personnel Faction (PF) of the CPC has the right to advise.

The SF of the CPC can also submit amendment proposals to the Executive Board. Thereby, the schedule of the Legal Affairs Department, or 'LA' must be taken into account. For further information, please refer to the 'timeframe' below.

Each year, the Institute Director presents the amendment proposals relating to the course-specific section of the TER to the IPC. Once again, the SF (of the IPC) has the right of approval and the PF (of the IPC) has the right to advise. For the educational content section, the DPC provides the IPC with

¹ Some institutes still work with a cohort TER, whereby the TER is determined for the new cohort of students. The TER will then remain applicable for the entire duration of the cohort in question.

advice/recommendations. The text pertaining to the degree programme section of the TER, with any associated appendices relating to the TER, is subsequently presented to the LA for assessment. The findings of the LA are then forwarded to the Director of the institute, together with a request to execute any required amendments to the degree programme TER, based on such findings. Should the request for amendment fail to be complied with, the Director must provide details of his/her substantiated reasons for not having done so. Partially on the basis hereof and on the basis of the mandate awarded to the LA by the Executive Board, the LA will either not, or will partially issue approval on behalf of the Executive Board.

If, due to particular circumstances, the text is forwarded to the LA prior to the SF of the IPC having issued its approval, a specific note stating that approval from the SF is still required must be attached to the text to be forwarded.

2. TER timeframe

December / January:	Delivery of the TER to the CPC
January / February:	Approval by the SF of the CPC
Mid February:	Delivery of the TER to the institute by the LA
Mid April:	Final date for delivery of the initial version of the TER to the LA by the institute
Mid May:	Final date for the reactions of the LA to the TER's delivered in March/April
Mid May:	Final date for the reactions from the Examination Committee, the Degree Programme Committee and the IPC
1 June:	Final date for determination of the TER by the Director and delivery of the definitive TER to the LA
1 September:	Implementation date of the TER

Please note

In practice, it can occur that the initial version of the TER is firstly forwarded to the LA for checking prior to being forwarded to the DPC and the IPC. As the LA tends to receive several TER's for checking within the same period, it may take some time before the TER will be returned with the associated remarks from the LA. As such, it is recommended that the DPC and the IPC discuss the TER before the remarks have been received from the LA. After all, it is not necessary for the LA to have reviewed the TER in order to conduct such a discussion.

If it should occur that amendments to the TER must be made in accordance with the recommendations of the LA, then it will only be necessary to once again conduct a discussion regarding those amendments in the IPC.

It is important that the TER is distributed in a timely fashion and this is the responsibility of the Department. As the IPC and the DPC, do check that timely distribution has taken place! In the annual schedule, it is advisable to include the fact that in February, the timeframe for the TER must be discussed.

3. Points for which an IPC does/does not have approval rights ²

² For further information, please see the *WHW* Articles included in the Appendix.

Does not have approval rights regarding:

- All points included in the general section
- The content of courses and examinations
- The skills (competencies) that students must acquire
- The structure of practical exercises (internships)
- The study load pertaining to education units
- Other rules pertaining to study recommendations

Does have approval rights regarding the following points relating to the course-specific component:

- The number and sequence of examinations
- The timeslots and possibilities to conduct examinations per Academic Year
- The validity periods of examinations
- The manner in which examinations may be taken
- Examination facilities for disabled individuals
- The term in which the results must be disseminated
- The manner in which access for inspection is arranged
- Entrance standards
- Monitoring study progress
- Study guidance/supervision

Summarised:

- Content – no right of approval
- Procedures – the right of approval

The IPC has the right to advise with regard to all subjects included in the TER.

4. Other attention points

Coordination between the IPC & the DPC

- DPC: provides the IPC and the Director with advice regarding the TER, (primarily) in relation to matters regarding educational content
- IPC: has the right of approval in relation to procedural matters only and the right to advise in relation to other matters

Attention points

- Is the text clear and readable for students?
- Is the regulation 'executable' for the Course Department(s)?
- Has there been any deviation from the general section?
- Is the information that has been referred to available to students?
- Have all references been correctly denoted?

Tips

- Coordination of the timeframe with the discussion partner
- Approval of the TER is also approval of the Appendices (if applicable)
- Ensure that Appendices are furnished with the relevant date and version number
- Ensure that the TER is furnished with the relevant date and version number (i.e. DPC/IPC communication advancement)
- In addition, check the course specific TER to the standard TER
- In addition, maintain a listing of the amendments/explanations (stemming from the LA)

Appendix

Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek, or 'WHW' (Dutch Higher Education & Research Act), Article 7.13

1. The institution's executive management must establish Teaching & Examination Regulations for each of the course programmes or group of course programmes offered by the institution. The Teaching & Examination Regulations must contain adequate and clear information regarding the course programme or group of course programmes.
2. In the Teaching & Examination Regulations, notwithstanding the further relevant provisions stipulated in this Act, the applicable procedures, rights and obligations must be stipulated in relation to the education and the examinations per course programme or group of course programmes. Thereby, at least the following must be included:
 - a. The content of the course programme and the associated examinations.
 - b. The content of the graduation specialisations within the course programme.
 - c. The qualities in the areas of knowledge, insight and skills that a student should have acquired upon completion of the course programme.
 - d. Where required, the structure of practical exercises.
 - e. The study load associated with the course programme and with each of the thereby component education units.
 - f. The further regulations, as stipulated in the Articles 7.8b, sixth Clause and 7.9, fifth Clause.
 - g. In respect to which Master Degree programmes applicability is given to Article 7.4a, eighth Clause.
 - h. The number and the sequence of the examinations as well as the times at which these can be taken.
 - i. The full-time, part-time, or dual structure of the course programme.
 - j. Where required, the sequence in which, the periods during which and the number of times per Academic Year that the opportunity is provided to take tests and examinations.
 - k. Where required, the validity period of examinations that have been taken with successful results, notwithstanding the authority of the Examination Committee to extend that validity period.
 - l. Whether the examinations will be taken orally, in writing, or in another manner, notwithstanding the authority of the Examination Committee to determine otherwise in exceptional circumstances.
 - m. The manner in which students with a disability or a chronic illness will be provided with the reasonable opportunity to take examinations.
 - n. The public nature of examinations that are to be taken orally, notwithstanding the authority of the Examination Committee to determine otherwise in exceptional circumstances.
 - o. The term within which the results of an examination will be made available as well as whether it is possible to deviate from this term and by which manner.
 - p. The manner in which and the term within which an individual who has taken a written examination may inspect his/her work after it has been assessed.

- q. The manner in which and the term during which acquaintance may be made with questions and assignments, posed or provided in the context of a written examination that has been taken and with the standards according to which the assessment took place.
 - r. The grounds upon which the Examination Committee may exempt an individual from taking one or more examinations, based upon previous tests or examinations that have been taken successfully in Higher Education and/or based upon the knowledge and/or skills acquired outside the realms of Higher Education.
 - s. Where required, that having taken examinations with successful results will be a prerequisite for eligibility to take other examinations.
 - t. Where required, the obligation to participate in practical exercises with a view to eligibility to take the associated examination, notwithstanding the authority of the Examination Committee to issue an exemption from such obligation, with or without the need to impose alternative requirements.
 - u. The monitoring of study progress and the individual study guidance/supervision.
 - v. If applicable: the manner in which the selection of students will take place for a special trajectory within a course programme, as stipulated in Article 7.9b.
3. In the Teaching & Examination Regulations, details must be provided of how an individual can effect his/her right to pursue further education in Higher Professional Education after his/her Bachelor Degree programme, as stipulated in Article 7.8a, fifth Clause and thereby, which conditions he/she must satisfy.

Article 7.8b: Study recommendation in the Propaedeutic Phase

6. For the implementation of the above-mentioned Clauses, the institution's executive management shall determine further regulations. In all cases, such regulations shall relate to the study results and the facilities, as stipulated in the third Clause, as well as the term, as stipulated in the fourth Clause.

Article 7.9: Reference in the Propaedeutic Phase

5. For the implementation of this Article, the institution's executive management shall determine further regulations. In all cases, such regulations shall relate to the differences in graduation specialisations, as stipulated in the first Clause, to the study results, as stipulated in the third Clause and to the correspondence of the programme components and the graduation specialisations associated with the course programme, as stipulated in the fourth Clause.

Article 7.4a: Study load of course programmes in Academic Higher Education

8. The institution's executive management may determine that a course programme, as stipulated in the second Clause, may have a higher study load than 60 Credits.

WHW, Article 10.20

The institution's executive management must secure advance approval from the participation council for every decision to be made by the executive management in relation to at least the determination of, or amendment to:

- a. The Institution Plan.
- b. The structure of the system of quality assurance corresponding to Article 1.18, first Clause, as well as the chosen strategy in the light of the results of the quality assessment, as stipulated in Article 2.9, second Clause, second complete sentence.
- c. The Student Charter.
- d. The Management Regulations as well as, if Article 10.8a is applicable, the relevant part of the statutes.
- e. The Teaching & Examination Regulations, as stipulated in Article 7.13, with the exception of the subjects included in the second Clause, under Points a. up to and including g.
- f. Rules in the area of the labour conditions.
- g. The policy of the institution's executive management in relation to the application of Article 7.51 and the rules, as stipulated in the fifth Clause of this Article.