

**Study programme section of the Students' Charter  
with the 2020-2021 Teaching and Examination Regulations  
of the Bachelor's programme**

**Marketing Management – Digital Business Concepts**

**Study Programme code: 34402**

**Study Programme type: full-time  
Fontys Academy for Creative Industries Tilburg**

The study programme's section of the Students' Charter was adopted by the institute's director on [29 May 2020](#), after obtaining the IPC's consent on [28 May 2020](#) and the PC consent on [28 May 2020](#).

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 2020-2021 academic year was established by the Executive Board on 10 December 2019, following the consent of the students' section of the CPC, which was given on 16 January 2020.

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## A – Teaching and Examination Regulations

### Section 1 General

#### Article 1 Definitions

AC	Main subject Advanced Course. This is a combination of mandatory and optional educational units in year 4 of the MM DBC programme with a focus on in-depth theoretical knowledge.
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.
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 ECTS credits (EC's).
Education components CROHO	The courses offered to students to help their learning process. 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.
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 Dienst Uitvoering Onderwijs, a government agency charged with implementing education legislation and regulations.
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 HAVO and VWO 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)	Erkenning van eerder Verworven Competenties (Recognition of Prior Learning).
Examination	Assessment administered by the Examination Board to determine whether students have successfully completed the educational components of a study programme or the foundation-year phase. 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 or external expert not employed by the institution who has been designated by the Examination Board to administer examinations and assess the results thereof.
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	Part of the competency examination administered at the student's request when he wishes to terminate his study programme prematurely.
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.
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	He / him is taken here to refer to men, women and individuals who do not identify as either of these options.
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 institute.
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 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 curriculum within a programme, which begins immediately from year 1 or following the foundation year.
Major	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.
Minor	Programme of optional subjects within a Bachelor's programme with a study load of 30 credits that contributes to generic or specific competencies.
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 ( <a href="http://www.fontys.nl/minors">www.fontys.nl/minors</a> ). 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. A study programme aimed at such an occupation will prepare students to meet the relevant requirements ( <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 (NPE, RC, PC).
Professional Scheme	<a href="#">Provision aimed at facilitating students of Fontys ACI who, in addition to their studies, have a professional career in line with the professional perspective of the study programme, to combine these activities with their studies.</a>
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 attendance fee from the profiling fund, now known as the <a href="#">Profiling Fund Scheme</a>
PC	Opleidingscommissie (Programme Committee, PC), a committee established for a particular study programme of an institute referred to in Section 10.3c of the Act (see the <a href="#">Regulations on the Participation Councils and Degree PC's</a> ).
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, insight, skills and / or competencies.
Top-class athletes scheme	Scheme for top-class 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 / institute or the termination of their studies.
Students' Charter	The <a href="#">charter</a> containing the rights and obligations of students, divided into an institution-specific section and a study programme-specific section.
Student entrepreneur scheme	<a href="#">Scheme</a> 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 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 choice of Bachelor's.
Study check	The activity offered by Fontys whereby the prospective student is given advice with respect to his 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 coach	Person who coaches the student in, among others, planning, execution, making choices and study progress.
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 a 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 a 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 a 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 a 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.

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:

#### Old Profile *HAVO* (graduated in 2008 or earlier)

- Culture and Society: admissible
- Economy and Society: admissible
- Nature and Health: admissible with Economics 1
- Nature and Technology: admissible with Economics 1

#### Old Profile *VWO* (graduated in 2009 or earlier)

- Culture and Society: admissible
- Economy and Society: admissible
- Nature and Health: admissible with Economics 1
- Nature and Technology: admissible with Economics 1

#### New Profile *HAVO* (graduated in 2009 or later)

- Culture and Society: admissible with Economics or M&O + Math A or Math B
- Economy and Society: admissible
- Nature and Health: admissible with Economics or M&O
- Nature and Technology: admissible with Economics or M&O

#### New Profile *VWO* (graduated in 2010 or later)

- Culture and Society: admissible with Economics or M&O
- Economy and Society: admissible
- Nature and Health: admissible with Economics or M&O
- Nature and Technology: admissible with Economics or M&O

There are no additional entry requirements for students with a *MBO-4* certificate.

5. There are no additional requirements for enrolment in a Bachelor's programme.
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 still be eligible for exemption after taking an entrance examination (*Section 7.29 of the WHW*.) (Also



see Article 3(5).)

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:

The admission test makes use of the Differential Aptitude Test (DAT). More information about the test can be found at: <https://fontys.edu/Practical-information-24.htm>

The student must score 'average' in all parts of the test compared to the control group, with the exception of the elements practical insight and spatial insight, which may score below average.

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.)
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.

A student who does not meet the required profile or has not followed the correct subjects may be admitted if it has been established before the start of the study programme that he has met requirements that are comparable in terms of content (Articles 7.26 and 7.26a of the WHW).

The requirements to be met by a student are:

- Mathematics and numeracy: final level HAVO
- Economics: final level HAVO

A supplementary examination will be carried out to determine whether the candidate has the necessary knowledge/skills.

The dates on which the tests can be taken can be found at <https://fontys.edu/dbc/>

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.

The following additional activity or activities will also be provided as part of the Study choice check:

The impression that is given by the student during these activities, will partly determine the positioning on the scales as mentioned in Article 2.a5 of the Study Choice Check Rules.

The study choice check for international students as referred to in the Study Choice Advice Rules consists of an (online) contact moment with the academy.

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. International students as referred to in the Study Choice Check Rules will receive further information on the study choice check within 4 weeks following registration.
3. The digital questionnaire can be completed in the period between January 2021 and August 2021.

The study choice activities for international students will take place in the period between [January 2021](#) and [August 2021](#).

4. [The contact moments with the study programmes are planned in the period between March 2021 and August 2021.](#)
5. [The contact moment consists of at least one individual or group interview and preferably of several intake units. Only with international students, and in exceptional cases with Dutch students, may the contact moment consist of telephone contact or a video call. This depends on the individual situation and also on the contacts the prospective student has already had prior to registration. The intake programme can include, among others, a meeting with a teacher from the study programme and / or an economics test.](#)
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 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 in the event of exceptional circumstances as set out in Article 3(3), under a through d of the [Study Choice Check Rules](#).
8. The [Study Choice Check Rules](#) determine the categories of students for whom the study choice advice is not obligatory. The study choice advice is likewise not binding for those groups of students.

### **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*).  
[Command of the Dutch language must be at Nt2, programme II, level](#)  
The certificates for Dutch as a foreign language, Higher Education Language Proficiency Subject Cluster and Academic Language Proficiency Subject Cluster (CNaVT- PTHO and PAT) can be viewed as equivalents, as can the certificates for Dutch as a foreign language, Educational start-skilled and Educational Professional (STRT and EDUP).
2. The institute director may also decide that a student with a foreign diploma may be admitted after the student has demonstrated that he has an adequate command of the Dutch language. (*Section 7.28 of the WHW*.)
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. [The intake coordinator coordinates additional admission tests.](#)
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 students<sup>1</sup> 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.

[For students participating in an English-taught programme, no level of command of the Dutch language is required.](#)

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

## Article 4 Professional activity requirements

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 interview to determine which part of the study programme still has to be completed. No intake interview 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, agreements will be made on the period of time the student will be granted before he 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 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. [The exemption request must be submitted to the Examination Board no later than six week prior to examination of the module.](#)
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.  
A student who has taken part in the Fontys Empower programme and has successfully completed all components of that programme may, on that basis, be granted an exemption for a minor provided the student submits a request to that effect and this possibility has been set out in Article 15(5).

### 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.

## Section 4 Facilities with reference to study career counselling, functional disability, administrative activities, Top-Class athletes scheme, Student entrepreneurship, Professional Scheme

### Article 8 Study career counselling

1. Every student is coached by a study career counsellor. [The academy uses the name of study coach for this function.](#)
2. In consultation with the study career counsellor, the student decides how best to work on his development and how to shape the learning process.

3. The student consults with the study career counsellor on the progress of the learning process.
4. The study career counsellor conducts support and orientation interviews with the student in the foundation year. [Reports \(if desired\) are drawn up of these interviews, copies of which are given to the study coach by the student.](#)
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. [In the Foundation Phase and in the Main Phase of an English-language programme, students for whom English is the second language are given extra time during tests. The same conditions shall apply, with regard to extra time, as above.](#)

#### **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 institution 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 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. A 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.
2. Board memberships can be listed on the diploma supplement. The student must request the listing at least [four weeks](#) prior to [last academic activity](#) via the study programme administration.  
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.  
Likewise, students who have served as members of the Examination Appeals Board may also request that activity to be included on their diploma supplement. The study programme can request confirmation from the secretariat of the Examination Appeals Board (see Article 34).
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 on the basis of his administrative activities and submit a request to his institute for an attendance fee or for a board membership scholarship from the Profiling Fund Board.  
See also Article 14 of the [Participation Regulations on the participation councils and PC'S.](#)

#### **Article 11 Top-Class Athletes scheme**

Students who have been granted a Top-Class Sport or Talent status are entitled to facilities from the Top-Class Athletes 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 requested from [the Fontys ACI Top Sports contact person, as listed on Fontys Connect on \[contact person\]\(#\).](#)  
Advice regarding the continuation of studies may be deferred for students with a Top-

Class status (see Article 32).

#### **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 requested from [the Fontys ACI Student Entrepreneurship contact person, as listed on Fontys Connect on \[contact person\]\(#\)](#).

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

#### **Article 11b Professional Scheme**

Students who, in addition to their studies, have a professional career in line with the professional perspective of the study programme can make use of a Professional Scheme, so that they can combine their study and career. This provision offers the possibility to adjust tests or test schedules, a modified regulation with regards to the attendance requirement for education components, working in groups and for an adapted internship. In order to qualify for the scheme, the student contacts the Professional Scheme contact person as stated on Fontys Connect under Professional Scheme [contact person](#). The contact person determines whether the student is eligible and, together with the student, makes a proposal for extra facilities. The student then submits the proposal to the Examination Board. The Examination board will determine whether the facilities will be granted.

For students with the status 'Professional Scheme', study advice may be deferred (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 the Study Manual that is available on \[Connect\]\(#\)](#)
2. [The study programme has main subjects and the programme MM DBC is a main subject within MM.](#)
3. [The study programme is based on the following principle: public authority and Roman Catholic.](#)
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. 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. [The distribution of credits is listed in Appendix I: Curriculum Framework MM DBC.](#)
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](#) and/or the Fontys Language Policy; the overview of units of study states which teaching and testing is provided in a foreign language.

[Appendix I: Curriculum Framework MM DBC](#) of this TER states which educational units and tests are offered in a foreign language.

#### **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 following minors cannot be taken as they overlap with the major:](#)

- [Entrepreneurship](#)



- Digital Marketing
- Applied Media Technology

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.

The procedure regarding the request of a Minor is done via the study programme administration. Here it is seen to that the request is processed timely and correctly. For permission, the student has to send a mail to [acistudent@fontys.nl](mailto:acistudent@fontys.nl) and includes the Minor agreement and Minor description as attachments. The Examination Board can then offer permission based on the contents. In case the contents are approved, the student receives the signed learning agreement in response.

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. High-achieving students can take a minor on top of the regular study programme of 240 credits. This is subject to the following conditions:

- The student must have completed the Foundation Phase in one year with an average grade of 7 or higher.
- Based on the granted exemption or tailored programme conform Article 7 (1), completion of the programme within four years remains possible.

A minor that has been passed will be mentioned on the diploma supplement.

5. The Fontys Empower reorientation programme is open to students who have hit a roadblock in their studies. The programme has a study load of 30 ECTS credits. The regulations for this reorientation programme can be found on the Pulsed portal: <https://fontys.nl/fontyshelpt/Andere-studie/Empower-TEC-kickstartprogramma.htm>

A student who has taken part in the Fontys Empower programme and has successfully completed all components of that programme may, on that basis, be granted an exemption for a minor, provided the student requests an exemption from the Examination Board of the programme in which they are enrolled, unless that programme does not offer a minor.

6. This paragraph describes the alternative tracks for specific groups of students (including those whose study has incurred delay, long-term students etc.).

#### **Excellent students:**

Excellent students have the opportunity to participate in extra-curricular programmes of excellence. In order to be able to participate, a student must be nominated by the study coach to the supervising lecturer of the excellence programme. The student will be admitted after a selection interview with the supervising lecturer and the student assistant who will lead the excellence programme. The conditions on which the selection is made will explicitly be communicated to the student before the start of the selection interview. A student who, in the opinion of the supervising lecturer, successfully participates in the excellence programme for one year will receive an extra reference along with the certificate.

#### **Long-term students in general:**

Students who have not completed their main phase after three years will be assigned a study progress coordinator. Students who have not obtained their degree after four years will be assigned a graduation coordinator. The progression and graduation coordinators draw up a study plan together with the student and call up the student at least once per semester for a personal evaluation interview about the progress in accordance with the study plan. The progression and graduation coordinators may urgently advise a student, stating their reasons, to terminate the study programme.

#### **Long-term student final paper:**

Students who have not obtained a pass mark for their final paper (research internship, semester 8) after two attempts, will be assigned a final paper supervision group and will work there on an individual, independent research, whether or not as a continuation of the research internship they have completed.

All individual trajectories that deviate from the regular study trajectory are discussed with the study career counsellor (and possibly a dean) and is submitted to the Examination Board. Alternative individual trajectories are determined by the Examination Board.

## Article 16 Education components

- Below is an overview of the education components that are part of the study programme.

Year	Entry requirements	Phase	Components
2	52 ECTS from Foundation Phase	Main Phase	See study manual
3	Foundation Phase passed; 30 ECTS from Main Phase year 2	Main Phase	See study manual
4	Foundation Phase phase passed; 114 ECTS obtained in Main phase; Or admitted to a pre-Master's programme	Graduation phase	Semester 1: Advanced Courses. Semester 2: Graduation
Graduation	All components of the study excl. the final assessment passed.	Graduation phase	Thesis and Graduation Assessment

- 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](http://www.fontys.nl/minors). The regulations governing minors specific to study programmes are included in the appendix minor regulations.
- Any entry requirements a student must meet before participating in an education component are stated in the overview as referred to in paragraph 1.
- 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*).  
The Examination Board grants access to the post-foundation phase if the student has received a positive study advice. The Examination Board can make exceptions on the grounds of personal circumstances and grant (conditional) access to the post-foundation phase to students with a deferred study advice (Article 31 and 32 of this TER).
- Registration for educational components is not required for the Foundation and Main Phase (academic year 2 and 3). Exceptions to this are indicated in the Study Manual or published via Connect. This concerns the following educational activities: internship, minor, study trip, and various excursions. In the graduation phase, students are required to register for the mandatory and optional Advanced Courses and the Graduation Assessment. The method of application and the period of application can be found in the Study Manual and will be announced via e-mail. All information is present in the programme's internship manual on the ACI Connectpage.
- The timetable is announced by way of the timetable app no later than three weeks prior to the start of classes.
- 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-Class 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 Article 11 and 11a).

## Article 16a - Evaluation of teaching

Fontys Academy for Creative Industries has various ways of evaluating the study programmes, applying feedback from employees, the professional field and various boards (i.e. the Test Committee and Examination Board) in order to continuously improve and update the programmes.

Examples of such evaluations are:

- Period evaluations among students
- Evaluation meetings with class representatives

- Discussions with the Board of Advice
- Benchmarks with other (international) programmes
- Test reports
- Sampling and peer reviews of end products.

The results of these evaluations are used to implement improvements and innovations (educational development) and to account for the quality of education to the Nederlands-Vlaamse Accreditatie Organisatie (NVAO – Accreditation Organisation of the Netherlands and Flanders).

The educational teams responsible for the continuous improvement of quality, aim for a proper balance between quality, student satisfaction and legislation. Developing the education and prioritising adjustments happens with the involvement of the Programme Committees. Students and teachers of the Programme Committees advise the programme directors, both at request and on their own accord, on the actions and intended results and thereby execute their role in guaranteeing and improving the quality of the programmes.

## Section 6 Tests, assessment and study progress

### Article 17 Types of tests

1. The study programme has the following test types:

Tests with credits result in the immediate award of credits when passed. 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 (graduation) assessment is a special form of a test with credits.

Tests without credits provide evidence that can be included in the portfolio which can be assessed during a (graduation) assessment.

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 **Appendix I: Curriculum Framework MM DBC 2020-2021**.

Connect also offers a conversion table in which students can see per cohort which of the current exams represent the exams of earlier cohorts.

### 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 the [study manual](#). The study manual can be found on [Connect](#) 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 [Connect](#) no later than [three weeks](#) before the start of the test period in question.

## Article 21 Sitting competency examinations

[There are no competency examinations.](#)

## Article 22 Registration for tests

1. [Registration procedure: students must register for participating for every test via Progress. Registration is mandatory for all tests, both the first one and retakes. Instructions for registering in Progress are available on \[Connect\]\(#\)](#)
2. [Students who have failed to act in accordance with the registration procedure cannot sit the test. In case a student sits a test for which he has not registered, no result is established.](#)
3. [Students may cancel a registration in Progress for a test. Cancellation is possible during the registration period. In case a student does not cancel in time for an exam and/or does not participate, the result is registered in Progress as NA \(Not Attended\). Instructions for cancelling a registration in Progress is available on \[Connect\]\(#\)](#)

## Article 23 Proof of identity during tests

Students must prove their identity at every test by showing a legally 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. [Results of projects, reports and portfolios are announced within 15 working days.](#) The study programme administration 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. [Perusal is subject to the procedure described below.](#)
  - [Review into and response to examinations or assignments takes place in the first following unit at scheduled moments.](#)
  - [Review of internship reports takes place at the request of the student by means of a personal appointment with the assessor.](#)

[Students who wish to have access to the information in accordance with Article 25, paragraph 2, must make use of the planned review moments. A student who does not make use of the scheduled time of review has thus waived the possibility of review.](#)

4. [Feedback is given according to the following procedure:](#)

[Students receive written feedback on all summative test moments in Gradework. Additionally, the student receives verbal or written feedback on the various learning activities at various moments.](#)

5. [The student can check the results overview via Progress throughout the whole year. When necessary, the student can request the study programme administration to provide a printed and stamped grades list with a registered signature, from which rights can be derived. The request should be made via \[acistudent@fontys.nl\]\(mailto:acistudent@fontys.nl\)](#)

## 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 (see Article 38 (3)). 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 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 4 working weeks after the date of the assessment (see Article 38 of these Teaching and Examination Regulations and Article 44 of the Students' Charter). The Examination Board must take a decision within 4 work weeks at a maximum.
2. Students may also appeal directly to the Examination Appeals Board within 6 calendar weeks after the date of the assessment via [www.fontys.nl/studentenloket](http://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 retake components marked with a pass no more than once, and at least once, in which case the highest mark will count. [The procedure for requesting a resit is available on the Connect FAQ page.](#)

[The following applies to the Foundation Phase:](#)

- For all tests (examinations and assignments) in the propaedeutic phase, a maximum of two opportunities applies per student per academic year. Tests are taken after the study period according to the curriculum of the study programme. The resit will be offered in the following test period. Students take part in the regular test and, if necessary, in the resit. In the first year of the programme, non-participation in the regular test is registered as a missed opportunity.
- Tests of test period 4 (June) can be resit in test period 5 (July).

[The following applies to the post-propaedeutic phase:](#)

- A student with a positive study advice may continue to retake assignments from the propaedeutic phase in each examination period concerned; the student may retake an examination at any time that the examination is offered.
  - The student can only retake internship reports, theses, assessments, professional assignments, project assignments and assignments of Advanced Courses in the period in which the module takes place and the subsequent period in which the resit is offered.
  - For Advanced Courses that are offered only once per academic year, there is a maximum of two tests per year. A student who has not passed either tests may take a replacement Advanced Course.
  - Tests of test period 4 (June) will have an opportunity for a resit in test period 5 (August).
  - If a student has passed all parts of the program except for one test (aside from the (assessment) and the test is not offered in the next test period, the student can apply once for an extra opportunity in the next test period via the Examination Board.
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 via [Connect](#).
  3. [If the assessment consists of a full test of the student's level, the student must take the resit for this assessment.](#)

## 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 10 years ago can evidently be shown to be obsolete.  
[The period of validity of successfully completed interim examinations is 10 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

[Students who write a final paper as part of the study programme must submit the paper digitally, as one document, to enable its filing in one or more digital knowledge bank\(s\). On submission of the final paper, students must also attach the signed 'Permission form for the filing and making available of a final paper in a digital knowledge bank'. With this form, students give their permission for the final paper to be entered in the Knowledge bank and for it to be made available to potential users at the university of applied sciences and elsewhere.](#)

[On submission of the digital final paper, the student and / or client and / or organisation offering the internship may indicate their objection to the final paper being entered in the databank.](#)

## Article 31 Study progress

The study programme is responsible for recording the test results in the programme administration.

## Article 32 Advice regarding the continuation of studies

1. During the first year of enrolment in the Foundation Phase of a bachelor study programme and, where possible, prior to the start of the second semester, the student is given advice on his study progress. If the study progress is unsatisfactory, the student will receive a written warning and be told that if the study progress continues to be unsatisfactory, he will receive a binding negative advice regarding the continuation of his studies. A reasonable period within which the student must have improved his 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 has fallen behind, and will be given a period within which to improve his grade point average.

[The student will be given a warning in the following cases:](#)

- [If one or more of the tests and/or assignments have not been passed and there is no possibility of a resit the academic year, and / or more than 4 ECTS of tests / assignments \(or a component from the foundation assessment\) have not been passed that can still be taken.](#)
  - [For a Dutch-speaking student participating in the English-language programme whose study progress is delayed by the English language skills, this warning is accompanied by a recommendation to continue the study in Dutch.](#)
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 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-class 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 [can or will](#) be deferred. A minimum

number of credits these students must earn in order to be eligible for such postponement has been established. Students who are eligible for a Professionals status are also regarded as special circumstance, on the basis of which the delivery of advice regarding the continuation of studies can be deferred.

The practice of running a business of his 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 an assessment, students who have failed to sit the assessment 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 in the following cases:  
When having obtained at least 52 ECTS.

The student will be given a binding negative study advice regarding the continuation of studies in the following cases:  
When having obtained fewer than 52 ECTS.

Students who have been granted a Top-Class Sport or Talent status as referred to in Article 32(3) must have earned at least 50 credits in order to be eligible for postponement of their study advice. Students who have been granted an Entrepreneurship status as referred to in Article 32(3) must have earned at least 50 credits in order to be eligible for postponement of their study advice.

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 for a positive study advice 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 two years/an indefinite period of time.
3. At the student's request, the institute director give 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, 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. Every binding negative study advice regarding the continuation of studies must include a referral, to either another study programme, the student counsellor or the study choice adviser.

## **Section 7 Graduation**

#### **Article 34 Examinations - certificates - diploma supplement**

1. Students have passed the examination of the foundation year or the study programme if they have passed all units of study which form part of the foundation year or the study programme, as referred to in Article 14 (*Section 7.10 of the Act.*).

2. Certificates are given at the following occasions:
  - on passing the foundation year examination;
  - 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 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. This diploma supplement may include mention of a student's board activities (see Article 10). Students who have served as members of the Examination Appeals Board may also request that activity to be included on their diploma supplement.  
 The Examination Board will determine whether a student has passed within a maximum of eight calendar weeks after the student's final academic activity (test or examination).  
 If the student wishes for the certificate to be dated later, the student must postpone the completion of his final academic activity.
5. 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 study programme examination.  
[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. No distinctions are granted with the Foundation certificate. The distinction 'cum laude' is the highest degree possible.](#)

[Students will be awarded the distinction 'cum laude' if they meet the following criteria:  
 Students who score a weighted average of 8.0 or higher \(not rounded, but actual\) receive the distinction 'cum laude'. Exemptions, components that are assessed as passed/not passed and results from the Foundation Phase and Minor are not counted.](#)

[Students will be awarded the distinction 'with merit' if they meet the following criteria:  
 The regulation for the distinction 'with merit' is identical, yet requires a weighted average of 7.0.](#)

[For students up to cohort 2017 \(who started the programme before 1 October 2017\), the arrangement above is replaced by the following:](#)

[Students will be awarded the distinction 'cum laude' if they meet the following criteria:  
 All tests registered in Progress in the graduation phase have been passed with a grade of 7.0 or higher and the weighted average is 8.0 or higher.](#)

[Students will be awarded the distinction 'with merit' if they meet the following criteria:  
 All tests registered in Progress in the graduation phase have been rounded off with a grade of 7.0 or higher.](#)

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 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**

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.



Students who have completed their first two years of study in nominal form are eligible for a pre-Master's programme at Tilburg University, Tilburg School of Humanities and Digital Sciences, for the tracks Corporate Communication and Digital Media, Cognitive Science and Artificial Intelligence, Data Science and Society, New Media Design.

Students who have completed their first two years of study in nominal form, with a weighted average of at least 7.0, are eligible for a pre-Master's programme at Tilburg University TiSEM and granted access to various Masters (information management, international management, marketing management, marketing analytics, strategic management and supply chain management). This list may be subject to change.

Both programmes take the form of an integrated bridging programme, which means that students who are admitted to the programme during the fourth year of their programme are given the opportunity to follow the bridging programme as a minor which, on successful completion of the HBO programme, provides the necessary qualifications for direct admission to the CIW master programme in several tracks. In that case, the student does not follow a minor in the main phase, but the Advanced Courses that are normally followed in the graduation phase. Students who are admitted to the pre-Master's programme are subject to the entry requirements as described in Article 16.3.4.

## **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;
  - 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 Appendix II: 'Composition of the Examination Board'.

3. An application to the Examination Board can be submitted to Connect: <https://connect.fontys.nl/instituten/aci/inst/Excie/Paginas/default.aspx>

(see also Article 26(2) and 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](mailto: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 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 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 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 2020-2021 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) PC and IPC for their advice/consent. The (joint) 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) 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) PC. (see Sections 10.3c, 20 and 7.13 of the WHW.)
3. The text of the TER can be amended if warranted by changes to the organisation or organisational components with due observance of the provisions of paragraph 4. In the event of an interim change, the procedure as described in paragraph 2 applies.
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 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 TER MM DBC 2020-2021.

### 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' on. 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 study manual ([via Connect](#))
- 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/rules](http://www.fontys.nl/rules))
- the website of the Students Facilities Department (<http://www.fontys.nl/studentenvoorzieningen>)
- the website of [Fontys Study Abroad](#)
- the study programme's digital study manual ([via Connect](#))

### **3. Study support**

Information on study support can be found in:

- the Teaching and Examination Regulations (see under A)
- the study programme's digital study manual ([via Connect](#))

## **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.

Fontys Academy for Creative Industries has its own internal complaints commission to quickly process any complaints and keep in close contact with the plaintiff. The regulations are found at [the complaints committee section of the educational portal](#)

The Fontys ACI internal complaints commission is exclusively meant for complaints from students and can be reached via the educational portal.

# Appendix I: Curriculum Framework MM DBC 2020-2021

## Overview year 1 (60 ECTS)

Educational unit	Study credits (ECTS)	Requirements ECTS	Name of test/course	Exam code	Type of exam	Assessment: individual or group	Assessment scale grade 1-10
<b>Period 1</b>							
<b>Personality</b>							
Personality 1	2	Each sufficient*					
		GO/NO GO	Study Coaching 1		Assignment	Individual	G
		50%	Creativity		Assignment	Individual	5,5
		50%	English 1		Assignment	Individual	5,5
<b>Digital</b>							
Digital 1	2	Each sufficient*					
		50%	Visual Communication 1		Assignment	Individual	5,5
		50%	New Media & Digital Age 1		Assignment	Individual	5,5
<b>CE</b>							
Marketing 1	2		Marketing 1		Written test	Individual	5,5
Research 1	2	Average					5,5
		20%	Research 1a		Written test	Individual	5,5
		40%	Research 1b		Written test	Individual	5,5
		40%	Research 1c		Written test	Individual	5,5
General Economics 1	2		General Economics 1		Written test	Individual	5,5
<b>Project</b>							
Project 1	4		Theme: Market Research		Assignment	Group	5,5

<b>Period 2</b>							
<b>Personality</b>							
Personality 2	2	Each sufficient*					
		GO/NO GO	Study Coaching 2		Assignment	Individual	G
		50%	Futurology 1		Assignment	Individual	5,5
		50%	Sales 1		Assignment	Individual	5,5
		GO/NO GO	Preparation propaedeutic assessment 1		Assignment	Individual	G
<b>Digital</b>							
Digital 2	2	Each sufficient*					
		50%	Visual Communication 2		Assignment	Individual	5,5
		50%	Web Development 1		Assignment	Individual	5,5
<b>CE</b>							
Marketing 2	2		Marketing 2		Written test	Individual	5,5
Digital Economics	2		Digital Economics		Written test	Individual	5,5
Business Economics 1	2		Business Economics 1		Written test	Individual	5,5
<b>Project</b>							
Project 2	4		Theme Creativity		Assignment	Group	5,5

\* All underlying educational units must be completed before the ECTS are rewarded.

Educational unit	Study credits (ECTS)	Requirements ECTS	Name of test/course	Exam code	Type of exam	Assessment: individual or group	Assessment scale grade 1-10
<b>Period 3</b>							
<b>Personality</b>							
Personality 3	1	Each sufficient*					
		GO/NO GO	Study Coaching 3		Assignment	Individual	G
		100%	English 2		Assignment	Individual	5,5
		GO/NO GO	Preparation propaedeutic assessment 2		Assignment	Individual	G
<b>Digital</b>							
Digital 3	2	Each sufficient*					
		50%	Visual Communication 3		Assignment	Individual	5,5
		50%	Data Analytics 1		Assignment	Individual	5,5
<b>CE</b>							
Online Marketing 1	2		Online Marketing 1		Written test	Individual	5,5
Research 2	2	Average					5,5
		20%	Research 2a		Written test	Individual	
		40%	Research 2b		Written test	Individual	
		40%	Research 2c		Written test	Individual	
Start-ups	2	Average					5,5
		30%	Start-ups 1a		Written test	Individual	
		70%	Start-ups 1b		Written test	Individual	
<b>Project</b>							
Project 3	4		Theme: Marketing		Assignment	Group	5,5

<b>Period 4</b>							
<b>Personality</b>							
Personality 4	7	Each sufficient*					
		GO/NO GO	Study Coaching 4		Assignment	Individual	G
Foundation Assessment		100%	Propaedeutic assessment		Assessment	Individual	5,5
<b>Digital</b>							
Digital 4	2	Each sufficient*					
		50%	Visual Communication 4		Assignment	Individual	5,5
		50%	Web Development 2		Assignment	Individual	5,5
<b>CE</b>							
Online Marketing 2	2		Online Marketing 2		Written test	Individual	5,5
Business Economics 2	2		Business Economics 2		Written test	Individual	5,5
Data Analytics 2	2		Data Analytics 2		Written test	Individual	5,5
<b>Project</b>							
Project 4	4		Theme: Entrepreneurship		Assignment	Group	5,5

\* All underlying educational units must be completed before the ECTS are rewarded.

## Overview year 2 (60 ECTS)

Educational unit	Study credits (ECTS)	Requirements ECTS	Name of test/course	Exam code	Type of exam	Assessment: individual or group	Assessment scale grade 1-10
<b>Period 1 (5)</b>							
<b>Digital</b>							
New Media & Digital Age 2	1		New Media & Digital Age 2		Assignment	Individual	5,5
Digital Management 1	1		Digital Management 1		Assignment	Individual	5,5
<b>CE</b>							
y1	2		Strategic Marketing 1		Written test	Individual	5,5
Psychology & Consumer Behaviour	2		Psychology & Consumer Behaviour		Written exam	Individual	5,5
International Economics	2		International Economics		Written test	Individual	
<b>Project</b>							
Project 5	7	Each sufficient*	Theme: INTRA 1				
		100%	Project Assignment 5		Assignment	Individual/Group	5,5
		GO/NO GO	Concepting & analysis		Assignment	Individual/Group	G
		GO/NO GO	Market Research		Assignment	Individual/Group	G
		GO/NO GO	Futurology 2		Assignment	Individual/Group	G

<b>Period 2 (6)</b>							
<b>Digital</b>							
Digital Management 2	1		Digital Management 2		Assignment	Individual	5,5
Data Analytics 3	1		Data Analytics 3		Assignment	Individual	5,5
<b>CE</b>							
Strategic Marketing 2	2		Strategic Marketing 2		Written test	Individual	5,5
Big data Marketing	2		Big data Marketing		Written exam	Individual	5,5
English 3	1		English 3		Assignment	Individual	5,5
<b>Project</b>							
Project 6	8	Each sufficient*	Theme: INTRA 2				
		100%	Project Assignment 6		Assignment	Individual/Group	5,5
		GO/NO GO	Web Development 3		Assignment	Individual	G
		GO/NO GO	Art Direction		Assignment	Individual	G

<b>Period 3 + 4 (7 + 8)</b>							
<b>Internship</b>							
Internship	30		Internship		Assignment	Individual	5,5

\* All underlying educational units must be completed before the ECTS are rewarded.

## Overview year 3 (60 ECTS)

Educational unit	Study credits (ECTS)	Requirements ECTS	Name of test/course	Exam code	Type of exam	Assessment: individual or group	Assessment scale grade 1-10
<b>Period 1 + 2 (9 + 10)</b>							
<b>Minor</b>							
Minor	30		Depending on student's choice				

<b>Period 3 (11)</b>							
<b>CE</b>							
Neuro-marketing	2		Neuromarketing		Written test	Individual	5,5
Financial Modeling	3		Financial Modeling		Assignment	Individual	5,5
Law 1	2		Law 1		Written test	Individual	5,5
<b>Project</b>							
Project 7	8	Each sufficient*	Theme: START-UP 1				
		100%	Project Assignment 7		Assignment	Individual/Group	5,5
		GO/NO GO	Concepting & Validation		Assignment	Individual	G
		GO/NO GO	Business Model Generation		Assignment	Individual	G
		GO/NO GO	Future Leadership		Assignment	Individual	G

<b>Period 4 (12)</b>							
<b>CE</b>							
International Business Culture	2		International Business Culture		Written test	Individual	5,5
Branding	2		Branding		Written test	Individual	5,5
Law 2	2		Law 2		Written test	Individual	5,5
<b>Study Trip</b>							
Study Trip	1		Study Trip		Assignment	Individual	5,5
<b>Project</b>							
Project 8	8	Each sufficient*	Theme: START-UP 2				
		100%	Project Assignment 8		Assignment	Individual/Group	5,5
		GO/NO GO	Sales 2		Assignment	Individual	G
		GO/NO GO	Content Management		Assignment	Individual	G

\* All underlying educational units must be completed before the ECTS are rewarded.

## Overview year 4 (60 ECTS)

Educational unit	Study credits (ECTS)	Requirements ECTS	Name of test/course	Exam code	Type of exam	Assessment: individual or group	Assessment scale grade 1-10
Period 1 and 2 (13 + 14) /semester 1							
Advanced Courses							
	24	8 sufficient, then average grade					
Mandatory Advanced Courses (offered in English)							
Mandatory Advanced Courses		Average					
	3	25%	Applied Research	25DACAPPLT	Assignment	Individual	5,5
	3	25%	Business Strategy	25DACSTTOA	Assignment	Individual	5,5
	3	25%	E-Commerce	25ACOECOMA	Assignment	Individual	5,5
	3	25%	Financial Modeling	25ACFIMOA	Assignment	Individual	5,5
Optional Advanced Courses (offered in English, with exception of the Dutch-taught AC Kickstart your Career)							
Optional Advanced Courses		Average					
	3	25%	Web programming	25DACOWEBPA	Assignment	Individual	5,5
	3	25%	Diffusion of Innovations	25DACODIFFA	Assignment	Individual	5,5
	3	25%	Online Psychology & Neuromarketing	25ACOPSYCA	Assignment	Individual	5,5
	3	25%	Bootstrapping Innovation	25ACBOOTSA	Assignment	Individual	5,5
	3	25%	A Brave New China	25DACOCHINA	Assignment	Individual	5,5
	3	25%	Global Citizenship	25ACGLCITA	Assignment	Individual	5,5
	3	25%	Kickstart your Career**	25ACOKICKA	Assignment	Individual	5,5
	2	25%	Sustainability in Business	25ACSIBUSA	Assignment	Individual	5,5
	3	25%	Global Political Economy	25ACOGPEA	Assignment	Individual	5,5
	3	25%	Other AC's ACI-wide	25ACO....	Assignment	Individual	5,5

\*\* This AC is offered in Dutch

<b>Period 3 + 4 (15 + 16) / Semester 2</b>							
<b>Thesis</b>							
Thesis	30		Thesis		Assignment	Individual	5,5
<b>Graduation Assessment</b>							
Graduation Assessment	6		Graduation Assessment		Assessment	Individual	5,5

## Appendix II: Composition of the Examination Board

### Composition of the Examination Board Fontys Academy for Creative Industries

Appendix of study programme-specific part of the Bachelor's study programme Student Charter

- Marketing Management – Digital Business Concepts
- Trend Research & Concept Creation in Lifestyle

The Examination Board consists of:

<input type="checkbox"/> Chairman:	Mrs. dr. P.M.A. (Petra) Tenbült
<input type="checkbox"/> Member/deputy chairman:	Mrs. drs. M. (Marion) Andringa
<input type="checkbox"/> Secretary:	Mrs. K.E.M. (Karina) Brom MSc.
<input type="checkbox"/> Member/deputy secretary:	Mrs. drs. C.L.A. (Cecile) van Rijen
<input type="checkbox"/> Member:	Mr. J.J.W. (Jaap) Pijpers MA.
<input type="checkbox"/> Member:	Mr. drs. M. (Michiel) van Diesen
<input type="checkbox"/> External member:	Mr. drs. K. (Kees) Spijker
<input type="checkbox"/> Civil secretary (no member):	Mrs. mr. C.R. (Rosa) van den Berg