

Addendum to EER Bachelor 2022-2023

Version 28 September 2022

Approved by the Board of Director following consent given by CDC and Education Committee on 4 October 2022.

Applicable to EER Bachelor version 11 July 2022

Applicable from 1 September 2022 up to and including 31 August 2023¹

Context:

Governmental and travel restrictions imposed due to the covid-19 pandemic have had an impact on education. These restrictions have had an impact on how education can be delivered and have impacted the mobility of both staff and students. Given the impact of said restrictions, both education and assessment can deviate from the regular education and exam regulations as stipulated in the EER Bachelor of 2022-20213. This addendum is in line with the service document 8.0 as published by the Ministry of Education on 11 November 2020 as well service document 11.0 published on 25 August 2021. The changes for academic year 2022/223 are based on service document 14 as published on 11 April 2022.

This addendum is written with the aim to safeguard the quality and continuity of education. All adjustments are made within the boundaries of the measures and directives imposed due to the Covid-19 pandemic.

This addendum (partly) replaces particulars in the EER Bachelor 2022-23 and the addendum has precedence over the EER 2022-23.

This addendum Covid-19 and its appendices are retroactively effective from 1 September 2022 up to and including 31 August 2023.

Decision making process:

To ensure a transparent decision-making process, the Board of Directors agreed to a new set of approval guidelines. The CDC has given consent on these guidelines. This decision making process is explained/described in the document, 'new regulations & adjusted policies' due to Corona crisis adopted by the BoD on 8 July 2021.

This addendum covid-19 is supported by the Exam Committee, Bachelor Management Team, Academic and Corporate Affairs Department, the CDC , the Education Committee and by the Board of Directors.

What: RDP decisions deferred for two years

¹ 31 August 2023 is the date of the end of the Academic year until which the EER Bachelor 2022-2023 is valid. As this document is an addendum to the EER Bachelor of 2022-2023 it is also valid up to and including 31 August 2023.

For whom: The RDP policy has been adjusted for students of Intake September 2019 (791) and students of Intake February 2020 (792) as well as to students of Intake February 2019 (782) who received an RDP extension.

Students in the September intake of academic year 2020-2021 (701) as well as the February 2020-2021 intake (702) also benefit from the postponed RDP procedure.

In addition, the students in the September (711) and February (712) intake of academic year 2021-22 also fall under this procedure.

The deferred RDP applies to all students who do not already meet the RDP requirements after 1 year. All students who do meet the RDP requirement after 1 year will be sent confirmation of having met the RDP requirements.

Why: to ensure the timeframe for meeting the RDP requirements for the intakes concerned is feasible

Deviation from: EER article 5.3

Clarification: see Appendix 1 Adjusted RDP policy for more details on the postponed RDP procedure.

What: Alternative assessments

For whom: all enrolled Bachelor students

Why: to ensure quality assessments can continue to be offered

Deviation from: EER articles 4.10, 4.11, 6.4 and 6.7

Clarification: The EER gives students several guarantees when it comes to both the form and the content of the assessments offered (see articles 4.9 and 4.10). Due to the covid-19 related restrictions, in particular the form of the assessments offered has been subject to change. Some assessments are offered in a digital format which in itself has had an impact on the format of the assessments. The content of the assessments has remained unaltered in order to measure the learning goals as they were communicated in the course syllabi at the beginning of academic year 2022-2023.

In deviation from article 6.9, should the format of the assessment change, assessors will have 15 working days instead of 10 working days to grade assessments. In case of proven negative implications for study progress, a student can request that an assessment be graded within the regular timeframe.

As stipulated in article 6.7, students with an impairment can request provisions during assessments. Given the different format of some assessments, all students have been informed they can request different provisions by emailing their request with their complete files to the exam committee to help them cope with the new formats up to 15 working days prior to the new assessment dates.

What: Proctoring on campus

For: All sit down assessments as published in the course table EER 22-23.

For whom: For students who take part in a sit-down assessment as published in the course table (appendix 5 to EER 22-23)..

Why: Sit down assessments on campus will take place either via Proctor Track on the student's own device or via the pen-paper method. In case the assessments are offered via Bring Your Own Device, the student needs to bring a Windows computer or MacBook to the assessment that has the relevant software installed. Please note that the software is not compatible with a Chromebook.

Devices will need to be current to allow the software to run. This is the responsibility of the student in line with appendix 8 of the Student Charter (version 25 May 2021).

For students who are abroad, the aim is to offer online proctoring via a 2 camera Proctor Track level 3 over the course of the academic year. Until then, students abroad can request permission to arrange an alternative exam location via the regular exam committee procedures as indicated on the exam committee worksite. This option will also be available to students who are abroad on placement.

Further information on the regulations during proctored exams as well as fraud during proctored exams can be found in appendix 2.

What: alternative course Practical Education (PE) and Managing an Outlet (MO)

For whom: all students enrolled in PE or MO during the course of academic year 2022-23.

Why: to comply with governmental measures and restrictive and to minimise their negative impact on study progress whilst continuing to offer quality practical education

Deviation: format of teaching units

Due to the possible Covid-19 regulations and the continuous adjustment of the measures taken by the Dutch government and local authorities, Hotelschool outlets in the departments Food & Beverage and Rooms Division such as La Mangerie, Le Café, and Skotel reception and hotel rooms may not be able to operate as usual and may even experience (temporary) closures.

In order to allow both our PE and MO students to continue their practical education and to enable them to meet the learning goals as established in the respective syllabi, measures will be taken by the PE and MO core teams to adjust the format of the teaching units.

These measures include amongst others moving certain course components online, creating alternative outlets, and alternative assignments.

In addition, the course component Leadership Lab for the MO course may not take place abroad and outdoors but rather take place in a Covid-19 proof environment whilst safeguarding the learning goals of this component.

The Basic Skills component which is a pre-requisite to entering PE will be offered in an alternative format should the school experience a temporary closure.

What: Re-sit opportunities during practical education

For whom: intake 712 (February 2021/22)

Why: In view of cancelation participation in week D11 2021/22

Deviation from: article 6.3.2 and 6.3.6

Clarification: In order to allow students of the 712 intake to re-sit the assessments of the year one courses they followed in blocks C and D of academic year 2021/22, they are allowed to take part in the assessments of said courses in A10 in block A and in week B9 and B11 in block B academic year 2022/23.

This addendum overrides article 6.3.6 which stipulates students cannot take part in re-sit assessments during practical education and applies only to 712 students during block A 2022/23.

Appendix 1 Adjusted RDP policy

Version: updated 29 September 2022

CONTEXT:

Due to the covid-19 pandemic and following the service document 7.0 as well as 8.0 issued by the Ministry of Education, Hotelschool The Hague has decided to adjust the RDP policy.

This adjusted RDP policy applies to students of Intake September 2019 (791) and students of Intake February 2020 (792) as well as to students of Intake February 2019 (782) who received an RDP extension.

Students in the September intake of academic year 2020-2021 (701) as well as the February 2020-2021 intake (702) also benefit from the postponed RDP procedure.

In addition, the students in the September (711) and February (712) intake of academic year 2021-22 also fall under this procedure.

The higher education service document 7.0 leaves room for educational institutions to adapt and postpone the RDP requirements in order to anticipate on the situation that students may encounter study delay due to the covid-19 measures.

The covid-19 pandemic has led to a number of measures which deviate from the regular education and exam regulation as stipulated in the EER Bachelor of 2022-23 version date 11 July 2020.

The current EER Bachelor 2020-2021, article 5.3, provides the possibility to waive an RDP due to special personal circumstances of the student if that particular student has notified Hotelschool The Hague timely about his personal circumstances (WHW art 7.8B lid 3).

EXECUTION:

The requirements to be allowed to continue a student's studies will be applied in two steps; all students from September 2019 (791), February 2020 (792) as well as September 2020-21 (701) and February 2020-2021 (702) intakes who meet the regular RDP requirements of obtaining 51 ECs including CBV after 1 year (31 August 2020 for 791, 14 February 2022 for 792 intake and 31 August 2021 for 701 intake and 15 February 2023 for 702 intake) will receive confirmation that they have met the RDP requirements.

For the students from the intake September 2021/22 and later, the required RDP norm for year 1 is 51 ECs. The September intake (711) has until 31 August 2022 to obtain 51 ECs, whereas the February intake (712) has until 28 February 2023.

All students from above mentioned intakes who do not meet the regular RDP requirement of 51 ECs (if applicable including CBV) after one year, will be entitled to a deferred RDP as follows:

Students of intake September 2019 (791) and February 2020 (792) as well September 2020-21 (701) and February 2020-21 (702); September 2021-22 (711) and February 2021-22 (712) who have not met the regular RDP requirements, need to obtain all 60 European Credits for year 1, two years after the start of their studies. For the September 2019 Intake this will be at the end of block D of Academic Year 2020-2021 (31 August, 2021) whereas for the Intake February 2020 (792) this will be at the end of block B of Academic Year 2021-2022 (Start-up week February, 14 February 2022). For the intake September 2020-2021 (701 intake), the date will be at the end of block D of academic year 2021-22 (31 August, 2022) whereas for the February 2020-2021 (702 intake) this will be at the end of the round off week of block B (date 15 February 2023). For the September 2021-22 intake (711) the end of the 2-year

period is 31 August 2023, whereas for the February 2021-22 intake (712) this is 28 February 2024. These requirements replace the RDP requirements as described in article 5.3 of the EER. However, the RDP procedures described in article 5.2 & 5.3 remain in place.

Students who fail to meet the RDP requirements at said times will receive a Requirement to Discontinue the Programme (RDP).

Personal tutors and Study Progress Coordinators (SPCs) have been employed in case students are encountering a study delay and pertain to one of the student intakes as mentioned above. The students are actively invited to discuss how study delay can be minimized and to explore what kind of personal guidance they need to complete their studies within nominal time.

Appendix 2: Exam regulations and Fraud during proctored exams

Date version: 7 September 2021

Regarding: Guideline violation of examination rules and fraud during online proctoring exams

This document aims to give students and others involved a guideline into how HTH currently deals with the detection of fraud or violation of examination rules regarding online proctoring exams.

The most important rule that applies is the following: in general, behaviour that is considered fraudulent by the Exam Committee in an on-campus exam is also considered fraudulent in an online proctoring exam.

A distinction has been made between **violation of examination rules** and **fraud**. A consequence of violation of examination rules is that the exam is declared invalid. If fraud is established, the Exam Committee will determine the sanctions depending on the nature, seriousness, the policy of the Exam Committee and whether there has been recidivism.

The Exam Committee may choose to impose a heavier sanction than simply declaring the examination invalid. This list for violation of examination rules and fraud is not exhaustive. Invigilators, examiners and Exam Committee may decide otherwise at any time and submit a suspicion to the Exam Committee on another ground if there is a legitimate reason for doing so.

If a student is suspected of violating the rules of the examination or of fraud, an investigation will be conducted by the Exam Committee, during which the Exam Committee may take note of the images in question. In that investigation, the student has the right to inspect the relevant images on which the suspicion is based.

I. What are examples of violation of examination rules?

1. If there is no screenshare and/or webcam images and/or sound registration available during the examination. The student can test this in advance during the onboarding process and see whether the webcam is displayed during the exam.
2. If there are (partly) no webcam images of the desk or table where the student takes the examination (the so-called 'deskscan' or 'roomscan'). If an examiner allows materials during the examination, for example a dictionary, calculator or (draft) paper, the student must also show these during the deskscan or roomscan.
3. If, during the examination, a student makes use of other websites, a second browser or a second screen, than the one on which the examination is made.
4. If the photo and the student number on the student card are not clearly visible.
5. If the room in which the exam is being made does not have enough light, or too much (back) light, to make the webcam images, student card and behaviour clearly visible.
6. If a student uses a pen, paper, calculator or other materials, which are not indicated as 'permitted materials' for that examination.
7. If the assessment instructions state that only a specific book or material may be used and the student does not allow the video-surveillance officer to assess that these (and no other) materials are actually used.
8. If a student wears (noise cancelling) earplugs, electronic earphones or headphones. This applies to all types of earplugs, earplugs and headphones (noise cancelling earplugs or earphones).

hearing protection earplugs, wireless earphones and headphones, etc.).

9. If the presence of a mobile phone, tablets, smart glasses, earphones, smart watches or other electronic devices is detected.

10. If the student leaves the examination site during the examination.

11. If there is another person present in the examination room.

An exception to the above will apply if a student has been granted a registered educational or examination facility by the exam committee.

II. The following are examples of fraud? Please note that fraud is not limited to these examples.

1. In case of identifiable use of a mobile phone, tablet, earphones, smart glasses, smart watches, a second display or other unauthorised sources of information.

2. If verifiable use is made of technical means to circumvent online proctoring.

3. If there is a conversation with others.

4. If a book or other source of information is used, while this is not permitted during the examination.

5. If the student logs in with a different name or shows a student passport/ID of another student.

III. Miscellaneous

1. If a student repeatedly concentrates on certain places during the examination, the suspicion of fraud may arise. The invigilator determines where the boundary lies and marks the situation as the suspicion of violation of the rules of the examination or the suspicion of fraud.

2. The examination by the Exam Committee takes place on the basis of the rules and guidelines of the Exam Committee.

3. If a student is suspected of violating the rules of the examination or of fraud, an investigation will be conducted by the Exam Committee, during which the Exam Committee may take note of the images in question. In that investigation, the student has the right to inspect the relevant images on which the suspicion is based.

The implementation of all measures described in addendum is subject to change due to unexpected developments regarding to the covid-19 rules and regulations of Dutch and or foreign governments.

This addendum is in effect for one academic year (until 31 August 2023), however, should a new addendum not be in place yet after the year ends, the present addendum will remain valid.