

Teaching and Examination Regulations

Summa International Fashion

Qualification File: Fashion design & productmanagement

Register number of qualification (Crebo): 23207

Level: 4

Learning pathway: BOL

Duration of course: 3 years

Cohort : 2019

Course code: 25526BOL36.02 and 25527BOL36.03

Dear student,

These Teaching and Examination Regulations (TER) contain information about the course you have chosen. In the TER you will find detailed information about:

1. The structure of the course;
2. What you will learn during the course;
3. The examinations you will have to take;
4. When you will receive your certificate;
5. The various Summa College regulations;
6. An overview of teaching and internship hours.

If you have any questions about the TER, apply to your study counsellor.
We will be glad to help you to bring out the best in yourself.

We wish you good luck with your education!

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1. The structure of the course

1.1 The qualification file and the electives

Every MBO course is based on a qualification file. The course consists of several components:

- the common basis with vocational and generic (general) components;
- one profile component (i.e. the qualification);
- a number of electives.

In chapter 2 you will read more about the contents of the broad basis, the profile and the electives.

1.2 The educational and examination programmes

Summa College courses are divided into two programmes:

1. the educational programme
2. the examination programme.

The **educational programme** is based on Project Based Learning supplemented with a number of generic and basic subjects. In addition, the educational programme pays specific attention to soft skills (including Global Citizenship and Career Counselling).

In section 2.9 of the TER you can find the educational activities from the educational programme.

The **examination programme** comprises all examinations you must take during the course. In chapter 3 you will find detailed information about the exams.

1.3 The certificate requirements

In order to obtain your certificate, you have to meet the following requirements:

1. you have gained passes (minimally a 6, or sufficient) for exams related to the core tasks of your course;
2. you have taken one or more exams for the electives;
3. you meet the relevant national requirements for Dutch and calculus;
4. you meet the national requirement for English;
5. you have complied with the effort requirement as to Career and Global Citizenship;
6. your work-based learning (BPV) efforts have been assessed in consultation with the training company and have been found to be sufficient.

To obtain your certificate, you must meet all requirements.

You will find detailed information about all these components in these TER. In chapter 4 the requirements will be explained in more detail.

THE EDUCATIONAL PROGRAMME

2. What you are going to learn during the course

2.1 What the job of a junior stylist or a junior product manager involves

A Junior stylist works within the fashion branch of industry. This can be within a business process outsourcing, wholesale, or retail organisation. This can involve a company developing & selling products of its own 'label' and/or having products custom-made to be sold as a 'private label'. Furthermore the resources and parts can also be bought by the company itself. In such a concept, only production is outsourced.

A Junior production manager works within the fashion branch of industry. This can be within a business process outsourcing, wholesale, or retail organisation. This can involve a company developing & selling products of its own 'label' and/or having products custom-made to be sold as a 'private label'. Furthermore the resources and parts can also be bought by the company itself. In such a concept, only production is outsourced.

2.2 Contents of the Qualification File

The Qualification File consists of two vocational parts:

- A basic part
- A profile part

Vocational part, the basic core tasks:

Basic section

- Core task 1: Works on the foundation of a new collection
1.1 Collects data for the new collection
1.2 Analyses data collected for the new collection
1.3 Puts together a pre-selection
- Core task 2: Works on the development of a new collection
2.1 Develops the collection items in technical drawings
2.2 Makes and controls product specifications
- Core task 3: Works on the quality of the production
3.1 Assesses the samples according to 'fit and make'
3.2 Processes results from the quality control

Vocational part, the profile core tasks:

Stylist: Profile section

The profiles in this qualification file pertain to the following core tasks and work processes:

- Core task 4: Develops the points of departure and the concepts 4.1 Conducts research and analyses for the collection development 4.2 Visualises the research and analysis results and develops concepts 4.3 Presents and substantiates the points of departure and the concept
- Core task 5: Works on the collection 5.1 Makes design sketches 5.2 Makes proposals for the collection plan 5.3 Makes a collection book
- Core task 6: Guides the developing process of samples 6.1 Offers collection items for sampling

Junior Productmanager: Profile section

The profiles in this qualification file pertain to the following core tasks and work processes:

- Core task 4: Provides input for the preparation of the production of collection-items 4.1 Processes the order details 4.2 Makes price calculations for the commercial viability of the collection 4.3 Prepares the purchase orders 4.4 Prepares the advice for the definitive production
- Core task 5: Plans and watches over the collection production 5.1 Does the production planning 5.2 Monitors production planning, the production process and the logistics 5.3 Communicates with (mainly external) stakeholders

2.3 Contents of the general part (applies to all MBO students)

Dutch, calculus and English

At the end of their education all MBO students needs to have sufficient knowledge of Dutch and calculus. You will demonstrate the required level by taking central exams for these subjects. If you attend a level 4 course, this obligation also applies to English. The chart below details the skills and topics of Dutch, calculus and English and at what level you will be attending these classes.

Dutch 2F or 3F*

Reading	Listening	Speaking: Interaction	Speaking: Production	Writing / Use of language
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Calculus 3F*

Numbers	Proportions	Measuring	Relations
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English*

Reading B2	Listening B2	Speaking: Interaction B2	Speaking: Production B2	Writing / Use of language B2
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* For foreign students different regulations apply: see the **reversal rule**.

- **The career guidance programme**

Each Summa student has a career counsellor. The career counsellor mentors you throughout the course. You will speak to him/her on a regular basis.

In the career programme you learn how to put your talents and qualities into words. You reflect on what you have learnt about your chosen occupation, as well as about yourself. You look back at your experiences during your internship and examine what you have learnt from those experiences as well as what you intend to do with them. This helps you to gain a better understanding of yourself, so that at the end of the course you will be able to make a well-considered decision whether you want to start in a job and where, or if you wish to transfer to higher education.

To complete your course, you need to meet the so-called effort requirements set out below.

Career competencies	What is expected of you (effort requirements)?
Reflecting on your qualities <i>What are my abilities?</i>	<ul style="list-style-type: none"> - The student completes assignments - At the end of each period the student discusses progress with his study counsellor
Reflecting on your motives <i>What do I want?</i>	
Exploring work <i>Where can I do what I want to do?</i>	
Career guidance <i>How can I do what I want?</i>	
Networking <i>Who can help me?</i>	

The student works on his career assignments which cover the above competencies. These assignments will be discussed with the study counsellor at the career discussions.

Pass / Fail:

You pass Career if your assignments are marked 'sufficient' and you have had career discussions with your study counsellor.

- **The global citizenship programme**

Civic education is about dealing with different cultures, healthy living, participating in the work process, functioning as a critical consumer, being part of the company and politics. In Civic Education you answer questions about the topics set out below.

Global citizenship dimensions		Efforts required
<i>Political-legal dimension</i>	You are both able and willing to explore politics in the Netherlands and to actively contribute, for example, by voting or participating in political decision-making process, for example, by joining the student council.	Student completes Politics assignment
<i>Economic dimension</i>	You are both willing and able to contribute to the labour process. You are both willing and able to act as a responsible consumer.	Student completes Economics assignment
<i>Social dimension</i>	You are both able and willing to participate in society and to contribute, for example by doing volunteer work.	Student completes Social assignment

<i>Active citizenship</i>	You are both willing and able to reflect on your own health and lifestyle. You are both willing and able to take care of your own health and lifestyle both as a civilian and as an employee.	Student complete Active Citizenship assignment
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Pass / Fail

You pass Civic Education if each dimension is assessed as 'sufficient'. This means that all underlying assignments have been assessed as 'sufficient'.

2.4 The electives

Part of the programme of your course consists of electives. Your course carries an obligation of < 720 hours.

Electives may take the form of classes, internships and/or self-study.

There are several types of electives, which aim at giving you an opportunity to

- specialise in a part of your future job (more in-depth study);
- learn extra things you may use to good advantage in your future job (broadening your knowledge);
- prepare yourself for progressing to a higher MBO-level, or transfer to higher education (HBO) (transfer).

Your course offers a number of electives. They are offered in the form of a package consisting of various electives. You can choose the package that best suits your needs.

In some cases, a particular optional subject is offered to all students, in which case it features in all packages: this happens if that subject is very important for the occupation in the region.

You are always free to choose additional electives.

Electives constitute an important part of your educational programme: each optional subject carries its own progress requirements. At the start of the optional subject you will be informed about these requirements.

Year 1.

Bridging intercultural diversity

Year 2.

- Illustrating
- Capitalising on innovations
- Entrepreneurial behaviour
- Working abroad

Year 3.

- Sustainability in the profession
- Working on the international labour market

Electives are always concluded by means of an exam. The exam result will be listed on your statement of results. You have to take the exam to obtain your certificate.

You should decide the electives you are going to attend in consultation with your Career Counsellor. Note that in some cases electives may be cancelled, for example, due to lack of demand.

In some cases, you may be able to choose an optional subject from a different course on top of those of your own course. In this case, discuss this with your Career Counsellor; you will need to make an application to the examining board. Certain restrictions will apply: your educational programme should be organisable.

2.5 Work-based learning (BPV)

No vocational course can do without professional practice and for this reason this part of your education takes place at a company or institution. This is called work-based learning (BPV). During the work-based learning period, or internship, you will be mentored by an internship teacher (from your school) as well as an internship supervisor (from the training company). Before the start of each internship period you will make arrangements about what you are going to do at the company, what requirements your internship must meet and how your internship period will be assessed. All this information can be found in the internship workbook you will be given.

There are two dimensions to learning during your internship.

We educate students so that they can become

1. competent professionals (craftsman)
2. (potential) employees with an adequate professional attitude (employee)

This distinction will be emphasised during your internship.

The student being trained to become a craftsman must

- a. deliver products (written and/or technical products) during the internship, in the form of assignments and projects; these products have been described by school and are related to the core tasks and work processes; these products/assignments must be linked to the learning content offered at school. If possible, separate internship assignments unrelated to learning content should be avoided.
- b. carry out technical tasks at the internship company which are related to the work processes described in the qualification file.

During your internship period the school will explicitly monitor your functioning as an employee and your professional attitude. The focus will be on your soft skills.

Career Guidance and global citizenship can provide the link between school and the internship by concentrating on students being good employees.

During the **assessment of progress**, a clear distinction is made between

- training the student to become a craftsman (assessment of projects completed during the internship and assessment of internship assignments)
- the student's functioning as an employee (assessment of soft skills)

To obtain your certificate, you need a pass for your internship. In some cases, you may have to take a number of exams at your internship company. Their results are unrelated to the assessment of your internship.

Your internship is completed if

- you have put in the number of hours specified by the internship contract (BPVO);
- you have handed in all timesheets duly signed and stamped by the internship supervisor;
- you have handed in all assessment forms signed by the internship supervisor; all assessments must be sufficient;

- you have completed all assignments in the internship workbook; all assignments must be sufficient.

2.6 Credits, study progress regulations and binding study advice

- **Credits**

The educational programme is divided into various educational products. Credits are awarded for each educational product. A total of 60 credits can be gained for each year. The credits awarded to you help us to monitor your study progress. Having insufficient credits may affect your progress. The chart below shows how many credits you can gain for each part.

Summa International Fashion Coh 19-20 Year 1				
Projects				
Educational product	Learning outcomes	Per	Credits	
Project 1: View on Fashion Retail		1	4	tot
	Project Deliverables View on Fashion Retail		2	
	Test View on Fashion Retail		1	
	Project Book View on Fashion Retail		1	
Project 2: Trendbook		2	7	tot
	Project Deliverables Trendbook		4	
	Test Trendbook		2	
	Project Book Trendbook		1	
External orientation	Portfolio external orientation	3	4	tot
Project 3: Making of ...		4	7	tot
	Project Deliverables Making of		4	
	Test Making of		2	
	Project Book Making of		1	
Project 4: Fit and Make		5	6	tot
	Project Deliverables		3	
	Test P5		2	
	Project Book		1	
Total projects			28	28

Basic Program				
Educational product	Learning outcomes /test	Per	Credits	
Dutch	Dutch P1	1	1	
	Dutch P2 + P3	2 + 3	1	
	Dutch P4	4	1	
	Dutch P5	5	1	
English	English P1	1	1	
	English P2 + P3	2 + 3	1	
	English P4	4	1	
	English P5	5	1	
Calculus	Calculus P1	1	1	
	Calculus P2 + P3	2 + 3	1	
	Calculus P4	4	1	
	Calculus P5	5	1	
Product Development-P	Product Development-P P1	1	1	
	Product Development-P P2 + P3	2 + 3	1	
	Product Development-P P4	4	1	
	Product Development-P P5	5	1	
Material knowledge	Material knowledge P1	1	1	
	Material knowledge P2+P3	2+3	1	
	Material knowledge P4	4	1	
	Material knowledge P5	5	1	
Product Development-T	Product Development-T P1	1	1	
	Product Development-T P2+P3	2	1	
	Product Development-T P4	3	1	
	Product Development-T P5	4	1	
Creative computer skills	Creative computer skills	1	1	
Total basic program			24	24
Educational product	Learning outcomes	Per	Credits	
Soft Skills Program	Soft Skills Development P1	1	2	
	Soft Skills Development P2	2 + 3	2	
Total soft skills			4	4
Elective				
	Intercultural Diversity P4		2	
	Intercultural Diversity P4		2	
			4	4
				60

- **Study progress regulations**

In order to complete your course successfully and to obtain your certificate, you need to show sufficient growth during your study. This applies to your performance in school as well as during your internship. This growth we refer to as progress.

To find out if you have shown sufficient progress and your study progresses according to plan, we use progress assessments.

At a progress assessment we make up an “interim report” of your growth. Progress assessments are carried out at the end of each phase. This usually means at the end of a school year; however, sometimes this may be at the end of a semester. On the basis of the progress assessment we take a decision on the next phase of your study. This decision is binding.

The progress assessment is based primarily on the number of credits you have gained. In addition to the total number of credits gained, there may a number of designated ‘conditional’ credits.

These are credits that you are obliged to gain, regardless of your total number of credits. The progress assessment also takes into account your study and/or professional attitude.

You are awarded credits on the basis of your “performance”. This may be a test you passed, but also a project you did well, or a Civic Education project. You can also gain credits for your performance at your internship. The more time you have for a certain performance, the higher the number of credits you can gain. For each school year you can gain 60 credits.

You will receive one of two progress recommendations, based on the number of credits attained:

(1) Access to the next phase of the course

You will receive this recommendation if you meet these requirements:

- a) you have attained at least 90% of the credits to be gained
for an entire school year this means: 54 credits or more
for a semester (half year) this means: 27 credits or more;
- b) both your study attitude and professional attitude have been assessed as ‘sufficient’

This means:

you are admitted to the next phase of your course, without ‘being in debt’. Any credits you did not attain do not have to be attained during the next phase of your education.

(2) The teachers’ meeting decides on granting access to the next phase

You will receive this recommendation if:

- a) you have gained less than 90% of the credits to be gained
for an entire school year this means: less than **54 credits**
for a semester (half year) this means: less than **27 credits**;
- and/or
- b) your study attitude and/or professional attitude have been assessed as ‘insufficient’
- and/or
- c) there are exceptional personal circumstances: in such cases the recommendation is decided during the study progress meeting.

At this study progress meeting the teacher may decide to issue one of two recommendations:

- 1) Access to the next phase of the course, on the condition that at the end of the next phase you have gained at least 90% of the credits to be gained.
- 2) Access to the next phase of the course, on the condition that you gain a number of credits before the commencement of the new school year; this may mean that you will have to complete a number of assignments during your holidays or do resits in the first period of the next phase.

Failure to meet these requirements and conditions may mean:

- the start of the negative binding recommendation procedure due to insufficient study progress.

• **Binding recommendation**

At one point between the ninth and the twelfth month or your first year, you will receive a binding recommendation. You will hear whether you will be allowed to continue your course or not. This is a new legal obligation in MBO. Summa has drawn up a procedure for this. (Section Regulation Binding Recommendation). It goes without saying that we will not wait until the end of the first year to discuss your study progress with you. In Chapter 2.7 you have already read about this. You will receive a positive binding recommendation if you have attained the following study results:

BSA POS: you have attained at least 90% of the credits and your study attitude and professional attitude have been assessed as 'sufficient'

Negative binding recommendation:

If you do not make sufficient progress in your study, or in case of repeated unauthorised absenteeism, the school may start a process in which you will receive a binding recommendation. In addition, the school will make agreements with you, which will be put in writing.

If you fail to honour both the first and the second binding recommendation and fail to stick to the agreements, you will be issued a negative binding recommendation. This means you are obliged to leave the course.

When a negative binding recommendation is issued, the school will start looking for alternatives in consultation with the care coach.

in addition, the following conditions apply:

- In cases where credits are awarded for connected progressive units of study, the school may, when the last achievement has been completed, award the missed credits retrospectively.
- If a student gains more than 60 credits in a given year (for example, by completing more electives), these credits cannot serve as replacement for the total number of credits to be attained.
- The number of credits to be attained also serves as a condition for taking exams.

Changing cohorts

If you need to redo a part of the course, this may mean that you need to repeat an entire year. In most of these cases it is desirable to follow the education and examination structure of that year. This may mean that you will be part of a different cohort.

2.7 Development-oriented assessment

Throughout your studies, we monitor your progress closely, using development-oriented assessments. You will also learn how to take a close look at yourself (self-reflection) and to make statements about how you function. All this information serves to give you an insight into your strengths as well as opportunities for improvement. You will make agreements with your Career Coach about your study progress. These agreements are recorded.

THE EXAMINATION PROGRAMME

3. What exams do you need to take?

3.1 When do you obtain your certificate?

You will be taking exams preparing you for your future job, but there also exams for Dutch and calculus. The chart below lists what exams you will have to take.

You will obtain your certificate if you meet these requirements:

Condition regarding certificate	Pass or fail decision
Core tasks	Each core task is assessed as sufficient and/or a 6.
Legal requirements, if included in qualification file	A pass.
Dutch, calculus, English (if applicable)	Meets general requirement as to Dutch, calculus and English.
Career and Global Citizenship	Completed plus positive assessment, involving the learning company's assessment.
Internship	Positive assessment, including internship company's assessment.
Electives	There must be results (sufficient / insufficient) for the electives which constitute the obligation to choose electives.

3.2. Types of exams

In the course of your education you will be taking various types of examinations, for example, the Aptitude Test. During the Aptitude Test you demonstrate that you can actually carry out the tasks your job requires well. Also, you will be taking exams in which your knowledge (knowledge exam) or skills (skills exam) are assessed.

Case exam	CE
Centrally developed examination	CDE
Institutional exam	IE
Practical exam	PE
Proof of competence	PC
Written knowledge exam	WKE
Simulation exam	SIM
Skills exam	SE
Verbal skills exam (languages)	VSE
Written skills exam (languages)	WSE
Paper/report	PR
Portfolio assessment	PA
Criterion-referenced interview	CRI
Presentation	PRE
Internal (in school)	INT
External (outside school)	EXT
Insufficient	I
Sufficient	S
Good	Good

3.3 When are you entitled to take exams?

You may take an exam at the time it is offered to you.

3.4 Overview of the vocational examinations

Stylist:

Qualification file / base part						
Coretask 1: Works on the foundation of a new collection						
Work process	Name of exam, code of exam and examination location	Grading scale	Minimum scale	Weighting factor	When?	
1.1 Collects data for the new collection	Proof of competence - Internal	10	5,5	1	Y3-P4	
1.2 Analyses data collected for the new collection						
1.3 Puts together a pre-selection						
Coretask 2: Works on the development of a new collection						
Work process	Name of exam, code of exam and examination location	Grading scale	Minimum scale	Weighting factor	When?	
2.1 Develops the collection items in technical drawings	Proof of competence - Internal	10	5,5	1	Y3-P4	
2.2 Makes and controls product specifications						
Coretask 3: Works on the quality of the production						
Work process	Name of exam, code of exam and examination location	Grading scale	Minimum scale	Weighting factor	When?	
3.1 Assesses the samples according to 'fit and make'	Proof of competence - Internal	10	5,5	1	Y3-P4	
3.2 Processes results from the quality control						
Qualification file-profile part						
Coretask 4: Develops the points of departure and the concepts						
Work process	Name of exam, code of exam and examination location	Grading scale	Minimum scale	Weighting factor	When?	
4.1 Conducts research and analyses for the collection develop	Proof of competence - Internal	10	5,5	1	Y3-P4	
4.2 Visualises the research and analysis results and develops concepts						
4.3 Presents and substantiates the points of departure and the concept						
Coretask 5: Works on the collection						
Work process	Name of exam, code of exam and examination location	Grading scale	Minimum scale	Weighting factor	When?	
5.1 Makes design sketches	Proof of competence - Internal	10	5,5	1	Y3-P4	
5.2 Makes proposals for the collection plan						
5.3 Makes a collection book						
Coretask 6: Guides the developing process of samples						
Work process	Name of exam, code of exam and examination location	Grading scale	Minimum scale	Weighting factor	When?	
6.1 Offers collection items for sampling	Proof of competence - Internal	10	5,5	1	Y3-P4	

Junior Productmanager:

Qualification file / base part							
Coretask 1: Works on the foundation of a new collection							
Work process	Name of exam, code of exam and examination location	Grading scale	Minimum scale	Weighting factor	First opportunity	Second opportunity	
1.1 Collects data for the new collection	Proof of competence 1 - Internal	10	5,5	1	Y3-P4	Y3-P4	
1.2 Analyses data collected for the new collection							
1.3 Puts together a pre-selection							
Coretask 2: Works on the development of a new collection							
Work process	Name of exam, code of exam and examination location	Grading scale	Minimum scale	Weighting factor	First opportunity	Second opportunity	
2.1 Develops the collection items in technical drawings	Proof of competence 1 - Internal	10	5,5	1	Y3-P4	Y3-P4	
2.2 Makes and controls product specifications							
Coretask 3: Works on the quality of the production							
Work process	Name of exam, code of exam and examination location	Grading scale	Minimum scale	Weighting factor	First opportunity	Second opportunity	
3.1 Assesses the samples according to 'fit and make'	Proof of competence 1 - Internal	10	5,5	1	Y3-P4	Y3-P4	
3.2 Processes results from the quality control							
Qualification file-profile part							
Coretask 4: Provides input for the preparation of the production of collection-items							
Work process	Name of exam, code of exam and examination location	Grading scale	Minimum scale	Weighting factor	First opportunity	Second opportunity	
4.1 Processes the order details	Proof of competence 1 - Internal	10	5,5	1	Y3-P4	Y3-P4	
4.2 Makes price calculations for the commercial viability of the collection							
4.3 Prepares the purchase orders							
4.4 Prepares the advice for the definitive production							
Coretask 5: Plans and watches over the collection production							
Work process	Name of exam, code of exam and examination location	Grading scale	Minimum scale	Weighting factor	First opportunity	Second opportunity	
5.1 Does the production planning	Proof of competence 1 - Internal	10	5,5	1	Y3-P4	Y3-P4	
5.2 Monitors production planning, the production process and the logistics							
5.3 Communicates with (mainly external) stakeholders							

3.5 National requirements for Dutch, calculus and English

Students starting in 2019 have to meet the requirements set out below.

Subject	Required level	Exam type	Norms
Dutch*	3F	Institute exams: <ul style="list-style-type: none"> • Speaking Production • Speaking Interaction • Writing / Use of language Central exams: <ul style="list-style-type: none"> • Listening • Reading 	<ul style="list-style-type: none"> • You must take all exams. • The average result of the institute exams is averaged with the result of the central exam. • One of the final results for Dutch and English may be insufficient (but not lower than 5), in which case the other result must be 6 or higher. • The result will be listed on your statement of results.
Calculus*	3F	Central exam	<ul style="list-style-type: none"> • You must take the exam. • You cannot fail the course if you fail the exam. • The result will be listed on your statement of results.
English*	<ul style="list-style-type: none"> • Listening B1 • Reading B1 • Speaking Production A2 • Speaking Interaction A2 • Writing A2 	Institute exams: <ul style="list-style-type: none"> • Speaking Production • Speaking Interaction • Writing Central exams: <ul style="list-style-type: none"> • Listening • Reading 	<ul style="list-style-type: none"> • You must take all exams. • The average result of the institute exams is averaged with the result of the central exam. • One of the final results for Dutch and English may be insufficient (but not lower than 5), the other result must be 6 or higher. • The result will be listed on your statement of results.

* For Calculus the following regulation applies: the student takes the English-language version of the Calculus exam. The level of this exam is equal to the required 3F level. The statement of results will list the result achieved for this English-language exam version. In addition, the student takes the Dutch-language version of the central Calculus exam. This result is not listed on the statement of results. If the student gets a pass, the result will be listed on the statement of results.

* For foreign students the reversal rule for Dutch and English is applicable.

3.6 The reversal rule for foreign students in English-language courses in MBO

The reversal rule is intended for students that can prove their non-Dutch origins. These students can obtain an MBO diploma with a lower level for the generic Dutch language exam, provided they have completed the generic English exam at a higher level.

Students may use the reversal rule if they meet the following conditions:

- the student has an insufficient command of Dutch;
- Dutch is not his/her native language;
- he/she has had no more than six years of education in the Netherlands.

The school decides in any specific case if the student meets the conditions for the reversal rule. In order to qualify for the reversal rule, the student needs to make a request to the examining board.

	Students not eligible for the reversal rule	Students eligible for the reversal rule
Dutch		
Listening	3F	2F
Reading	3F	2F
Speaking Interaction	3F	2F
Speaking Production	3F	2F
Writing	3F	2F
English		
Listening	B1	B2
Reading	B1	B2
Speaking Interaction	A2	B2
Speaking Production	A2	B2
Writing	A2	B2

Pass or Fail decision:

To obtain a certificate, students using the reversal rule must have at least a 6.0 (not rounded off) for English or Dutch. The other mark must not be lower than 5.0.

3.7 Common exemptions

You may qualify for exemptions for certain parts of the course, because you have already completed them elsewhere. Exemptions are available for:

- attending all classes: exemptions solely for attending classes are granted by the team leader of the course. If you apply for exemptions, make sure you support your application with convincing arguments. Ask your career coach to help you in this.
- attending some classes as well as the exam: to apply for these you first need to contact your career coach. He or she will give you an application form. Make sure your exemption application is well-reasoned and supported with arguments. Submit your application to the examining board, which will take a decision.

Read the examination regulations for further information about the exemption regulations for exams. If you get an exemption for an exam, we will discuss with you what your education programme will look like.

3.8 Examination arrangements

Summa College uses examinations regulations. This document includes all the rules as to examinations. It tells you what to do if you do not agree with the exam results.

4. Relevant arrangements

Summa has [various arrangements](#) that are relevant for you as a student, for example, the student charter, the complaints procedure, rules governing the use of IT facilities and regulations for top sportsmen.

5. Overview of classes and internship hours

Crebonummer	23207/25526/25527
Opleidingscode	23207BOL36.01/25526BOL36.02/25527BOL36.3
Leerweg	BOL

	Jaar 1	Jaar 1	Jaar 2	Jaar 2	Jaar 3	Jaar 3
Activiteiten	BOT	BPV	BOT	BPV	BOT	BPV
Begeleide onderwijsactiviteiten (BOT) zoals opdrachten, praktijk- en theorielessen	810		437		398	
Beroepspraktijkvorming (BPV)		0		608		570
Keuzedelen	80		80		80	
Totaal BOT en BPV	890	0	517	608	478	570
Totaal BOT en BPV per leerjaar	890		1125		1048	

Totaal alle leerjaren

Activiteiten	BOT	BPV
Begeleide onderwijsactiviteiten (BOT) zoals opdrachten, praktijk- en theorielessen	1645	
Beroepspraktijkvorming (BPV)		1178
Keuzedelen	240	
Totaal BOT/BPV alle leerjaren	3063	
Totaal uren keuzedelen in BOT en BPV	240	