

# Teaching and Examination Regulations

## Cohort 2019

**Summa International Business - Engelstalige opleiding**

Qualification File: Commercie

Register number of qualification (Crebo): 25133

Level: 4

Learning pathway: BOL

Duration of course: 36 months

Cohort : 2019

Course code: 25133BOL36.02

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.

In addition to the OER, there is the English version of our [website](#) with all kinds of information for students of Summa College. Important to read carefully

You also can find [common rules and guidelines](#) on this website.

If this document links you to a website in Dutch, use right mouse button and choose 'Translate to English' (only if you open the website with Google Chrome).

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!

## Table of contents

### 1. The structure of the course

- 1.1. The qualification file and the electives
- 1.2. The educational and examination programmes
- 1.3. The certificate requirements

## The educational programme

### 2. What you are going to learn during the course

- 2.1 What the job of a assistant manager international trade involves
- 2.2 Contents of Qualification File
- 2.3 Contents of the general part
- 2.4 The electives
- 2.5 Work-based learning (BPV)
- 2.6 Credits, study progress regulations and binding study advice
- 2.7 Development-oriented assessment
- 2.8 Activities in the educational programme

## The examination programme

### 3. What exams do you need to take?

- 3.1 When do you obtain your certificate?
- 3.2 Types of exams
- 3.3 When are you entitled to take exams?
- 3.4 Overview of the vocational examination
- 3.5 National requirements for Dutch, calculus and English
- 3.6 Common exemptions
- 3.7 Examination arrangements

### 4. Relevant arrangements

### 5. Overview of classes and internship hours

## 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 form 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 assistant manager international trade involves

The assistant manager international trade office is aware of the language and culture of the exporting country, so that in his approach and advice he fits in well with the foreign customer. He is aware of his own culture in his actions and is open to cultural differences. He has a professional and commercial attitude and is focused on providing service and ensures that he has his administrative affairs in order. He has social skills in contacts with clients. He also has a collegial and social attitude when dealing with colleagues and companies. The vocational training you follow is based on a nationally applicable qualification file. This describes everything you need to know and be able to do in order to properly carry out the profession for which you are being trained.

### 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:

**B1-K1:** Researches the market and makes proposals for commercial policy

**B1-K1-W1:** Collects customer, product and market information

**B1-K1-W2:** Makes proposals for sales policy , marketing policy and/or marketing operations

**B1-K2:** Carries out the sales process

**B1-K2-W1:** Prepares the sales process

**B1-K2-W2:** Acquires customers and/or assignments

**B1-K2-W3:** Carries out sales conversations

**B1-K2-W4:** Makes an offer with a price calculation

**B1-K2-W5:** Takes care of the ( internal) order process

**B1-K3:** Takes care of relationship management and customer service

**B1-K3-W1:** Maintains customer contact and carries out after sales

**B1-K3-W2:** Handles complaints

**B1-K3-W3:** Carries out promotional activities

**B1-K3-W4:** Carries out webcare activities

In the qualification file, in the chapter 'Overview of the qualification file' you can find the work processes that belong to the course.

Vocational part, the profile core tasks:

**P5-K1:** Organises and carries out import and export

**P5-K1-W1:** Supports the tendering process for (import) suppliers

**P5-K1-W2:** Draws up and manages import and export documents

**P5-K1-W3:** Supervises import and export orders and coordinates shipping/transport

**P5-K1-W4:** Contributes to the optimisation of import and export processes

**P5-K2:** Formulates an export/marketing plan

**P5-K2-W1:** Identifies export markets

**P5-K2-W2:** Formulates an export plan

**P5-K2-W3:** Assists in the selection of intermediaries

In the qualification file, in chapter 'Overview of the qualification file

qualification file' you can find the work processes that belong to the program.

## 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 need 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 3F:

Reading – Listening - Speaking: Interaction - Speaking: Production - Writing / Use of language

**Calculus 3F:** Numbers - Measuring - Relations - Proportions

#### English B1/A2:

Reading – Listening - Speaking: Interaction - Speaking: Production - Writing / Use of language

### • 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 <b>What are my abilities?</b>	<ul style="list-style-type: none"><li>- The student completes assignments</li><li>- At the end of each period the student discusses progress with his study counsellor</li></ul>
Reflecting on your motives <b>What do I want?</b>	
Exploring work <b>Where can I do what I want to do?</b>	
Career guidance <b>How can I do what I want?</b>	
Networking <b>Who can help me?</b>	

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

Global citizenship 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 global citizenship you answer questions about the topics set out below.

<b>Global citizenship dimensions</b>		<b>Efforts required</b>
<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

### **Critical thinking skills.**

Learning to think critically is part of the training. You will learn how to actively participate in society and professional practice. During your training attention is paid to:

- Searching reliable information (sources), distinguishing between arguments, assertions, facts and assumptions.
- Taking the perspective of others.
- Thinking about how your own views, decisions and actions come about.

### **Pass / Fail:**

You pass global citizenship 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 three electives form each 240 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.

Elective	Code	Size (study hours)	Minimum number students	When to choose?
Hbo preparation	K0125	240	0	2021-2022 OP1
Responding to innovations suitable for level 4	K0226	240	0	2020-2021 OP1
Lean and creative	K0512	240	0	2020-2021 OP1
Orientation for entrepreneurship	K0080	240	0	2020-2021 OP1
Entrepreneurial Behaviour (suitable for level 3 and 4)	K0072	240	0	2021-2022 OP1
ARBO, quality control and care suitable for level 4	K0263	240	0	2021-2022 OP1

You decide which electives you will choose in consultation with your career counsellor. It may happen that a certain elective is cancelled. For example, if too few students have chosen the electives. In the table you can see how many students have to participate to start the electives. In order to be eligible for the diploma, you must meet the following conditions:

- The average of the results of the examined electives must be at least a 6 or “satisfactory”;
- For at least half of these electives the result must be at least a 6 or “satisfactory”;
- An elective result may never be lower than a 4 or an “unsatisfactory”.

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 Internships (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 through internships (BPV). During the internship period 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.

**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.

Education programme				
Basis syllabus year 1				
Period	Name	credits	School	BPV
Period 1	Calculating P1 (CALC1.01)	1	√	
	Dutch P1 (DUTC1.01)	1	√	
	English P1 (ENG1.01)	1	√	
	Export P1 (EXP1.01)	1	√	
	Finance P1 (CC1.CCP.01)	1	√	
	ICT P1 (ICT1.ICP.01)	1	√	
	Macro Economics P1 (MAEC1.01)	1	√	
	Spanish / German P1 (SPGE1.01)	1	√	
Period 2	Calculating P2 (CALC1.02)	1	√	
	Dutch P2 (DUTC1.02)	1	√	
	English P2 (ENG1.02)	1	√	
	Export P2 (EXP1.02)	1	√	
	Finance P2 (CC1.OCP.01)	1	√	
	Internship preparation/guidance P2 (ISPG1.IPP.01)	1	√	
	Macro Economics P2 (MAEC1.02)	1	√	
	Spanish / German P2 (SPGE1.02)	1	√	
Period 3	Calculating P3 (CALC1.03)	1	√	
	Dutch P3 (DUTC1.03)	1	√	
	English P3 (ENG1.03)	1	√	
	Finance P3 (CC1.MCP.01)	1	√	
	Internship preparation/guidance P3 (ISPG1.NPP.01)	1	√	
	Macro Economics P3 (MAEC1.03)	1	√	
	Spanish / German P3 (SPGE1.03)	1	√	
Period 4	Intercultural Communication (ICC1.INC.01)	1	√	
	Internship preparation/guidance P4 (ISPG1.TPP.01)	1	√	
	Spanish / German P4 (SPGE1.04)	1	√	
	Extra assignment (EXA1.EXA.01)	5	√	
Integral syllabus year 1				
Period	Name	Credit	School	BPV
Period 1	Test Business (IA101.TEC.01)	2	√	
	Softskills (IA101.SOG.01)	1	√	
	Project Deliverable 1 (IA101.RD1.01)	1	√	
	Project Deliverable 2 & 3 (IA101.RD2.01)	1	√	
	Project Deliverable 4 (IA101.RD4.01)	1	√	
Period 2	Test Business (IA102.TEB.01)	2	√	
	Softskills (IA102.SOF.01)	1	√	
	Project Deliverable 1 (IA102.PD1.01)	1	√	
	Project Deliverable (IA102.PRD.01)	1	√	
	Project Deliverable 3 (IA102.PD3.01)	1	√	
Period 3	Test Business (IA103.TEB.01)	2	√	
	Softskills (IA103.SOF.01)	1	√	
	Project Deliverable 1 (IA103.PD1.01)	1	√	
	Project Deliverable 2 & 3 (IA103.PD2.01)	1	√	
	Project Deliverable 4 (IA103.PD4.01)	1	√	
Period 4	Softskills/ extra elective (IA104.SOF.01)	5	√	
	Project Deliverables (IA104.PRD.01)	6	√	

Careers pathway year 1				
Period	Name	Credits	School	BPV
Period 1	Soft Skills Development P1 (ACG1.01)	1	√	
Period 2	Soft Skills Development P2 (ACG1.02)	1	√	
Period 3	Soft Skills Development P3 (ACG1.03)	1	√	
Period 4	Soft Skills Development P4 (ACG1.04)	1	√	
Basis syllabus year 2				
Periode	Naam	Credits	School	BPV
Period 1	Calculating P1 (CALC2.01)	1	√	
	Dutch P1 (DUTC2.01)	1	√	
	English P1 (ENG2.01)	1	√	
	Export P1 (EXP2.01)	1	√	
	Finance P1 (CC2.01)	1	√	
	Internship preparation/guidance P1 (ISPG2.IPP.01)	1	√	
	Sales P1 (SAL2.01)	1	√	
	Spanish / German P1 (SPGE2.01)	1	√	
	Calculating P2 (CALC2.02)	1	√	
	Dutch P2 (DUTC2.02)	1	√	
	English P2 (ENG2.02)	1	√	
	Export P2 (EXP2.02)	1	√	
	Finance P2 (CC2.02)	1	√	
	Internship preparation/guidance P2 (ISPG2.NPP.01)	1	√	
	Sales P2 (SAL2.02)	1	√	
	Spanish / German P2 (SPGE2.02)	1	√	
	English P4 (ENG2.03)	1	√	
	Internship preparation/guidance P4 (ISPG2.TPP.01)	1	√	
Spanish / German P4 (SPGE2.04)	1	√		
Integral syllabus year 2				
Period	Naam	Credits	School	BPV
Period 1	Test Business (IA201.TEB.01)	2	√	
	Softskills (IA201.SOF.01)	1	√	
	Project Deliverable 1 (IA201.PD1.01)	1	√	
	Project Deliverable 2 (IA201.PD2.01)	1	√	
	Project Deliverable 3 (IA201.PD3.01)	1	√	
Period 2	Test Business (IA202.TEB.01)	2	√	
	Softskills (IA202.SOF.01)	1	√	
	Project Deliverable 1 (IA202.PD1.01)	1	√	
	Project Deliverable 2 (IA202.PD2.01)	1	√	
	Project Deliverable 3 (IA202.PD3.01)	1	√	
Period 3	Softskills (IA23.SOF.01)	8	√	
	Internship Deliverables (IA23.IND.01)	8	√	
Period 4	Edumundo 1 (IA203.EE9.01)	2	√	
Career pathway year 2				
Period	Naam	Credits	School	BPV
Period 1	Career Guidance P1 (CG2.CGP.01)	1	√	
Period 2	Career Guidance P2 (CG2.AGP.01)	1	√	
Period 4	Career Guidance P4 (CG2.RGP.01)	1	√	
	Citizenship - Obligations (CIT2.CIO.01)	2	√	

Electives year 2				
Period	Name	Credits	School	BPV
Period 1	Responding to innovations P1 (K0226.IIP.01)	1	√	
	Lean and creative innovation P1 (K0512.DLC.01)	1	√	
	Orientation to entrepreneurship P1 (K0080.OOP.01)	1	√	
Period 2	Responding to innovations P2 (K0226.NIP.01)	1	√	
	Lean and creative innovation P2 (K0512.1LC.01)	1	√	
	Orientation to entrepreneurship P2 (K0080.ROP.01)	1	√	
Period 4	Responding to innovations P4 (K0226.PIP.01)	2	√	
	Lean and creative innovation P4 (K0512.1EC.01)	2	√	
	Orientation to entrepreneurship P4 (K0080.DOO.01)	2	√	
Basis syllabus year 3				
Period 1	Dutch P1 (DUTC3.01)	1	√	
	English P1 (ENG3.01)	1	√	
	Export P1 (EXP3.01)	1	√	
	Spanish / German P1 (SPGE3.01)	1	√	
Period 2	Dutch P2 (DUTC3.02)	1	√	
	English P2 (ENG3.02)	1	√	
	Export P2 (EXP3.02)	1	√	
	Spanish / German P2 (SPGE3.02)	1	√	
Period 3	Dutch P3 (DUTC3.03)	1	√	
	English P3 (ENG3.03)	1	√	
	Export P3 (EXP3.03)	2	√	
	Intercultural Communication P3 (ICC3.ICP.01)	1	√	
	Spanish / German P3 (SPGE3.03)	1	√	
Period 4	Dutch P4 (DUTC3.04)	1	√	
	English P4 (ENG3.04)	1	√	
	Export P4 (EXP3.04)	2	√	
	Intercultural Communication P4 (ICC3.NCP.01)	1	√	
	Spanish / German P4 (SPGE3.04)	1	√	
Integral syllabus year 3				
Period	Name	Credit	School	BPV
Period 1	Edumundo 2 (IA301.EE9.01)	2	√	
Period 3	The Grand Finale P3 (IA32.TGF.01)	4	√	
Period 4	Softskills (IA302.SOG.01)	9	√	
	Internship deliverables (IA302.INE.01)	9	√	
	The Grand Finale P4 (IA32.HGF.01)	4	√	
Career pathway year 3				
Period	Name	Credit	School	BPV
Period 4	Career Guidance - Year 3 (ACG3.AGP.01)	2	√	
	Citizenship year 3 (CIT3.CY3.01)	2	√	
Electives year 3				
Period	Name	Credit	School	BPV
Period 1	Preparation for HBO P1 (K0125.DPF.01)	1	√	
	Entrepreneurial behaviour P1 (K0072.NGP.01)	1	√	
	ARBO, quality control and care P1 (K0263.AKH.01)	1	√	
Period 2	Preparation for HBO P2 (K0125.1PF.01)	1	√	
	Entrepreneurial behaviour P2 (K0072.DGP.01)	1	√	
	ARBO, quality control and care P2 (K0263.RKH.01)	1	√	
Period 3	Vorbereiding HBO P3 (K0125.KPF.01)	1	√	
	Entrepreneurial behaviour P3 (K0072.EGP.01)	1	√	
	ARBO, quality control and care P3 (K0263.BKH.01)	1	√	
Period 4	Vorbereiding HBO P4 (K0125.1RF.01)	1	√	
	Entrepreneurial behaviour P4 (K0072.OGP.01)	1	√	
	ARBO, quality control and care P4 (K0263.OKH.01)	1	√	

- **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 be 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.

*What conditions do you need to meet:*

*We can track your development if you participate in classes and BPV. Attendance is mandatory. This condition applies to the entire range of classes, both at school and online. In the event of illness, you must contact school according to the guidelines at [www.summacollege.nl](http://www.summacollege.nl).*

*During classes at school, the building's house rules and education-specific house rules apply. Additional rules have been established for online classes. These regulations can be found on Its Learning.*

*Observe the house rules and online regulations. Compliance with house rules and regulations will be overseen by the teachers.*

*Your mentor will have conversations with you about your development.*

- **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:

**Rules regarding the binding study advice:**

A positive study advice means that you may proceed to the next phase of the program, without ‘study debt’. You do not have to make up the credits you did not earn. You will receive this evaluation if you have 55 or more credits in the 1st year of study.

A negative study advice is given if you have made insufficient progress across the board. In principle, you will receive this assessment if you have obtained less than 55 of the number of credits to be obtained. In this case, the education agreement is dissolved.

If you have obtained less than 55 credits, the tutorial team can still decide to give you a positive study advice if there are special reasons for this. If the tutorial team decides to give you a positive study advice, then missed credits in a next phase of the program do not have to be made up.

For both transfer from year 1 to year 2, as well as for transfer from year 2 to year 3, there is a credit limit of 55 credits for automatic transfer. If you have 55 or more credits, you are entitled to transfer to the next year. If you have obtained less than 55 credits, you are a discussion case in the teachers' meeting and they have the right to deny you passage to the next year.

#### **Help during the 1st year of study:**

At the beginning of OP3 (year 1), an indication of your progress on the program is given by means of a provisional study advice. This is done to let you know if you are on the right track in terms of study progress, or if there are still many improvements to be made in order to receive a positive binding study advice, later in the year. In the case of a provisional negative study advice, clear agreements are made with the mentor for the 2nd half year. If the performance in the 2nd half year has improved significantly and all agreements made have been met, the meeting of teachers can decide to allow the student to continue to year 2, even if the number of credits is below 55.

#### **Assistance during the 2nd year of study:**

Should a student have obtained less than 55 credits, then, as mentioned above, he becomes a discussion case. If the extra delay is in subjects that do not belong to the core of the program (e.g. a management subject that belongs to EBBD), then the meeting will decide to allow that student to continue to the 3rd year, because it would not interfere with the achievement of the diploma.

#### **Resits in Formative Courses:**

To help you further in achieving that credit in each course period, two resits are also offered. Using this, you can try to convert two fails obtained in that period into a pass mark, which would allow you to still obtain your credit for that subject. A 5.5 or higher is considered sufficient for a subject and gives you a study point in progress. At the end of the school year the teachers' meeting even has the right to offer you 2 extra resits. This is not a right, but a favour that you can earn based on the professional attitude shown during the school year.

#### **Help regarding the study abroad program:**

There is an option to go abroad, namely in the 2nd year of study, but this is not necessary to obtain your AMIH - diploma. However, as a program we try to provide the opportunity so that you can further enhance your learning experience through such an internship. To be able to participate in this, there are criteria indicated, which you must meet. These criteria are discussed several times in the program, so you still have plenty of time to meet them.

At the end of the 1st year we will give you a first indication whether your soft skills meet the requirements for going on an international internship. You will then receive a 1st recommendation / evaluation. You will also have a clear idea of what you can / should improve, if necessary. At the end of OP1 of year 2, the soft skills are again assessed and the professional attitude at that time is examined. The final assessment moment of the teaching team takes place after OP1 of the 2nd school year. Then the teaching team will indicate whether they think it is responsible for you to go on an internship abroad. If you are unable to go, you can of course do an internship in the Netherlands and still earn your AMIH diploma after 3 years.

#### **Changing cohorts**

If you need to redo a part of the course, this may mean that you need to repeat an entire year, or part of it. 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?

### 3.4 Overview of the vocational examinations

#### Examenprogramma

##### Kerntaak: Onderzoekt de markt en doet voorstellen voor commercieel beleid

Naam examen	Werkproces	Examenvorm (Zie 3.2.1.)	Gelegenheid 1		Gelegenheid 2		Context	Normering	Minimale eis	Weging
			Leerjaar	Periode	Leerjaar	Periode				
Proof of competence BKT1	B1-K1-W1 B1-K1-W2	PVB	3	2	3	2	BPV	Cijfer, 1 decimaal	5.50	100

##### Kerntaak: Voert het verkooptraject uit

Naam examen	Werkproces	Examenvorm (Zie 3.2.1.)	Gelegenheid 1		Gelegenheid 2		Context	Normering	Minimale eis	Weging
			Leerjaar	Periode	Leerjaar	Periode				
Proof of competence BKT2	B1-K2-W1 B1-K2-W2 B1-K2-W3 B1-K2-W4 B1-K2-W5	PVB	3	2	3	2	BPV	Cijfer, 1 decimaal	5.50	60
Written exam Sales (KE6)	B1-K2-W1 B1-K2-W4	SKE	2	2	2	3	BI	Cijfer, 1 decimaal	5.50	40

##### Kerntaak: Zorgt voor relatiebeheer en klantenservice

Naam examen	Werkproces	Examenvorm (Zie 3.2.1.)	Gelegenheid 1		Gelegenheid 2		Context	Normering	Minimale eis	Weging
			Leerjaar	Periode	Leerjaar	Periode				
Proof of competence BKT3	B1-K3-W1 B1-K3-W2 B1-K3-W3 B1-K3-W4	PVB	3	2	3	2	BPV	Cijfer, 1 decimaal	5.50	60
English profession-specific (VE4)	B1-K3-W1 B1-K3-W2 B1-K3-W3	VEX	3	3	3	4	BI	Cijfer, 1 decimaal	5.50	20
2nd MFL profession-specific (Spanish/German) (VE7)	B1-K3-W1 B1-K3-W2 B1-K3-W3	VEX	3	3	3	4	BI	Cijfer, 1 decimaal	5.50	20

##### Kerntaak: Organiseert en voert import- en exportactiviteiten uit

Naam examen	Werkproces	Examenvorm (Zie 3.2.1.)	Gelegenheid 1		Gelegenheid 2		Context	Normering	Minimale eis	Weging
			Leerjaar	Periode	Leerjaar	Periode				
Proof of competence PKT1	P5-K1-W1 P5-K1-W2 P5-K1-W3 P5-K1-W4	PVB	3	2	3	2	BPV	Cijfer, 1 decimaal	5.50	60
Written profile exam (VE9)	P5-K1-W1	VEX	3	4	3	4	BI	Cijfer, 1 decimaal	5.50	40

##### Kerntaak: Stelt een export-/marketingplan op

Naam examen	Werkproces	Examenvorm (Zie 3.2.1.)	Gelegenheid 1		Gelegenheid 2		Context	Normering	Minimale eis	Weging
			Leerjaar	Periode	Leerjaar	Periode				
Proof of competence PKT2	P5-K2-W1 P5-K2-W2 P5-K2-W3	PVB	3	2	3	2	BPV	Cijfer, 1 decimaal	5.50	60
Written profile exam (KE9)	P5-K2-W1	SKE	3	3	3	3	BI	Cijfer, 1 decimaal	5.50	40

#### Examenprogramma

##### Nederlands

Naam examen	Examenvorm (Zie 3.2.1.)	Gelegenheid 1		Gelegenheid 2		Context	Normering	Minimale eis	Weging
		Leerjaar	Periode	Leerjaar	Periode				
Nederlands Centraal Examen	COE	2	2	3	1	BI	Cijfer, 1 decimaal		1
Nederlands Spreken 3F	MVE	3	3	3	3	BI	Cijfer, 1 decimaal		1
Nederlands Gesprekken 3F	MVE	3	1	3	2	BI	Cijfer, 1 decimaal		1
Nederlands Schrijven 3F	SVE	2	2	3	1	BI	Cijfer, 1 decimaal		1



Rekenen									
Naam examen	Examenvorm (Zie 3.2.1.)	Gelegenheid 1		Gelegenheid 2		Context	Normering	Minimale eis	Weging
		Leerjaar	Periode	Leerjaar	Periode				
Rekenen Centraal Examen	COE	2	2	2	4	BI	Cijfer, 1 decimaal		1
Engels									
Naam examen	Examenvorm (Zie 3.2.1.)	Gelegenheid 1		Gelegenheid 2		Context	Normering	Minimale eis	Weging
		Leerjaar	Periode	Leerjaar	Periode				
Engels B1 Centraal Examen	COE	2	1	3	1	BI	Cijfer, 1 decimaal		1
Engels Spreken A2	MVE	2	1	2	2	BI	Cijfer, 1 decimaal		1
Engels Gesprekken voeren A2	MVE	2	1	2	2	BI	Cijfer, 1 decimaal		1
Engels Schrijven A2	SVE	2	2	2	2	BI	Cijfer, 1 decimaal		1

#### Examenprogramma

##### Keuzedeel: Voorbereiding hbo

Naam examen	Werkproces	Examenvorm (Zie 3.2.1.)	Gelegenheid 1		Gelegenheid 2		Context	Normering	Minimale eis	Weging
			Leerjaar	Periode	Leerjaar	Periode				
D1-K1: Treft voorbereidingen voor het volgen van een hbo-opleiding	D1-K1-W1 D1-K1-W2 D1-K1-W3 D1-K1-W4	CGI	3	1	3	4	BI	Cijfer, 1 decimaal		1

##### Keuzedeel: Inspelen op innovaties geschikt voor niveau 4

Naam examen	Werkproces	Examenvorm (Zie 3.2.1.)	Gelegenheid 1		Gelegenheid 2		Context	Normering	Minimale eis	Weging
			Leerjaar	Periode	Leerjaar	Periode				
D1-K1: Speelt in op innovatie en verandering binnen de branche	D1-K1-W1	PAS	2	1	3	1	BI	Cijfer, 1 decimaal		1

##### Keuzedeel: Lean en creatief

Naam examen	Werkproces	Examenvorm (Zie 3.2.1.)	Gelegenheid 1		Gelegenheid 2		Context	Normering	Minimale eis	Weging
			Leerjaar	Periode	Leerjaar	Periode				
D1-K1: Lean en creatief innoveren	D1-K1-W1 D1-K1-W2	CGI	2	1	3	1	BI	Cijfer, 1 decimaal		1

##### Keuzedeel: Oriëntatie op ondernemerschap

Naam examen	Werkproces	Examenvorm (Zie 3.2.1.)	Gelegenheid 1		Gelegenheid 2		Context	Normering	Minimale eis	Weging
			Leerjaar	Periode	Leerjaar	Periode				
D1-K1: Oriënteert zich op het ondernemerschap	D1-K1-W1 D1-K1-W2 D1-K1-W3	CGI	2	1	3	1	BI	Cijfer, 1 decimaal		1

##### Keuzedeel: Ondernemend gedrag (geschikt voor niveau 3 en 4)

Naam examen	Werkproces	Examenvorm (Zie 3.2.1.)	Gelegenheid 1		Gelegenheid 2		Context	Normering	Minimale eis	Weging
			Leerjaar	Periode	Leerjaar	Periode				
D1-K1: Toont ondernemend gedrag voor innovatie in beroepsuitoefening en werkomgeving	D1-K1-W1 D1-K1-W2 D1-K1-W3	CGI	3	1	3	4	BI	Cijfer, 1 decimaal		1

##### Keuzedeel: ARBO, kwaliteitszorg en hulpverlening geschikt voor niveau 4

Naam examen	Werkproces	Examenvorm (Zie 3.2.1.)	Gelegenheid 1		Gelegenheid 2		Context	Normering	Minimale eis	Weging
			Leerjaar	Periode	Leerjaar	Periode				
D1-K1: Draagt bij aan kwaliteitszorg en arbeidsomstandigheden	D1-K1-W1 D1-K1-W2	CGI	3	1	3	4	BI	Cijfer, 1 decimaal		1
D1-K2: Verleent EHBO en BHV	D1-K2-W1	CGI	3	1	3	4	BI	Cijfer, 1 decimaal		1

### 3.5 National requirements for Dutch, calculus and English

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

#### Dutch 3F

<b>Central exam:</b> Reading Listening	<b>School exam:</b> Speaking: Interaction Speaking: Production Writing / Use of language
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#### Calculus 3F

<b>One exam (school exam):</b> Numbers Measuring Relations Proportions
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#### English B1/A2

<b>Central exam:</b> Reading Listening	<b>School exam:</b> Speaking: Interaction Speaking: Production Writing / Use of language
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\* 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.

### 3.6 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.

### 3.7 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 [rules and guidelines](#) 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

Crebonumber	25133
Course code	25133BOL36.02
Learning path	BOL

	Year 1	Year 1	Year 2	Year 2	Year 3	Year 3
Activities	BOT	BPV	BOT	BPV	BOT	BPV
Guided educational activities (BOT), such as assignments, practical and theory lessons	711.5		338		479.5	
Internship (BPV)		272		460		488
Electives	0	0	90	60	60	30
<b>Total BOT en BPV</b>	711	272	428	520	539	518
<b>Total BOT per year</b>	983		948		1057	

### Total all years

Activities	BOT	BPV
Guided educational activities (BOT), such as assignments, practical and theory lessons	1528	
Internship (BPV)		1220
Electives	150	90
<b>Total BOT/BPV all years</b>	2988	
<b>Total hours electives in BOT and BPV</b>	240	