

Teaching and Examination Regulations

Summa International Business

Qualification File	:	Commerce
Register number of qualification (Crebo)	:	25133
Level	:	4
Learning pathway	:	BOL
Duration of course	:	3 years
Cohort	:	2018

Version 1.0



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. the various Summa College regulations;
5. an overview of teaching and internship hours.

In addition to the TER there is an information guide with lots of interesting and useful facts for Summa College students. We advise you read this information guide carefully.

How to read the TER

In the TER you will find yellow text blocks and [blue text with links](#). Click on these links (CTRL + click) to find more information, such as a clip or a chart. If you have any questions about the TER, ask your mentor.

We look forward to helping you bring out the best in yourself.

We wish you good luck at Summa!

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1. The structure of the course

1.1 The syllabus and the optional subjects

Every MBO course is based on a set syllabus. 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 optional subjects.

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

Here is a summary of the syllabus.

1.2 The educational and examination programmes

Summa College courses are divided into two programmes:

- a. the educational programme
- b. the examination programme.

The **educational programme** comprises of three curriculums:

1. integrated learning line
2. basic learning line
3. career learning line

In section 2.9 of the TER you can find the educational activities for each curriculum.

The **examination programme** comprises of 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 optional subject(s);
3. you meet the relevant national requirements for Dutch and arithmetic;
4. you meet the national requirement for English;
5. you have complied with the requirements as to Career and Civic Education;
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 this TER. In chapter 4 the requirements will be explained in more detail.

2. What you are going to learn during the course

2.1 What does an Assistant Manager International Trade do?

The Assistant Manager International Trade is aware of the language and culture of different countries, so that his approach and advice suits all foreign customers. His actions and behaviour show an awareness of his own culture and an openness to cultural differences. He is professional as well as commercial and aims at providing good service and makes sure that his administration is in good order. He possesses good social skills in the business environment. When working with colleagues and organisations, he is collegial and sociable.

He tries to find out what exactly customers want. He discusses the customer's needs with the customer. He finds out if the products he has to offer match the needs of the customer. He also finds out what competitors are doing. In this way he prepares a perfect custom-made offer for each customer.

He stays in touch with his customers and visits them on a regular basis. He always looks his best. His patience, understanding and skills of persuasion form the basis of an excellent salesman.

The course you are going to do is based on a national qualification file. This file describes everything you need to know and do to be successful in the occupation you will be trained for.

2.2 Contents of the basic component

The basic component consists of two parts: the common vocational part and the generic part:

Common vocational parts, the core tasks:

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

B1-K2: Carries out the sales process

B1-K3: Takes care of maintaining business relationships and client support

Generic parts:

Dutch

Arithmetic

Careers

Citizenship

English

In section 2.5 you can find more detailed information about the generic parts.

2.3 Contents of the profile part

At the end of your course you graduate either as an Assistant Manager International Trade, or as a Junior Account Manager. Here are their profiles.

Profile of Assistant Manager International Business: core tasks

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

P5-K2: Can draft an export marketing plan

Profile of Junior Account Manager: core tasks

P4-K1: Carries out the account management plan

2.4 The optional subjects

Part of your course consists of optional subjects. Your course carries an obligation of 960 clock hours for the optional subjects.

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

There are several optional subjects, which aim at giving you an opportunity

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

Employers in your chosen field have been involved in deciding what optional subjects are suitable for your future job. This means that optional subjects may be added later.

Your course offers a number of optional subjects. They are offered in the form of a package consisting of various optional subjects. 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 when that subject is very important for occupations in the region.

You are always free to choose additional optional subjects.

Optional subjects make up 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.

Optional subjects are always rounded off by means of an exam. The exam result will be listed on your results list. Optional subjects are new to MBO and for this reason students starting in 2017-2018 cannot fail because of insufficient results for these exams. However, you have to take the exam to obtain your certificate.

The optional subjects are offered from the second year of your course. At the end of the first year you will be given an overview of the packages you can choose from. At that point you may decide what package you prefer.

Elective	Code	Term	Hours	All students/ Own choice	Minimum number of students
Durability	K0031	Y3	240	All students	15
Preparation HBO	K0125	Y3	240	All students	15
MBO entrepreneurship	K0165	Y2 and Y3	480	All students	15

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

Year	Term	Elective
2	OP 1	Durability
2	OP 1	Preparation HBO
		MBO entrepreneurship

You can choose between the following combinations of electives:

1. MBO-entrepreneurship combined with preparation HBO
2. MBO-entrepreneurship combined with Durability

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 General basic component (applies to all MBO students)

Dutch, arithmetic and English

At the end of their education all MBO students need to have sufficient knowledge of Dutch and arithmetic. 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, arithmetic and English and at what level you will be taking these classes.

Dutch 2F or 3F*

Reading	Listening	Speaking: Interaction	Speaking: Production	Writing / Use of language
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Arithmetic*

Numbers	Ratios	Geometry	Relations
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English*

Reading B1	Listening B1	Speaking: monologue A2	Speaking: conversations A2	Writing / Use of language A2
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* For foreign students different regulations apply: see the reversal rule.

The careers programme

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

In the careers 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 best effort requirements set out below.

Career competencies	What is expected of you (effort requirements)?
Reflecting on your qualities <i>What are my abilities?</i>	You describe your own understanding of your abilities. You also describe in what way you gained this understanding and what assignments you used to do so. You have participated in the Careers classes and you have had talks with your Careers Counsellor and discussed how you understand the level of your abilities
Reflecting on your motives <i>What do I want?</i>	You describe your own understanding of what you are passionate about. Also, you describe in what way you gained these insights and what assignments you used to do so. You have participated in the Careers classes and you have had talks with your Careers Counsellor and discussed how you see your level of motivation.
Exploring work <i>Where can I do what I want to do?</i>	You describe your insights gained from learning information in your work place. Also, you describe in what way you gained these insights and what assignments you used to do so. You have participated in the Career classes and you have had talks with your Careers Counsellor and reflected on what you have learnt within the workplace..
Career guidance <i>How can I do what I want?</i>	You describe what you have learnt from career guidance. Also, you describe in what way you gained these insights and what assignments you used to do so. You have participated in the Career classes and you have had talks with your Career Counsellor and discussed what you have learnt about your future career.
Networking <i>Who can help me?</i>	You describe your insights gained from expanding your networks. Also, you describe in what way you gained these insights and what assignments you used to do so. You have participated in the Careers classes and you have had talks with your Careers Counsellor and discussed networking.

The PSHE and Citizenship programme

Citizenship lessons are 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

Citizenship lessons you answer questions concerning the topics set out below.

Civic Education Perspectives	
<i>Democracy and justice</i>	<p>You have identified your learning goals from a political-legal perspective, you describe how you handled these questions and describe the conclusions you arrived at.</p> <p>You have participated in the Citizenship Days and attended one or more workshops about the political-legal perspectives of your life in the Netherlands. You have written a report about this in accordance with the instructions issued on the relevant citizenship day</p>
<i>Economic wellbeing</i>	<p>You have identified your learning goals from an economic perspective. You describe how you have achieved your goals and describe the conclusions you arrived at.</p> <p>You have participated in the Citizenship Days and attended one or more workshops about the economic perspectives of your life as a citizen. You have written a report about this in accordance with the instructions issued on the relevant Citizenship Day.</p>
<i>Social wellbeing</i>	<p>You have identified your learning goals from a social perspective. you describe how you achieved your goals and describe the conclusions you arrived at.</p> <p>You have participated in the Citizenship Days and attended one or more workshops about the social dimension of your life as a citizen. You have written a report about this in accordance with the instructions issued on the relevant Citizenship Day.</p>
<i>Personal Wellbeing</i>	<p>You have identified your learning goals about personal wellbeing, you describe how you achieved your goals and describe the conclusions you arrived at.</p> <p>You have participated in the Citizenship Days and attended one or more workshops about personal wellbeing. You have written a report about this in accordance with the instructions issued on the relevant Citizenship Day.</p>

2.6 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 organisation. 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.

Your internship will be looked at from two perspectives. 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 **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 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.

2.7 Credits and 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 also regard as progress.

At the end of year 1 students will receive an advice if they can continue the course. The advice is based on the total amount of study points gathered by the student:

- 55 or more study points are gathered: continue the course.
- Less than 55 study points are gathered: guidance to another more suitable course. You don't have to gather the study points in a next phase of your course.

- Between 50 and 55 study points: the teachers team decides: continue course under certain conditions or guidance to another more suitable course.

Binding recommendation

In order to successfully complete the programme and to receive your diploma you must show sufficient growth through the various years. This applies to both your education at school and your performance during your internship. This growth is also known as progress. To decide if you have made sufficient progress, you will receive a progress assessment.

At a progress assessment we determine the 'running score' of your progress thus far. The progress assessment occurs at the end of the school year.

On the basis of the progress assessment we make a prognosis of how we see that your schooling will progress.

The progress assessment is determined by study credits that you can earn for:

- A project, subject, assignment etc.
- Internship performance
- School and professional attitude

In the first year, between the ninth and twelfth month of your education you will receive a **preliminary recommendation** (positive or negative) on the basis of your already achieved study credits. Summa has created a procedure for this end. You can find this here. (paragraph Rules binding recommendation). You will find out if you can carry on or not with the course. This is a new legal obligation within MBO.

At the end of OP4 in your first year you will receive the **definitive recommendation**. This informs you if you can carry on with the course, or that you have to stop. The assessment actually decides if the contents of the course match your qualities and career ambitions.

Positive recommendation means that you can carry onto the next phase of your course, without 'study debt'. You do not need to catch up with the missed study credits.

You will receive this assessment if you have gained 55 or more study credits.

Negative recommendation is given if you haven't gained enough study credits overall. You will receive this assessment if you have earned fewer than 55 study credits from the total number of study credits available.

In this case the education agreement will be dissolved.

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.

We of course don't wait until the end of your first year to discuss your progress. You have been able to read about this in the chapter about development-oriented assessment. (2.8). Before you receive your definitive binding recommendation, you will have received a preliminary recommendation earlier in the course.

2.8 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.

2.9 Activities in the educational programme

The chart below shows the education programme. For each programme and learning line you can see what subjects will be taught in what period. You can also see the number of credits you can attain.

Naam/omschrijving	Leerlijn	Binnenschools (BIS)	Buitenschools (BUS)	BPV	Studiepunten
Ontwikkelingsgericht of Onderwijsprogramma					
Dutch - Year 1					
Dutch P1	BL	x			1
Dutch P2	BL	x			1
Dutch P3	BL	x			1
Calculating - Year 1					
Calculating P1	BL	x			1
Calculating P2	BL	x			1
Calculating P3	BL	x			1
English - Year 1					
English P1	BL	x			1
English P2	BL	x			1
English P3	BL	x			1
Spanish / German - Year 1					
Spanish / German P1	BL	x			2
Spanish / German P2	BL	x			2
Spanish / German P3	BL	x			2
Spanish / German P4	BL	x			2
Export - Year 1					
Export P1	BL	x			1
Export P2	BL	x			1
Export P3	BL	x			1
Macro Economics - Year 1					
Macro Economics P1	BL	x			1
Macro Economics P2	BL	x			1
Macro Economics P3	BL	x			1
EBBD - Year 1					
Intercultural Communication	BL	x			1
Law (EBBD)	BL	x			1
Integrated Assignment - Year 1					
Unit 1: The Big Picture					
Soft skills	IL	x			1
Project Results	IL	x			3
Business Test	IL	x			2
Unit 2: Know Your Market					
Soft skills	IL	x			1
Project Results	IL	x			3
Bussiness Test	IL	x			2
Unit 3: My Sales					
Soft skills	IL	x			1
Project Results	IL	x			3
Business Test	IL	x			2
Unit 4: Internship NL					
Soft skills	IL			x	7
Internship deliverables	IL			x	6
Career Guidance - Year 1					
Soft Skills Development P1	LL	x			1
Soft Skills Development P2	LL	x			1
Soft Skills Development P3	LL	x			1
Soft Skills Development P4	LL	x			1

Naam/omschrijving	Leerlijn	Binnenschools (BIS)	Buitenschools (BUS)	BPV	Studiepunten
Dutch - Year 2	DUTC				
Dutch P1	BL	x			1
Dutch P2	BL	x			1
Calculating - Year 2	CALC				
Calculating P1	BL	x			1
Calculating P2	BL	x			1
English - Year 2	ENG				
English P1	BL	x			1
English P2	BL	x			1
Spanish/German - Year 2	SPGE				
Spanish / German P1	BL	x			2
Spanish / German P2	BL	x			2
Commercial Calculation - Year 2	CC				
Commercial Calculation P1	BL	x			1
Commercial Calculation P2	BL	x			1
Export - Year 2	EXP				
Export P1	BL	x			1
Export P2	BL	x			1
Sales - Year 2	SAL				
Sales P1	BL	x			1
Sales P2	BL	x			1
Marketing - Year 2	MARK				
Marketing P1	BL	x			1
Marketing P2	BL	x			1
Integrated Assignment - Year 2	IA				
Unit 1: It's all about money	IL				
Soft skills	IL	x			1
Project Deliverables	IL	x			3
Test Business	IL	x			2
Unit 2: A future in E-commerce	IL				
Soft skills	IL	x			1
Project Deliverables	IL	x			3
Test Business	IL	x			2
Unit 3: Edomundo Simulation 1	IL				
Project Deliverables	IL	x			2
Unit 4: Internship	IL				
Soft skills	IL			x	9
Internship deliverables	IL			x	9
Career Guidance - Year 2	LL				
Soft Skills Development P1	LL	x			2
Soft Skills Development P2	LL	x			2
Elective program - Entrepreneurship MBO A - Year 2	KR				
D1-K1: Begins and/or runs their own business (self-employed)	KR	x			2
D1-K1: Begins and/or runs their own business (self-employed)	KR	x			2
D1-K1: Begins and/or runs their own business (self-employed)	KR		x		2

3. What exams do you need to take?

3.1 Examinations

The examinations programme is an overview of the exams you will need to take in the course of your education.

You will be taking exams preparing you for your future job, but there also exams for Dutch and arithmetic. The chart below lists (3.2) what exams you will have to take.

Here is an explanation of the abbreviations used.

When are you entitled to take exams?

The study progress regulations determine whether you are allowed to take exams or not. For example, you need to attain 90% of all credits for the education part of year 3- semester 1. Each semester carries 30 credits. If you have less than 90% of the total credits, then the teachers will decide if you can take the exams and on what conditions. You have to meet these conditions prior to taking the exam. See section 2.7 for the full version of the study progress regulations.

3.2 Overview of the vocational examinations

Exam programme/ Conditions for certification

Naam/Omschrijving		Programma	Leerlijn	Ond.Prod.Type	Subtype	Binnenschools (BIS)	Buitenschools (BUS)	BPV	Type waardering	Min. waardering	Invoer (man/calc)	Weging
Kwalificerend of examenprogramma en voorwaardelijk voor diplomering												
Main syllabus 1 Core task 1: Researches the market and makes proposals for con		EP	B1K1							Cijfer		1
BU.IH.BB1.POC	Proof of competence BKT1	EP	nvt	Ei	pvb	x		x	O/V/G	V	Man	68
BU.IH.BB1.ENG	English profession-specific	EP	nvt	Ei	vex	x		x	cijfer	5,5	Man	5
BU.IH.BB1.MFL2	2nd MFL profession- specific	EP	nvt	Ei	vex	x		x	cijfer	5,5	Man	5
BU.IH.BB1.WE1	Written exam 1 Marketing	EP	nvt	Ei	vex	x			cijfer	5,5	Man	20
BU.IH.BB1.WE3	Written exam 3 commercial accounting	EP	nvt	Ei	vex	x			cijfer	5,5	Man	1
BU.IH.BB1.PP	Project paper 4 Law and complaints procedure	EP	nvt	Ei	wsv	x		x	cijfer	5,5	Man	1
Main syllabus 1 Core task 2: Carries out the sales procedure		EP	B1K2							Cijfer		1
BU.IH.BB2.POC	Proof of competence BKT2	EP	nvt	Ei	pvb	x		x	O/V/G	V	Man	68
BU.IH.BB2.ENG	English profession-specific	EP	nvt	Ei	vex	x		x	cijfer	5,5	Man	5
BU.IH.BB2.MFL2	2nd MFL profession- specific	EP	nvt	Ei	vex	x		x	cijfer	5,5	Man	5
BU.IH.BB2.WE2	Written exam 2 Sales	EP	nvt	Ei	vex	x			Cijfer	5,5	Man	20
BU.IH.BB1.WE3	Written exam 3 commercial accounting	EP	nvt	Ei	vex	x			Cijfer	5,5	Man	1
BU.IH.BB1.PP	Project paper 4 Law and complaints procedure	EP	nvt	Ei	wsv	x		x	cijfer	5,5	Man	1
Main syllabus 1 Core task 3: Customer relationship management and customer se		EP	B1K3							Cijfer		1
BU.IH.BB3.POC	Proof of competence BKT3	EP	nvt	Ei	pvb	x		x	O/V/G	V	man	88
BU.IH.BB3.ENG	English profession-specific	EP	nvt	Ei	vex	x		x	cijfer	5,5	man	5
BU.IH.BB3.MFL2	2nd MFL profession- specific	EP	nvt	Ei	vex	x		x	cijfer	5,5	man	5
BU.IH.BB1.WE3	Written exam 3 commercial accounting	EP	nvt	Ei	vex	x			cijfer	5,5	Man	1
BU.IH.BB1.PP	Project paper 4 Law and complaints procedure	EP	nvt	Ei	wsv	x		x	cijfer	5,5	man	1
Main syllabus 5 Core task 1: Organises and carries out import and export activitie		EP	P5K1							Cijfer		1
BU.IH.BP1.POC	Proof of competence PKT1	EP	nvt	Ei	pvb	x		x	O/V/G	V	man	70
BU.IH.BP1.ENG	English profession-specific	EP	nvt	Ei	vex	x		x	Cijfer	5,5	man	5
BU.IH.BP1.MFL2	2nd MFL profession- specific	EP	nvt	Ei	vex	x		x	Cijfer	5,5	man	5
BU.IH.BP1.WE1	Written exam profile exam 1	EP	nvt	Ei	vex	x			Cijfer	5,5	man	20
Main syllabus 5 Core task 2: Creation of an export/ marketing plan		EP	P5K2							Cijfer		1
BU.IH.BP2.POC	Proof of competence PKT2	EP	nvt	Ei	pvb	x		x	O/V/G	V	man	70
BU.IH.BP2.ENG	English profession-specific	EP	nvt	Ei	vex	x		x	Cijfer	5,5	man	5
BU.IH.BP2.MFL2	2nd MFL profession- specific	EP	nvt	Ei	vex	x		x	Cijfer	5,5	man	5
BU.IH.BP2.WE2	Written exam profile exam 2	EP	nvt	Ei	vex	x			Cijfer	5,5	man	20

Naam/omschrijving		Programma	Leerlijn	Ond.Prod.Type	Subtype	Binnenschools (BIS)	Buitenschools (BUS)	BPV	Type waardering	Min. waardering	Invoer (man/cale)	Weging
Dutch		EP	nvt									1
De inrichting voor Nederlands wordt Summa-breed ingevoerd (niveau specifiek) LET OP: leerjaar/periode en kansen moeten WEL ingevuld worden (ivm examenplanning)												
ned ce	Dutch reading / listening COE (central exam)	EP	nvt	Ei	coe	x			Cijfer	nvt	man	1
ned sp 3F	Dutch speaking (school exam)	EP	nvt	Ei	vex	x			Cijfer	nvt	man	1
ned sc 3F	Dutch writing (school exam)	EP	nvt	Ei	vex	x			Cijfer	nvt	man	1
ned gv 3F	Dutch conversations (school exam)	EP	nvt	Ei	vex	x			Cijfer	nvt	man	1
Calculating		EP	nvt									1
De inrichting voor Rekenen wordt Summa-breed ingevoerd (niveau specifiek) LET OP: leerjaar/periode en kansen moeten WEL ingevuld worden (ivm examenplanning)												
rek ce	Calculating COE (central exam)	EP	nvt	Ei	coe	x			Cijfer	nvt	man	1
English		EP	nvt									1
De inrichting voor Engels wordt Summa-breed ingevoerd (niveau 4/indien van toepassing) LET OP: leerjaar/periode en kansen moeten WEL ingevuld worden (ivm examenplanning)												
eng ce B1	English reading / listening COE (central exam)	EP	nvt	Ei	coe	x			Cijfer	nvt	man	1
eng sp A2	English speaking (school exam)	EP	nvt	Ei	vex	x			Cijfer	nvt	man	1
eng sc A2	English writing (school exam)	EP	nvt	Ei	vex	x			Cijfer	nvt	man	1
eng gv A2	English conversations (school exam)	EP	nvt	Ei	vex	x			Cijfer	nvt	man	1
Career guidance		EP	nvt									1
De inrichting voor loopbaan wordt Summa-breed ingevoerd (1 resultaat)												
summa.lo4.01	Career guidance	EP	nvt	Ei	vex				B/NB		man	1
Citizenship		EP	nvt									1
De inrichting voor burgerschap wordt Summa-breed ingevoerd (1 resultaat)												
summa.bu4.01	Citizenship	EP	nvt	Ei	vex				B/NB		man	1
Internship		EP	BPV									1
De inrichting voor BPV is dossier afhankelijk en kent 1 eindresultaat												
thw.BPV	Internship	EP	nvt	Ei	vex				B/NB	B	man	1

Naam/omschrijving		Programma	Leerlijn	Ond.Prod.Type	Subtype	Binnenschools (BIS)	Buitenschools (BUS)	BPV	Type waardering	Min. waardering	Invoer (man/cale)	Weging
Dutch		EP	nvt									1
De inrichting voor Nederlands wordt Summa-breed ingevoerd (niveau specifiek) LET OP: leerjaar/periode en kansen moeten WEL ingevuld worden (ivm examenplanning)												
ned ce	Dutch reading / listening COE (central exam)	EP	nvt	Ei	coe	x			Cijfer	nvt	man	1
ned sp 3F	Dutch speaking (school exam)	EP	nvt	Ei	vex	x			Cijfer	nvt	man	1
ned sc 3F	Dutch writing (school exam)	EP	nvt	Ei	vex	x			Cijfer	nvt	man	1
Entrepreneurship MBO		EP	K0165		KZ1							1
BU.IH.KK1.ENT	D1-K1: Begins and/or runs their own business (self-employed)	EP	nvt	Ek	wsv	x			O/V/G	O	man	1
Durability in profession		EP	K0031		KZ2							1
BU.IH.KK2.SUS1	D1-K1: Formulates personal improvement options for sustainability	EP	nvt	Ek	pas	x			O/V/G	O	man	1
BU.IH.KK2.SUS2	D1-K2: Carries out research into sustainability in a business situation	EP	nvt	Ek	pas	x			O/V/G	O	man	1
BU.IH.KK2.SUS3	D1-K3: Presents a proposal for improvements in sustainability within the profession	EP	nvt	Ek	pas	x			O/V/G	O	man	1
BU.IH.KK2.SUS4	D1-K4: Calculates the return on improvements in sustainability within the profession	EP	nvt	Ek	pas	x			O/V/G	O	man	1
Preparation Higher Vocational Education		EP	K0125		KZ2							1
BU.IH.KK2.HBO	D1-K1: Makes preparations in order to follow a HBO education	EP	nvt	Ek	pas	x			O/V/G	O	man	1

3.2.1. 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.

AT	Aptitude Test
WKE	Written Knowledge Exam
REP	Report
SE	Skills Exam
PE	Practical Exam
CE	Case Exam
SIR	Simulation / Roleplay

There are three additional types of examination to assess the optional subjects:

COI	Criterion-oriented interview
PR	Presentation
PA	Portfolio assessment

3.2.2 Exam locations

Exams are taken at these locations:

- in school (IS)
- outside school (OS)
- at the internship company. In this case the exam is not about assessing your internship, but it may be an Aptitude Test you have to take at your internship company.

3.3 National requirements for Dutch, arithmetic and English

Student starting in 2017-2018 have to meet the requirements set out below.

Subject	Required level	Exam type	When	Norms
Dutch*	3F	Institute exams: <ul style="list-style-type: none"> • Speaking Production • Speaking Interaction Central exams: <ul style="list-style-type: none"> • Writing / Use of language • Listening • Reading 	Institute exams: <ul style="list-style-type: none"> • No official guidelines Central exams: In school year 2019-2020 or 2020-2021	<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.
Arithmetic*	3F	Central exam	In school year 2019-2020 or 2020-2021	<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:	Institute exams: <ul style="list-style-type: none"> • No official guidelines Central exams: In school year 2019-2020 or 2020-2021	<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

		<ul style="list-style-type: none"> • Listening • Reading 		not lower than 5), the other result must be 6 or higher. <ul style="list-style-type: none"> • The result will be listed on your statement of results.
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* For Arithmetic the following regulation applies: the student takes the English-language version of the Arithmetic 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 Arithmetic 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.

3.4 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.

The reversal works as follows:

	Students not eligible for the reversal rule	Students eligible for the reversal rule
Dutch		
Listening	3F	2F
Reading	3F	2F
Speaking Interaction	3F	1F
Speaking Production	3F	1F
Writing	3F	1F
English		
Listening	B1	B1
Reading	B1	B1
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.

The reversal rule for the generic Dutch exam works as follows:

- The student takes a central exam for Dutch at 3F level for two skills (reading and listening). Taking the exam is mandatory. If the student passes the exam, the reversal rule no longer applies and this result is used. The three remaining skills are assessed by means of an institute exam at 3F level.
- In addition to this, as a safety net, the student sits the institute exams reading and listening at 2F level and the institute exams speaking production, speaking interaction and writing at 1F level. These exams produce an average result. (Average = [reading/listening] : [speaking production/speaking interaction/writing]). If the reversal rule is applied, this is the result that determines pass or fail.
- The above-mentioned result is recorded in Eduarte. The certificate will state 'attained, the statement of results will list the marks and the level attained (2 x 2F and 3 x 1F).

The reversal rule for the generic English exam works as follows:

- The student takes a central exam for Dutch at B1 level for two skills (reading and listening). Taking the exam is mandatory, but this result is entered only if the student no longer needs to use the reversal rule because of a sufficient result for Dutch.
- The student takes English exams for speaking production, speaking interaction and writing (as well as reading and listening). This is adaptive: the results must be at least equal to B2 level (= 3F). If the reversal rule is applied, this result determines pass or fail.
- This result will be listed on the statement of results.

3.5 Common exemptions

You may qualify for exemptions for certain part 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.

3.6 Examination arrangements

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

Resits regulations

Examinations

1. A student is allowed one resit for an **Aptitude Test** and a **written exam**. If you resit a complete Aptitude Test you will have to redo the entire programme, incl. the process of formulating the assignment and approval procedure.
2. The student may choose to redo only the work processes of the Aptitude Test that he did not pass. The student can redo **a maximum of half of all work processes of a core task**. If he failed more than half of all the work processes he has to redo the entire Aptitude Test.
3. A student is allowed to redo one or more work processes if doing so enables him to pass the entire Aptitude Test.
4. The examining board, together with the school examiner or teacher, set the date for the redo. An exam resit may be scheduled after the standard teaching periods and may lead to a longer study duration.
5. In certain cases students may be allowed a **third opportunity** to take an exam (or exam part). The student needs to submit an application for this additional opportunity to the examining board. This third opportunity is subject to several conditions:
 - The application needs to be submitted using the 'Request additional examination opportunity' ('Verzoek extra examen gelegenheid').
 - There must be very good reasons for student's failure to get a sufficient result after two tries.
 - The third exam opportunity can only be awarded if the student can obtain a certificate by passing the exam.
 - In case of circumstances beyond the student's control the examining board can always decide to allow an additional exam opportunity.
 - Any additional exam opportunity allowed to the student does not affect the awarding of any individual third opportunities.
 - The career coach will always be involved in decisions regarding allowing third opportunities.

This means:

A third opportunity is not a right, but will be awarded in exceptional circumstances only.

6. If the student has failed to pass the exam (or part) after using the maximum number of exam opportunities allowed, the candidate and his/her career coach can discuss any alternative courses the student may attend.
7. A candidate **not using** a scheduled exam opportunity and/or hands in exam products **too late** automatically forfeits one opportunity. In special situations the candidate may apply to the examining board in writing to ask for application of the exception rule.
8. If the **assessment session** for an Aptitude Test produces a "not sufficient" decision, this means that there have been irregularities in the assessment of the student's activities or in the creation of products. This invalidates the Aptitude Test in question and means that the student will have to redo the entire Aptitude Test. **In other words, a separate redo of the assessment session is not possible.**

Right of access:

The student can inspect the work submitted at the administration under the following conditions:

- The student must file a request for inspection by email within five days after the announcement

of the final results;

- the student will be allowed a period of ten school days for the actual inspection;
- the student will make an appointment with the administration department to do this;
- if the student has any substantive questions/comments etc., the student informs the administration, who will set up an appointment for the student to see the teacher;
- the student will not be given any copies and is not allowed to make photos of the work handed in.

After the inspection the student may request an additional assessment or reassessment of his work with the secretary of the examining board. A second corrector will be assigned to assess the work.

- Note. If the reassessment leads to a proposal to revise the exam result, this proposal will be submitted to the examining board for assessment.

4. When do you obtain your certificate?

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.
Dutch, arithmetic, English (if applicable)	Meets general requirement as to Dutch, arithmetic and English.
Career and Citizenship	Completed plus positive assessment, involving the learning company's assessment.
Optional subjects	There must be results (sufficient / insufficient) for the optional subjects which constitute the obligation to choose optional subjects.

5. 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.

6. Overview of classes and internship hours

<i>Cohort 2018-2019</i>	<i>Guided study hours</i>	<i>Internship hours</i>	<i>Total</i>
<i>Year 1</i>	<i>751</i>	<i>240</i>	<i>991</i>
<i>Year 2</i>	<i>648</i>	<i>408</i>	<i>1056</i>
<i>Year 3</i>	<i>555</i>	<i>448</i>	<i>1003</i>