

# **TEACHING AND EXAMINATION REGULATIONS**

## **MSc program in Compliance and Integrity in International Military Trade (CIIMT)**

**Academic year 2020-2021**  
Version 1.4

**Confirmed by the Faculty Board on 03-07-2020**

**Faculty of Military Sciences**  
**Netherlands Defence Academy**

Version	Date	Changes incorporated
Base	14-06-2019	
1.1	04-07-2019	Added list of changes
1.2	09-07-2019	Art 1.2 R modified to define the definition Program Board conform the Act (WHW)
		Art 3.1 & 3.4 2 modified to address the role of Programme Board in the admission process (not Executive Board)
		Art 3.3 dates modified
		Art 7.4 & art 7.6 modified to address the role of the Faculty Board in approval of the TER (not Executive Board)
		Art 7.7 dates modified
		Appendix 2 art 2 (2) modified to new regulations
		Appendix 2 art 23 (1) modified because the dean does not sign the certificates
		Appendix 3 examination and weight of Module 2 changed
		Appendix 3 examination of Module 3 changed
		Appendix 2 art 13(10) modified. An examination is considered successful if the final mark is 5.5 or higher (previous version 6.0) and when no examination component has been awarded less than 5.0. (Adjusted retroactively).
		Appendix 2 art 17(9) modified. If the total of all separate elements is at least Sufficient ( $\geq 5.5$ ) (previous version 6.0), the thesis is approved, which will be conveyed by the supervisor to the chair of the Board of Examiners. (Adjusted retroactively).
		Art 4.2(1) deleted. (previous version art 4.2(1): Students who have participated in at least 80% of the classes may take part in the examination. Only in exceptional cases the Board of Examiners may deviate from this rule). (Adjusted retroactively).
		Appendix 3 and appendix 5: title of module 2 changed. (Adjusted retroactively).
1.3	12-02-2020	Art 2.2(2) modified to address the target group more specific and in relation to the aim of the master.
		Art 2.4 modified because each module has to be evaluated every iteration (once every six years this is done by the Education Office). (appendix 5 deleted).
		Art 2.5 title of module 2 and 3 changed.
		Art 2.6 and appendix 2 art 8 modified in accordance to the language policy of the Faculty
		Art 3.3 application deadline changed.
		Art 3.4 modified to be more specific.
		Art 4.5 modified to address that the right to example examinations only apply to in-class exams.
		Art 5.1(3) deleted
		Art 6.1 modified to board of examiners instead of the Dean.
		Appendix 2 (art 14) retention periods modified to seven years (period of an accreditation).
1.4	16-06-2020	Art 2.2 (2) deleted and integrated in art 3.4 (3)
		Art 2.4 added that evaluations (other then Education Office) are conducted by the module coordinator.

		Art 3.4 supplemented (2a) about bachelor of applied science and 3.4 (6) about the deficiency program
		Art 4.2 modified to clear the real method of register and unregister for exams
		Art 4.3 modified to specify the role of the BoE to extend the period of validity of exams.
		Art 4.5 Time before teaching period in which the examiner provides information about the exam modified to at least one week instead of two weeks.
		Art 4.7 simplified (example of presentation deleted)
		Art. 4.8 modified sequence of paragraph 1 and 2.
		Appendix 1 'intergrity' added to exit qualification 1.2.
		Appendix 2 art 13 (10) modified to be more specific about rounding off grades (final marks between 5.45 and 5.49 are rounded down to 5.4)
		Appendix 3 update modules and examination
		Appendix 4 added
		General: abbreviation Faculty of Military Sciences (FMS) deleted to avoid confusion with the term and abbreviation Foreign Military Sales (FMS).
1.5	12-11-2020	Appendix 3 incorrect assessment retroactively adjusted.

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## Section 1 – General

### Article 1.1 – Applicability

1. These regulations apply to the teaching and the examinations related to the Master’s degree program Compliance and Integrity in International Military Trade (CIIMT), hereafter to be referred to as the program or CIIMT.
2. The teaching and organization of the program is the responsibility of the Faculty of Military Sciences at the Netherlands Defence Academy (NLDA) hereafter to be referred to as the Faculty.
3. With respect to CIIMT students the regulations apply to all cohorts.
4. The CIIMT Board of Examiners has laid down Rules & Guidelines (see appendix 2) for the execution of its tasks and powers in accordance with art. 7.12b of the Dutch Higher Education and Research Act (in Dutch: *Wet op Hoger onderwijs en Wetenschappelijk onderzoek/WHW*).
5. Please read all qualifications such as him and he as gender neutral.

### Article 1.2 – Definitions of terms used

The terms used in these regulations should be interpreted as meaning the same as in the Higher Education and Research Act, insofar as they are defined in that Act.

The following terms are to be defined thus:

- |                        |  |
|------------------------|--|
| a. Act:                | the Higher Education and Research Act (in Dutch: WHW);   |
| b. Admissions panel:   | the body that, on behalf of the Program Board, ascertains whether an applicant meets the admissibility criteria listed in article 3.4 TER. |
| c. Appeal Board:       | the body, as meant in Art. 7.60 of the Act, where appeals related to the regulations in this document, can be submitted;                   |
| d. Applicant:          | anyone who wishes to enrol as a student for CIIMT;   |
| e. Board of Examiners: | the body as mentioned in Art. 7.12 of the Act. The program’s Board of Examiners is appointed by the Executive Board of the Faculty;        |
| f. Cohort:             | the group of students who have registered for a degree program for the first time in a given academic year;                                |
| g. Dean:               | the Head of the Faculty;   |
| h. EC:                 | European Credit. One EC equals 28 hours study load in the European Credit Transfer System (ECTS). See also Art. 7.4 of the Act;            |
| i. Examination:        | an evaluation of the knowledge, insights and/or skills of the  |

- student of a module, as well as the assessment of the results of that evaluation. An examination may consist of multiple components;
- j. Examiner: the individual who has been appointed by the Board of Examiners to hold the examinations (Art. 7.12c of the Act);
- k. Executive Board: the legal body called (in Dutch) *Stichting Wetenschappelijk Onderwijs en Onderzoek NLDA (SWOON)* who is responsible for the execution of the primary tasks of the Faculty (Art. 9.2 of the Act);
- l. Faculty: the Faculty of Military Sciences as part of the Netherlands Defence Academy (NLDA);
- m. Module: a unit of study in the program as intended in Art. 7.3, paragraphs 2 and 3 of the Act. Each module is concluded with an examination;
- n. Moodle: the network system for the exchange of teaching information;
- o. OSIRIS: the student information system of the Faculty;
- p. Practical exercise: a practical exercise as intended in Article 7.13, paragraph 2d of the Act, whereby the emphasis is placed on the student's activities, such as:
- writing a thesis, article or paper;
  - conducting a project;
  - giving a presentation in class;
  - completing a design or research assignment;
  - conducting a literature review or research;
  - participating in fieldwork or an excursion;
  - participating in practical sessions practicing skills;
  - participating in other educational activities to attain certain skills.
- q. Program: the Master's degree program as described in section 2 and denoted in Article 7.3b, paragraph a of the Act;
- r. Program Board: the body as mentioned in Art 9.17 of the Act, which is the program director that is charged with the day-to-day execution, coordination, quality and testing of the program;
- s. Program Committee: a committee, as meant in Art. 9.18 of the Act, with teaching staff members and student members that advises the Program Board on all academic matters;
- t. Student: anyone enrolled at the Faculty for the Master's program CIIMT;
- u. Study guide: a guide to the program containing specific information pertaining to the various subjects;

## Section 2 - The Program

### Article 2.1 – Program characteristics

1. The program is a 60EC part-time study in the English language.
2. The program has a nominal study period of 2 years.
3. The workload of the program components is given in art. 2.5.

### Article 2.2 – Aim of the program

1. The objective of the program is to provide graduates with specialized scientific and practical knowledge together with academic and professional skills enabling them to explore, understand, analyse, explain, control and improve the military dimension in international military trade. More particularly, managerial questions regarding export control of military useful goods and services are studied.

### Article 2.3 – Exit qualifications

The CIIMT exit qualifications (learning outcomes) have been derived from the Dublin descriptors and the NLDA Officer Scholar characteristics (derived from Education Quality Manual of the Faculty dated May 2016). See appendix 1.

1. Each CIIMT graduate is able, to use state-of-the-art scientific knowledge and new insights to understand relevant managerial themes and questions regarding export control in international trade of military and dual use goods and services;
2. Based on knowledge and insights, each CIIMT graduate is able to generate knowledge on export control in international trade of military and dual use goods and services –both independently and in cooperation with others;
3. Each CIIMT graduate is able to design an effective and efficient Internal Compliance Program for the own organization;
4. Each CIIMT graduate is able to abstract, analyse, structure and relate complex data into relevant information to identify underlying core questions and themes to gain an overall picture;
5. Each CIIMT graduate is able to communicate ideas, perspectives and findings, both orally and in writing in English, both in an academic context as well as within the professional field;
6. Each CIIMT graduate is able to consider, reflect and account for their own learning, *bildung* and actions.

### Article 2.4 – Quality control

1. CIIMT complies with the Education Quality Manual (EQM) of the Faculty dated May, 2016.



2. Each module will be evaluated no later than ten weeks after completion.
  - a. At least once every six years this evaluation is conducted by the Education Offices.
3. The program as a whole will be evaluated when delivered for the first time and subsequently at least once every six years or in case of major changes by the Education Office.

## Article 2.5 – The curriculum

The CIIMT curriculum consists of 10 modules in different disciplines:

Module	EC	Title	Leids level
1	5	International trade in defence markets	400
2	5	International Business in Defence Markets and Law	400
3	5	Export Control Law	500
4	5	Managing compliance and integrity in military organizations	500
5	5	Designing internal compliance programs	500
6	5	Monitoring and auditing internal compliance programs	500
7	5	Research methods for export controls	500
8	5	Managing relationships in non-compliance contexts	500
9	5	Integration Project related to aspects of ICP in business environments	600
10	15	Master thesis (including initial research proposal)	600
Total	60		

## Article 2.6 – Language

1. The program is taught and examined in the English language. This includes all tests and assessments made by students. Exceptions in accordance with the language policy of the Faculty.
2. The thesis is written and presented in English.

## **Section 3 – Admission to the program**

### **Article 3.1 – Admission responsibility**

Admission to the program is granted by the Program Board. On behalf of the Program Board, the Admissions Panel ascertains whether an applicant meets the admissibility criteria listed in article 3.4.

### **Article 3.2 – Program capacity**

The maximum capacity of the program is 20 students per iteration. Applicants that meet the criteria but are not allowed to enter the program due to the capacity limit, will be placed on top of the waiting list for the next iteration.

### **Article 3.3 – Application deadline**

The final date for submission of the application form and other documents necessary for enrolment is 1 May every two years. All applicants will receive notification about their acceptance to the program before 12 June every two years.

### **Article 3.4 – Admission requirements**

All applicants must meet the following conditions to be admitted:

1. A relevant academic bachelor's degree (EQF 6 or equivalent):
  - a. A certificate proving that they have successfully completed one of the Accreditation Organisation of the Netherlands and Flanders (NVAO) recognized Bachelor of Science or Bachelor of Arts studies at the Faculty or a comparable degree obtained at (NATO/EU) partner academies.
  - b. A certificate proving that they have successfully completed a bachelor's or master's degree in an academic field relevant to CIIMT. For example degrees in Economics, International Law and/or Common Law, Behavioural Sciences and Management and Organization Studies.
2. Applicants who do not possess degrees mentioned in paragraph 1, but are in the possession of a comparable degree, may also be admissible. Depending on their dossier (completed courses in export control in international trade of military and dual use goods and services) and the advice from the Admissions Panel, the Program Board will decide on their admissibility. Such a comparable or higher degree inter alia comprises:
  - a. A certificate proving that they have successfully completed a relevant Bachelor of applied science (HBO).
  - b. A certificate proving that they have successfully completed the CICS program at the Faculty or CiT&M bachelor's study at the university of Twente/NLDA;
  - c. A certificate proving that they have successfully completed the pilots of today's accredited Faculty bachelor programs in Military Management Studies or Military Systems & Technology;
  - d. A certificate proving that they have successfully completed the KIM or KMA 'oude stijl' long officer course. Successful applicant will have to have written a thesis and have obtained their certificate without significant exemptions granted

- on the basis of earlier non-military education<sup>1</sup>.
- e. A certificate proving that they have successfully completed the Executive Master of Security and Defence (EMSD) or any of its precursors;
  - f. A certificate dated before 21 December 2011 proving that they have successfully completed the pilots of today's Faculty bachelor programme in War Studies under the condition of fulfilling the requirements of the deficiency programme.
3. CIIMT is meant for those currently engaged in export control in international trade of military and dual use goods and services either on the demand side (governmental, EU and NATO) or on the supply side (defence related industry), as well as (inter)national regulatory agencies and research centres are admissible. In addition to paragraph 1 and 2 all prospective students:
    - a. Preferably have job experience of at least 2 to 3 years in export control of international trade in military and dual use goods and services;
  4. Applicants are required to have a sufficient command of the English language in order to be able to participate successfully in the program. The assessment of the English language skills is at the discretion of the Program Board. These requirements are inter alia met by applicants possessing either of the following certificates:
    - a. Certificates from a (Bachelor or Master) program taught entirely in English;
    - b. Test of English as a Foreign Language, internet-based (TOEFL iBT), scoring at least 88 points;
    - c. International English Language Testing System (IELTS), scoring at least 6.5 overall;
    - d. Cambridge C1: Advanced 180.
    - e. Cambridge C2: Proficiency 180.

The Admissions panel may consider the requirement of additional proof regarding the level of English proficiency.
  5. Dutch MoD students have permission from the commanding officer or director, career counsellor and if the applicant is a member of the military, also from his Defence unit.
  6. On its assessment the Program Board (after consultation with the Board of Examiners) may impose a deficiency program on applicants as meant in article 3.4 paragraphs 1 and 2.
    - a. In order to prove that the deficiency program has been successfully completed, the Board of Examiners awards a certificate signed by the chairman and accompanied by a grade list;
    - b. More information about the deficiency program is presented in Appendix 4 of this TER.

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<sup>1</sup> The PASMB degree does not qualify as an officer course that ensures admissibility to the program. Admissibility will be established on the basis of their earlier civilian educations as outlined in article 3.4. This stipulation likewise applies to any of the informal forerunners of the PASMB.

## **Section 4 – Examinations**

### **Article 4.1 – Number, times and frequency of examinations**

1. There are two scheduled opportunities per module in each academic year for sitting examinations:
  - The first opportunity takes place during the teaching period for the module to which the exams in question relate;
  - Resits take place before the end of the second next module.
2. An examination timetable of all the opportunities for sitting written examinations is drawn up on an annual basis and published in Moodle at least one month before the start of the academic year.
3. Notwithstanding the provisions of paragraph 1, there will be at least one opportunity in a year to sit examinations relating to modules not taught in a given academic year, in the period following Summer holidays.
4. Individual examinations will be conducted at a date and time determined by the examiner(s), where possible following consultation with the student.
5. It is not possible to resit a passed course (module).
6. In exceptional cases, the Board of Examiners may deviate from the number of times or the manner in which examinations can be taken.

### **Article 4.2 – Taking part in course examinations**

1. Students are registered automatically for the initial examination. Student must unregister in OSIRIS (or via the program coordinator) if they do not want to take part in the initial examination.
2. Student who did not pass the initial examination are registered automatically for the resit. Student must unregister in OSIRIS (or via the program coordinator) if they do not want to take part in the resit.
3. Students who have not unregistered for examination but do not show up at the time of the examination, do not hand in their examination, or miss the submission deadline will be graded a 1.0.
4. In special cases, on request of the student, the board of examiners may deviate from paragraph 1-3.

### **Article 4.3 – Validity of examinations**

The result of an examination is valid for at least six years. If the examination result dates from over six years ago, the Board of Examiners may impose an additional or substitute examination. If the content of a module has not changed or at the request of a student, due to special circumstances, the Board of Examiners can extend this period of validity.

## **Article 4.4 – Types of examinations**

Each module is completed with an examination. An overview of all CIIMT examinations is presented in Appendix 3 of these TER.

## **Article 4.5 – Information about the examinations**

1. Not later than one week before the start of the teaching period of a module, the responsible examiner will publish following details about the examination on Moodle:
  - examination requirements (at least the course material to be tested);
  - method of examination;
  - in case of a series of tests or a combination of examination types, the submission deadline, the minimum mark and the weight of each constituent element in determining the exam's final result.
2. The student has the right to view example examination questions or practice examinations or representative past examinations including the corresponding model answers and assessment standard. This only applies to in-class examinations.

## **Article 4.6 – The thesis**

The thesis constitutes a special form of practical exercise as meant in article 1.2p. Details about the examination of the thesis can be found in Appendix 2. Details about the thesis process as well as suggestions for writing a thesis can be found in the CIIMT thesis guide.

## **Article 4.7 – Oral examinations**

1. In exceptional cases, the Board of Examiners may grant an oral examination. This will be done upon written request only. Students are required to state the reasons for their request.
2. Only one student at a time will sit an oral examination.
3. A second examiner must be present during oral examinations.
4. A questions and answers form must be filled in to keep track of the student's answers.

## **Article 4.8 – Determining and publishing the results**

1. In the case of written examinations, the examiner is required to determine the result and inform the Student Administration within 15 working days.
2. The examiner is required to determine the result of an oral examination within one working day. The examiner will inform the student and the Student Administration in the form of an written statement of the result.
3. The student administration then ensures that the results are registered and published in OSIRIS within 20 working days of the examination date. No rights can be derived from examination results that have been published via another medium than OSIRIS.

4. If the examiner is not able to meet these requirements due to exceptional circumstances, he must inform the Board of Examiners, stating the reasons for the delay. The Board of Examiners will inform the student(s) as soon as possible and communicate the new examination publication date. If the Board of Examiners is of the opinion that the examiner has not met his obligations, it may appoint another examiner to ascertain the examination result.
5. If the result for a module is based on the completion of one or more assignments, or on writing a paper, the date of submission of the final assignment or paper will count as the examination date.

#### **Article 4.9 – The right to inspect and discuss the examination results**

1. In the contact week directly after publication of the results of any written exam, the student has the right to inspect his marked work. The examiner may determine and announce the location and time(s) for the inspection.
2. In the teaching period directly after publication of the results of any written exam, the student may submit a request to discuss the results with the relevant examiner. The examiner may determine and announce the location and time for this discussion. The discussion will take place in this teaching period or otherwise within a reasonable time span by the examiner or a mandated substitute.
3. A student who can prove that he was unable to be present at the location at the set time due to circumstances beyond his control, will be provided with another opportunity for inspection or discussion as mentioned in paragraph 1 and 2.
4. The examiner responsible for the assessment of a student's written exam, is also responsible for ensuring that his marked work is kept on file in the appropriate administration for seven years following the publication of the result.
5. If a student intends to lodge an appeal regarding the marking of his work, the student must be supplied with a copy of the marked work.
6. The Board of Examiners may permit deviations from the provisions of paragraph 1 and 2.

#### **Article 4.10 – Exemption from examinations or practical exercises**

1. The Board of Examiners may decide to exempt students from an examination or practical exercises. If applicable, the examiner in question may be consulted first.
2. The ground under which the Board of Examiners can grant exemption from a specific examination, pertains to the level, content and quality of examinations or tests previously taken by the student or the knowledge, insight and skills acquired by the student outside the sphere of university education.
3. Requests for exemptions are to be directed to the Board of Examiners.
4. Additional rules for exemptions are set out by the Board of Examiners in Appendix 2.

## **Section 5 – Final examination**

### **Article 5.1 – Elements of the final examination**

1. The final examination comprises all modules of the program and has a Master's examination.
2. The last module of the program is the Master's thesis (in short "thesis"). This includes a presentation of the thesis.

### **Article 5.2 – Completion of the final examination and issuing of certificates**

1. The final examination is deemed successfully completed if the examinations of the program have been taken successfully.
2. The Board of Examiners declares the student to have successfully completed the final examination if he meets the examination requirements, and invites the student to accept the certificate and marks sheet or supplement.
3. The date recorded on the certificate - the final examination date - is the date on which the student has successfully completed the last remaining unit of study.
4. A student who has successfully completed more than one examination and to whom a certificate as referred to in paragraph 2 cannot be issued may, upon request, be given a declaration to be issued by the Board of Examiners in which, at a minimum, the successfully completed examinations are listed.

### **Article 5.3 – Degree**

The student who has successfully met all requirements of the program is awarded a Master of Science (MSc) degree.

## Section 6 – Student assistance

### Article 6.1 – Studying with a disability

1. A disability is a protracted physical, sensory or other functional disorder that may limit the student's academic progress.
2. Students who have a disability are entitled to adaptations in teaching, examinations and practical exercises, on written request. These changes will be geared as much as possible to a student's individual needs, but they must not affect the quality or the degree of difficulty of a subject or an examination program. The facilities provided to this end may involve adapting the form or duration of examinations and/or practical exercises to the student's individual situation or making practical aids available.
3. A request for adaptations as meant in paragraph 2 must be submitted to the board of examiners, before the beginning of a module. The board of examiners will decide on the validity of the request within 20 working days after receipt of the request. Such a request will be refused if it requires a disproportional effort of the organization. In any case, the board of examiners will inform the student and the relevant parties involved of his decision and of the additional teaching facilities granted.
4. The request referred to in paragraph 2 should be accompanied by a recent medical certificate from a doctor or a psychologist. If there is evidence of dyslexia, the request should be accompanied by a document issued by a recognized dyslexia-testing bureau (i.e. registered with BIG, NIB, or NVO). If possible, this certificate should also estimate the extent to which the disability forms an obstacle to study progress.
5. The board of examiners charged the processing of the applications in paragraph 3 to the Program Board.
6. The Board of Examiners will decide on requests for adaptations to examinations and, if applicable, inform the relevant parties of such adaptations.

### Article 6.2 – Mentoring

1. Preferably before and ultimately during the first contact week of the program, each student is appointed a mentor who ensures study guidance, counselling and study advice for students. The mentor gets to know the students at the beginning of the first year and pays special attention to students falling behind schedule.
2. Students can turn to their mentor for questions concerning motivation, disagreement about marks, planning, combining (military) work demands and study deficiencies and personal matters.
3. If requested by the student, the mentor can give solicited and unsolicited advice to the Faculty Board, the Board of Examiners, the Program Board and teaching staff.



## Section 7 – Fraud, conflicts, changes and implementation

### Article 7.1 – Fraud

1. Fraud is any deliberate activity or omission on the part of a student that makes it difficult or impossible to make a correct assessment of the knowledge, insight and skills possessed by this student or another.
2. See Appendix 2 for the procedure with fraud.

### Article 7.2 – Conflict with the regulations

If other regulations and/or provisions relating to the program conflict with these regulations, precedence will be given to the TER CIIMT.

### Article 7.3 – Appeal

1. Students may appeal with the Board of Examiners against the manner and organization of the examinations as well as against the manner of evaluation of a student's performance in an exam.
2. An appeal can only be lodged by a student who is directly affected by a decision. The student should send the appeal (stating the reasons for the appeal) to the Board of Examiners by letter as well as by e-mail, within 10 working days of the decision.
3. The Board of Examiners will discuss the appeal within 10 working days and inform the student in writing.
4. Students may appeal to the Appeal Board (in Dutch: *College van Beroep voor de Examens NLDA*) against:
  - a. decisions about admission to the program (i.a.w. the Act “titel 2, paragraph 2”);
  - b. decisions made by the Board of Examiners.
5. All appeals to the Appeal Board must be submitted in writing to the secretary of the Board of Appeal for Examinations NLDA within four weeks of the decision.
6. The appeal procedure is determined by the Executive Board in the so-called “*Reglement van Orde van het College van Beroep voor de Examens NLDA, vastgesteld op 16 juli 2012*”.

### Article 7.4 – Changes to the regulations

1. Any changes made to the TER CIIMT will be made by special resolution of the Faculty Board.
2. No changes made will affect the current academic year unless it is reasonable to suppose that the interests of students will not be adversely affected or in case of force majeure.
3. Amendments to the TER CIIMT have no effect on earlier decisions made by the Board of Examiners.

## **Article 7.5 – Transitional regulations**

1. If the composition of the program undergoes changes or if these regulations are amended, the Executive Board will draw up transitional regulations with a predetermined term of validity, to be published on the applicable program's website.
2. Such transitional regulations must include a provision concerning the exemptions that can be given on the basis of the examinations already passed. This provision must be approved by the Board of Examiners.
3. If a module is removed from the study program, four opportunities to sit an examination in this module will be granted after the last classes have been taught: an examination following the course, a re-sit in the same academic year, and two re-sits in the subsequent academic year.

## **Article 7.6 – Publication of the regulations**

1. The Faculty Board is responsible for publishing the TER CIIMT, as well as any changes to them.
2. These regulations will be published on the program's website and on Moodle.

## **Article 7.7 – Effective date**

This ruling comes into force on 3 July 2020

## APPENDIX 1: EXIT QUALIFICATIONS MASTER CIIMT

<b>Generic attainment level 1:</b>		<b>Dublin descriptor</b>
Each CIIMT graduate is able, to use state of the art scientific knowledge and new insights to understand relevant managerial themes and questions regarding export control of military and dual-use goods and services		Knowledge and insight
The graduate:		
1.1	From a defence economic perspective can elaborate and reflect on factors that influence international trade in military and dual-use goods and services and the conditions determining whether such international trade will be beneficial and to whom;	
1.2	Understands the relevance of law and legal knowledge for managers and is able to reflect on the interrelatedness between law and business in an international context. Thereby developing the legal awareness required to analyse export compliance and integrity aspects of international trade in defence markets;	
1.3	Understands key concepts in (inter)national law and regulations that govern trade in military / dual-use goods and services, and developments thereof, as well as the aims and functioning of institutions in the field of arms control, and can identify the most important export/import laws and regulations as well as their effects on organizations operating in the context of international trade of military and dual-use goods and services.	
1.4	Understands, can elaborate and reflect on relevant and recent theories and models for managing compliance and integrity in (military) organizations, with specific attention to organizations in the context of arms export control. Ethical and organizational insights gained from this course serve as input to module 5 and 6;	
1.5	Has a broad understanding and knowledge concerning theoretical and practical elements relevant to develop an Internal Compliance Program. The graduate can apply both knowledge and skills to set-up an effective and efficient Internal Compliance Program for organizations in the field of trade compliance. He can motivate and substantiate choices made in the design of an Internal Compliance Program	
1.6	Has knowledge of all theoretical and practical elements that are relevant to monitor and audit an Internal Compliance Program. The student can apply the knowledge and has the skills to effectively and efficiently plan, perform, report on audits of an Internal Compliance Program for any given organization (both operational and compliance audits). He can motivate and substantiate choices made in the different stages of the audit process. The compliance audits can aim for assurance as well as to provide advice for improvements of an Internal Compliance Program;	
1.7	Understands, can elaborate and reflect on individual, organizational and cultural factors that motivate and underpin compliant (ethical) and non-compliant (unethical) behaviour. With specific regard to organizations in the context of arms export control, attention will focus on the consequences of (non-) compliant behaviour. Amongst others, students will	

	gain insight into the proceedings and meaning of investigations into suspected trade law violation(s). Students learn how to handle a non-compliance investigation from an internal and external perspective.	
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<b>Generic attainment level 2:</b>		<b>Dublin descriptor</b>
Based on knowledge and insights, each CIMMT graduate is able to generate knowledge on export control of military useful goods and services –both independently and in cooperation with others		Applying knowledge and insights as an academic researcher
The graduate is able to:		
2.1	Independently formulate a problem, research model as well as a conceptual model and to gather literature;	
2.2	Make responsible and well-argued theoretical and methodological choices;	
2.2	Independently select relevant empirical research strategies, data collection and –analysis methods;	
2.3	Apply both qualitative and quantitative methods and techniques for data analysis;	
2.5	Write consistent and coherent research reports;	
2.6	Reflect critically on theoretical, methodological and empirical decisions	

<b>Generic attainment level 3:</b>		<b>Dublin descriptor</b>
Each CIIMT graduate is able to design an effective and efficient Internal Compliance program for the own organization		Applying knowledge and insights as an academic professional
The graduate:		
3.1	Understands the key components of an Internal Compliance Program;	
3.2	Is able to compose and analyse an organizational compliance risk profile and define adequate internal controls and safeguarding measures;	
3.3	Is able to define system requirements for a compliance program depending on the specific organizational context;	
3.4	Is able to design a compliance program adequate for the specific requirements of an organization;	
3.5	Is able to evaluate the reliability, effectiveness and efficiency of an existing compliance program, define needs for optimization and advice management thereon;	

<b>Generic attainment level 4:</b>		<b>Dublin descriptor</b>
Each CIIMT graduate is able to abstract, analyse, structure and relate complex data into relevant information to identify underlying core questions and themes to gain an overall picture		Forming judgements
The graduate is able to:		
4.1	reflect critically on a course of action, measures or decisions based on theories and models;	
4.2	(is able and) aware of the need to account for the own courses of action;	
4.3	To distinguish aspects from various domains when studying a problem as well as to integrate these aspects;	
4.4	Critically assess existing research and reflect on the findings;	
4.5	Question research assumptions and findings;	
4.6	Assess organizational and societal implications;	

4.7	Form a judgment regarding ethical, normative and societal impact regarding international trade in military useful goods and services	
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<b>Generic attainment level 5:</b>		<b>Dublin descriptor</b>
Each CIIMT graduate is able to communicate ideas, perspectives and findings, both orally and in writing in English and Dutch, both in an academic context as well as within the professional field.		Communication
The graduate is able to:		
5.1	Cooperate effectively and professionally within various groups, thereby acknowledging different interests, positions and roles;	
5.2	Express ideas and visions in reference to the target group;	
5.3	Deliver a well-structured presentation on independent or group work regarding research or a problem in the field, both in Dutch and in English;	
5.4	Use a variety of (mostly ICT-) tools in adequate communications	

<b>Generic attainment level 6:</b>		<b>Dublin descriptor</b>
Each CIIMT graduate is able to consider, reflect and account for their own learning, <i>Bildung</i> and actions.		Learning skills
The graduate is able to:		
6.1	Independently gain and apply knowledge;	
6.2	Reflect critically on theories and methods in use;	
6.3	Reflect and assess critically his/her own findings and courses of action;	
6.4	Become aware of a need for life-long learning	

## **APPENDIX 2: RULES AND GUIDELINES BOARD OF EXAMINERS**

### **Article 1 – Area of application and definition of terms**

1. These Rules and Guidelines are drawn up in order to meet the stipulations outlined in Art. 7.12b of the Act. They are applicable to all examinations and all students in the program.
2. These Rules and Guidelines tie in with the Teaching and Examination Regulations (TER) for the program, hereafter: TER CIIMT.
3. The terms as laid down in Article 1.1 of the Act and in Article 1.2 of the TER CIIMT are applicable.

### **Article 2 – The Board of Examiners**

1. Art. 7.12a of the Act obliges the Executive Board to install a Board of Examiners and appoint its members.
2. The composition of the Board of Examiners and its duties are laid down in the Faculty Regulations (see also definition in Art. 1.2d of TER CIIMT).
3. The Executive Board ensures the independent and professional functioning of the Board of Examiners.

### **Article 3 – The Board of Examiners standard procedures**

1. In principle, the Board of Examiners meets, in closed sessions, 5 times annually or whenever the chairman deems such to be necessary.
2. The Board of Examiners may, if it so wishes, establish permanent subcommittees and subcommittees in an ad hoc fashion.
3. The permanent subcommittees decide on a majority vote basis.
4. The Board of Examiners and all subcommittees appoint a person responsible for making meeting minutes.

### **Article 4 – The Examiner**

1. The Board of Examiners appoints internal or external examiners.
2. The examiner is primarily responsible for the testing method and the content and quality of the test. The examiner must ensure that the educational objectives and the testing method for a module are communicated in advance. The examiner must clearly communicate to students which pass marks and benchmarks will apply.
3. The examiner is responsible for the orderly running of the examination process. If requested, the examiner will provide examination information to the Board of Examiners.

## **Article 5 – Standards**

1. In reaching decisions, the Board of Examiners and/or the examiner will apply the following standards as guidelines and will, in the event of any conflict, weigh one standard against another:
  - a. safeguarding the quality and selection requirements for an examination;
  - b. efficiency requirements, expressed among other ways in an effort to prevent unnecessary wasted time for students in preparing for an examination;
  - c. leniency with regard to students whose study progress has been delayed by circumstances beyond their control;
2. In any circumstances not covered by these Rules and Guidelines, the Board of Examiners will decide.

## **Article 6 – Quality of examinations**

1. The overall quality of examinations is the responsibility of the Board of Examiners.
2. In practice, this quality is the result of the joint effort between the Board of Examiners, the examiners and the support staff and their ability to keep improving all processes related to examinations.
3. Chapter 7, subparagraphs 7.2.3, 7.2.4 and paragraph 7.3 of the Education Quality Manual of the Faculty dated May 2016 provide all needed information to ensure the quality of testing. It contains a large amount of useful information for the Board of Examiners and for examiners.

## **Article 7 – Registering for course examinations**

1. Registering for a written examination takes place with the student administration (in Osiris) before the examination is due. Students who fail to register in time will not be allowed to sit the examination in question.
2. Only in exceptional cases the Board of Examiners may deviate from the registration detailed in paragraph 1 and only if this is in the interest of the student.

## **Article 8 – Language**

1. The program language, including all examinations, is English. Exceptions in accordance with the language policy of the Faculty.

## **Article 9 – Order during written examinations**

1. On behalf of the Board of Examiners, the examiner is responsible for the orderly progress of an examination. In principle, the examiner must be present during written examinations but he may also delegate the examination presence and surveillance to a supervisor.
2. When participating in written examinations, students are obliged to show valid proof of identity (i.e. no copies).

3. Students must follow any instructions given by the Board of Examiners, the examiner or the supervisor that have been circulated before the examination, together with any instructions given during the examination or immediately afterwards.
4. Unless explicitly permitted, it is prohibited to take books, readers, lecture notes, mobile telephone, communication equipment, or anything else that can serve as an aid, into the examination room. Failure to abide by this rule will be treated as fraud.
5. When students leave the examination room, they must hand in the question sheet(s) together with their examination or assignment material unless the examiner has explicitly specified otherwise.
6. The student's name and number must be stated on each answer sheet handed in.
7. The use of graphic and/or programmable calculators is not permitted during an examination unless explicitly specified on the examination cover sheet.
8. Examination calculations may not be written in pencil unless the examiner has explicitly given permission for this beforehand.
9. Students are not allowed to leave the examination room within half an hour of the official start of the examination. Likewise, students are not allowed to leave the examination room during the final 15 minutes of the examination.
10. Students should arrive 15 minutes before the start of the examination. Students arriving after the examination start time will be allowed to enter the examination at one moment only, 30 minutes after the commencement of the examination.
11. Any student who does not abide by the stipulations laid down in this article may be excluded from further participating in the examination. The result given will be a 1,0.

### **Article 10 – Examination supervisor**

1. Supervisors will receive instructions on their duties and the procedures to be followed by or on behalf of the Board of Examiners.
2. The supervisor should arrive at least 15 minutes before the start of the examination.
3. Supervisors must ensure that the examination starts on time, proceeds in an orderly manner and also ends on time.
4. During the examination the supervisor is not allowed to do other work than related to his function.
5. The supervisor will keep an official record of anomalies. After the examination, the supervisor must hand this record to the examiner and, if



necessary, also submit a copy to the Board of Examiners.

6. In case of problems, the supervisor contacts the responsible examiner.

## **Article 11 – Fraud**

1. Fraud is any deliberate activity or omission on the part of a student that makes it difficult or impossible for a correct assessment to be made of the knowledge, insight and skills possessed by this student or another.
2. If a supervisor or examiner suspects or detects fraud this must be reported, together with documentary evidence, to the Board of Examiners as soon as possible but ultimately within one week.
3. If fraud is identified during a written examination, the supervisor will indicate this immediately on the answer sheet in the presence of the student. A student is allowed to finish the examination. After the examination the supervisor will compile a written report of the suspected or identified fraud. In this case, the examiner or supervisor is authorized to seize, as evidence, the materials or equipment used for the fraud and to keep this insofar as and so long as is necessary for verification. The report and possible evidence will be handed over to the Board of Examiners as soon as possible.
4. All written assignments that are uploaded in Moodle, are subject to a scan on plagiarism.
5. The Board of Examiners will ask the student to add written comments to the supervisor's report within a maximum of one week.
6. The Board of Examiners may install an independent investigation committee.
7. In urgent cases, relating to fraud, not covered by these Rules and Regulations, the Board of Examiners will decide, with due observance of the principles of a proper procedure.
8. If the Board of Examiners is convinced that fraud has taken place, the examination result becomes a 'FR'. Additionally, the Board of Examiners may impose following sanctions:
  - a. reprimand;
  - b. cassation of the practical exercise, examination or thesis;
  - c. exclusion of the examination for a maximum period of one year;
  - d. exclusion of defending the thesis for a maximum period of one year;
  - e. submit a proposal to the Dean for removal from the program;
  - f. a combination of the above.
9. Sanctions for fraud during a group assignment will be distributed equally among the group participants, unless the Board of Examiners decides otherwise.

## **Article 12 – Questions and assignments**

1. None of the questions and assignments included in an examination must deal

with subjects external to the sources which have been detailed beforehand as examinable. Furthermore, these sources must be largely made known prior to the commencement of the course leading up to the examination in question. The exact scope of the examination subject matter will be made known at the start of the teaching period at the very latest.

2. The questions and assignments in the examination must constitute a balanced representation of the material studied. They must also represent the appropriate educational goals as formulated in the study guide.
3. The duration of the examination must be such that students will, by all reasonable standards, have sufficient time to complete the tests.
4. The Board of Examiners may extend the maximum duration of an examination or part thereof for students with a sensory and/or physical disability as well as designating a separate examination area for the students concerned. The additional time is 10 minutes per hour regular examination.
5. The questions and assignments must be clear and unambiguous. The instructions pertaining to the evaluation of the questions and assignments must also be clear and unambiguous.
6. If possible, the phrasing of the questions will indicate the level of detail required in the student's answer.
7. The examiner will give the students an opportunity to acquaint themselves with a sample examination together with model answers and (an indication of) the assessment standards.
8. The cover sheet for the questions and assignments will at least include following, where applicable:
  - a. name of the degree program;
  - b. duration of the examination;
  - c. module name;
  - d. name of the responsible examiner;
  - e. names of the 2<sup>nd</sup> (and the 3<sup>rd</sup>) examiner for the thesis;
  - f. number of pages comprising the set of questions and assignments;
  - g. number of questions and assignments;
  - h. instructions on completion;
  - i. applicable rules and accessories permitted during the examination when different from those stipulated in these Rules and Guidelines;
  - j. number of points to be awarded for each question (possibly provisional);
  - k. grading standards to be applied (possibly provisional).
9. If the examination is conducted digitally, appropriate alternative provisions must be in place to ensure that, in case of a technical disruption, the examination in question can still be conducted on the same day.

## **Article 13 – Assessment**

1. Each examination tests the student's knowledge, understanding and skills and assesses the results of that test.

2. The assessment of written examinations must be based upon model answers and norms that have been laid down beforehand but may be modified as a result of the marking process.
3. If more than one member of the teaching staff is involved in the marking of an examination, the examiner will ensure that all teaching staff can apply the same standards in their marking.
4. In the event of a re-sit in a different academic year, the student will take an examination on the subject matter determined for that examination in that specific academic year, unless the Board of Examiners determines otherwise at the request of the student or examiner.
5. The assessment method must be transparent enough to ensure that students and the Board of Examiners are able to verify how the examination results were determined. This is especially important when an examination consists of several parts.
6. Examiners are free to determine the maximum number of points that can be obtained in each examination and/or part thereof. The conversion from these points into the mark must have been determined in advance and announced to the students before the start of the examination.
7. Marks are awarded as part of the assessment. By way of exception, the Board of Examiners may determine that certain components are assessed by means of the qualification P (Pass), F (Fail) or E (Exemption) rather than by the awarding of marks.
8. The Dutch grading system is applicable (see appendix 5), with marks from 1 to 10. Mark 1,0 stands for very poor, 5,0 for insufficient, 5,5 for a pass and 10 for excellent. The mark zero cannot be awarded as this mark is reserved for special cases.
9. The marks for examinations and examination components will be indicated in marks rounded to one decimal figure after the point.
10. An examination is considered successful if the final mark 5.5 or higher has been awarded and when no examination component has been awarded less than 5.0. Final Marks between 5.45 and 5.49 are rounded down to 5.4.
11. In case a student has obtained more than one result for one subject, the highest result will count.
12. If the results of an examination are such that the examiner feels the need to intervene in the assessment, he should notify the Board of Examiners in advance.
13. See thesis guide CIIMT for the assessment of the Master's thesis.

#### **Article 14 – Retention periods**

1. All written work must be kept for at least seven years after the publication of the result. The thesis must be kept for at least seven years after graduation in a

student file.

2. All examination results must be kept for at least ten years.

### **Article 15 – Recording examination results**

1. Examiners pass on the results of examinations to the Student Administration together with notification of the date when the examination took place.
2. Examination results are recorded by the examiner or the Student Administration in OSIRIS.
3. If practical exercises are separate components then the examiners will add the date when the practical took place when passing on the relevant results to the Student Administration.
4. The examiner may lay down further rulings relating to the final date when a report has to be submitted or when a practical has to be completed. Such ruling will be mentioned in the course details on Moodle.
5. The examiner must check that the student has given the correct submission date at the top of the report. The date taken as the assessment date will be the date when it was submitted.

### **Article 16 – Access to the Graduation Work**

1. All elements of the graduation work, including the so-called Individual Research Proposal (IRP), are laid down in the CIIMT Thesis guide.
2. Students may not embark on the Graduation Work until they have gained at least 35 credits, including Module 7 (Research Methods) and an accepted IRP. Only credits from components that have been completed with a final mark will be taken into account.

### **Article 17 – The Master thesis (see also CIIMT Thesis guide)**

1. The thesis will be conducted under the supervision of an examination committee, appointed by the Board of Examiners and consisting of a minimum of two examiners. When the thesis concerns a subject from outside the Faculty, a third member could be added to the examination committee as an expert advisor.
2. The first examiner is the supervisor. He/she is an (associate) professor, an active researcher and holding a doctorate. Supervisors are active in the CIIMT program. In the case of a third examination committee member, this person may advise the committee on the judgement of specific aspects of the thesis work.
3. The Master thesis is 15 EC, including IRP, and can be commenced after approval of the IRP by the examiner.
4. The Master thesis is written in the English language by one individual student on a subject belonging to the CIIMT domains as covered by the program.

5. The thesis will produce new information and insights, preferably, but not necessarily, through the use of empirical data collection and analysis.
6. In exceptional cases the Board of Examiners may grant permission to the Program Board to appoint associate professors or field experts without a doctorate degree as 2<sup>nd</sup> examiner. These persons should however avail of a relevant academic degree.
7. During the nominal thesis period, meetings will be held to assess general progress and discuss possible emerging difficulties.
8. The first page needs to contain the following elements: title (main and subtitle), author, supervisor, the second examiner and year and month of delivery. In the beginning the following phrase needs to be added: 'Thesis in partial fulfilment of the requirements of the Master's program in CIIMT'.
9. The thesis will be graded by the examination committee according to the procedure and directions in the CIIMT thesis guide. If the total of all separate elements is at least Sufficient (> 5.5), the thesis is approved, which will be conveyed by the supervisor to the chair of the Board of Examiners. If the thesis has been marked as insufficient, it will be returned to the student for further elaboration.
10. The final grade will be based on the examination committee's assessment.
11. After the thesis has been graded and all other module requirements have been fulfilled, the student will be entitled to receive the diploma and the Master of Science degree. The official ceremony will be on graduation day.
12. If the student is unable to finish the thesis within one year, the Board of Examiners will ask both the examination committee and the student to elucidate matters in writing and to further detail how the graduation process can be completed. The Board of Examiners subsequently has the right to decide that the existing material will be viewed as the final thesis. The possibility that the student in question will thus fail to successfully complete his study will arise. In such cases students are required to find a new thesis topic and repeat the graduation process.

### **Article 18 – Public nature of the thesis**

1. A thesis serves not simply as proof that a student has met the program's final attainment levels; it is primarily intended as a contribution to scholarship and therefore needs to be based on verifiable sources. Additionally, the thesis serves as an indication of the overall quality of the program. The thesis will therefore be public. It may however, be based in part on insights obtained from anonymous sources and/or classified sources.
2. By the same token, the examination committee will not grade a thesis that is based exclusively on information that cannot be verified by the examiners due to its classified nature.

## **Article 19 – Exemption from an examination**

1. A request for an exemption from taking an examination must be submitted to the Board of Examiners, at least six weeks before the start of the module (component).
2. Exemptions on the grounds of module components obtained at a foreign institution will be granted only if the student provides proof of an equivalent academic level.
3. With respect to exemptions requested based on courses that do not constitute part of a completed degree program, the Board of Examiners will apply the guideline that the examination results must not be more than three years old unless the course lecturer deems extension of these limits justified in terms of content. If the courses are part of a completed program, the aforementioned limit may be expended.
4. The Board of Examiners will make a decision on the exemption request within six weeks of receipt of the request. The person making the request will be notified of the decision by email.
5. The total number of credits allocated for the components for which exemption is given may not be more than fifteen.

## **Article 20 – Temporary departure from the program**

1. A request to put the program “on hold” must be submitted to the Board of Examiners in writing including the reason(s).
2. If such a request is granted, the student automatically enters the next year’s cohort.
3. The Board of Examiners will reach a decision within six weeks of receipt of the request.

## **Article 21 – Final examination**

1. The Master’s degree program completed by the student must comply with the TER CIIMT that apply in the academic year in which the study program is submitted to the Board of Examiners for assessment or in which the student meets the graduation requirements. If the examinations for all modules of the program have been completed successfully, the final examination has been completed.
2. If a student meets the graduation requirements, the Board of Examiners will automatically proceed to award the appropriate degree certificate for the Master’s final examination, unless the student requests otherwise. A student may submit such a request no later than four weeks after the Board of Examiners has informed the student of the degree certificate application.
3. If the Board of Examiners cannot automatically determine whether the graduation requirements have been met, it will periodically prompt students to

request the Board of Examiners to determine whether they are able to graduate. Once the graduation requirements have been met, the Board of Examiners will proceed to award the appropriate degree certificate, unless the student requests otherwise.

4. If the student ascertains that he has met the CIIMT graduation requirements, he can apply for a degree certificate himself. A degree certificate application requires:
  - a. a valid enrolment for the degree program concerned;
  - b. all course components have been achieved and processed by the Student Administration;
  - c. a request for the graduation requirements to be verified has been submitted to the Board of Examiners.

### **Article 22 – Annotation**

1. The Board of Examiners may decide to award the annotation with distinction if all of the following conditions have met:
  - a. the weighted average of all the marks given, except for the master thesis, is at least 8.0 discounting all passes (P) and exemptions (E);
  - b. the credits of courses for which a P or an E is obtained may together not be more than 10 credits;
  - c. the master thesis is completed with a mark of at least 9.0;
  - d. there can be no marks below 7.0;
  - e. all marks will have to be obtained without resits. Results may however be obtained during a resit period.
2. Extracurricular course components or courses are excluded from the weighing process.
3. The Board of Examiners has the right to take other factors into account in its assessment.

### **Article 23 – The diploma and the diploma supplement**

1. As proof that the master's degree has been successfully obtained, the Board of Examiners will issue a degree certificate (diploma) after the Board of Examiners has declared that the procedural requirements for its issue have been met. The certificate will be signed by the chairman of the Board of Examiners. The student will also sign the certificate.
2. The diploma supplement will include nature and content of the degree program, the final examination components and its component details such as credits and marks obtained.
3. The diploma supplement may include the approved extra-curricular components.

### **Article 24 – Declaration of results**

1. Students who have successfully completed one or more module examinations but who, upon leaving the Faculty, have not been awarded a diploma may, upon request, receive a declaration from the Board of Examiners giving the student's personal details, the module names, the number of credits, the results and the dates when the results were obtained.

2. A request for a declaration as mentioned in paragraph 1 must be directed to the Student Administration of the Faculty within one year after the result publication date.

### **Article 25 – Hardship clause**

If situations arise that have not been foreseen in these Rules and Regulations, or when these Rules and Guidelines have unreasonable or unfair repercussions consequences for the student, the Board of Examiners may make exceptional arrangements.

### **Article 26 – Appeals**

A student may lodge an appeal against a decision of an examiner or the Board of Examiners in accordance to the procedure mentioned in article 7.3 of the TER CIIMT.

### **Article 27 – Annual Report**

The Board of Examiners will compile a report of its activities in the previous academic year before 1 November. The report must be sent to the Executive Board, the Dean, the Program Board and the Program Committee. Upon request, the Board of Examiners may decide to send the report to other interested parties.

### **Article 28 – Amendments to these Rules and Guidelines**

No amendments will be made to these Rules and Guidelines by the Board of Examiners that apply in the current academic year , unless there is reasonable expectation that this will not infringe the interests of the students.

### **Article 29 – Entry into force**

These Rules and Guidelines are agreed upon by the board of examiners and will enter into force on 3 July 2020.



### APPENDIX 3: MODULES AND EXAMINATION CIIMT

Module	Modules	EC	Examination	Weight
<b>1</b>	International Trade in Defence Markets (ITDM)	5 EC	Group presentation	30%
			Exam	70%
<b>2</b>	International Business in Defence Markets and law (IBDML)	5 EC	Report	70%
			Presentation of report and peer review	S/I
			Take-Home exam	30%
<b>3</b>	Export Control Law (ECL)	5 EC	Paper	30%
			Open book exam	70%
<b>4</b>	Managing Compliance and Integrity in Military Organizations (MCIO)	5 EC	Paper	100%
<b>5</b>	Designing Internal Compliance Programs (DICP)	5 EC	Group presentation	30%
			Limited individual case study	70%
<b>6</b>	Monitoring and Auditing Internal Compliance Programs (MAICP)	5 EC	Open book exam	100%
<b>7</b>	Research Methods for Export Controls (RMEC)	5 EC	Research proposal	100%
<b>8</b>	Managing Relationships in Non-Compliance Contexts (MRNCC)	5 EC	Problem oriented policing guide (group)	80%
			Group presentation and discussion	20%
<b>9</b>	Integration Project related to Aspects of ICP in Business Environment (IPAIBE)	5 EC	Paper	70%
			Presentation	30%
<b>10</b>	Master Thesis (including Individual Research Proposal)	15 EC	Master Thesis (Research, Writing and Presentation)	100%
<b>Total</b>		<b>60 EC</b>		

## APPENDIX 4: MODULES AND EXAMINATION DEFICIENCY PROGRAM

1. Applicant with diplomas as outlined in TER art 3.4 paragraphs 1 or 2, upon whom a deficiency program has been imposed will only be admitted to the master's program after completing the deficiency program.

2. The deficiency program consist of the following elements:

Course	EC	Examination	Weight
Defence and Peace Economics	5	Exam	100%
International Public Law	5	Exam	100%
Strategic Organizing	5	Report of assignment	100%
Defence Accounting Information Systems	5	Exam	100%
Research Methodology	5	Portfolio with 5 assignments	100%
Pre-graduation Thesis	10	Thesis	100%
	<b>35 C</b>		

3. In cases such as intended in paragraph 1, applicant will be referred to the program coordinator who will inform them of the contents of the deficiency program.

4. The successful conclusion of the deficiency program is a prerequisite for the 'proof of admission' as mentioned in Article 3.4. It does not, however, give *automatic* access to the Master's program.

5. The deficiency program is defined by the Program Board of the Master CIIMT.

## APPENDIX 5: GRADING SYSTEM

The Dutch grading system is applicable. For conversion to UK and US grading systems the conversion table as published by the International Recognition Department of Nuffic (Dutch Ministry of Education and Sciences) will be used.

### Conversion table:

NL	UK	US
10	A*	A+
9,5	A*	A+
9	A*	A+
8,5	A*	A+
8	A	A
7,5	A-	A
7	B	B+
6,5	C	B
6	D	C
5,5	E	D
5	F	F
4	F	F
3	F	F
2	F	F
1	F	F

Note: In the British system the asterisk (\*) is only used in relation to a grade A, as the highest grade possible. In the US system the asterisk is not used, but schools and universities may use + or – to differentiate grades.



