The Study Guide you hold in your hands, offers you an insight in the possibilities we offer you to study at Saxion at the school of Applied Psychology and Human Resource Management. We think it’s very important you know what to expect and that you make the right choice.

Studying in an international environment is a great experience. I know, because I studied abroad myself. It broadens your horizon, it makes you acquainted with other cultures and learns you to operate in an international context.

Our Bachelor International Human Resource Management (a four year programme), our Short Degree Programme (1-2 years), our semester programmes and our possibilities in student exchanges do all offer you qualitatively high products with interesting subjects.

The study guide starts with a general explanation about Saxion: its history, core values in its policies, student facilities within the university, various rules and regulations, registration and study financing. That is immediately followed by more specific information about our school, followed by the content of our programmes. The study guide ends with a detailed explanation on our educational system and its features.

We hope you will find the answers to your questions and we hope you will be enthusiastic about the possibilities we offer you.

Nevertheless, if you have any questions or would like to know more about certain topics, please don’t hesitate to contact us.

Caroline J.M. van de Molen, MSc
Dean, School of Applied Psychology and Human Resource Management
Saxion University of Applied Sciences
Exceptionally active
With locations in Deventer, Enschede and Apeldoorn, and over 22,000 students, Saxion is one of the largest Universities of Applied Science in the Netherlands. Saxion offers a wide variety of studies and a large number of special degree programmes or specialisations, on a national as well as international level.

Saxion offers a wide range of programmes with diverse variations. The education can be described as high quality, innovative and enterprising. Students study individually in a ‘personal learning path’. Cooperative work terms (cooperations) with companies, institutions and governmental organisations result in an education that is well attuned to the professional environment. In addition, a wide-ranging programme for applied research is being developed.

History of Saxion
The administrative merger between the University of Applied Sciences IJselland in Deventer and the University of Applied Sciences of Enschede took place on 1 January, 1998. Its new name, Saxion, was announced in April 2000. A complete merger took place on 1 September, 2011.

The name Saxion was chosen, first of all, because Saxion expresses the fact that the University is active in an historical area of Europe, of which the eastern region of the Netherlands is a part. The Eastern Netherlands and the German border region are more and more developing into a self-conscious region with potential growth, with a knowledge-based economy. Moreover, located at the development boundary between the Randstad and Berlin, Saxion has partners in Osnabrück, Münster and Hannover, with whom Saxion works together intensively. The attractive environment in this part of the European Union is expressed by the green colour of the logo. The logo symbolises the connection and influence of the two founding Universities of Applied Sciences and their knowledge areas.

Strategic Agenda
Vision, focus, action serves as the motto of our Strategic Agenda Saxion 2012-2016. Based on its mission and vision saxion will clearly and recognisably stress its distinctive features as:

- a university of applied sciences with
- innovative technology as focus and High tech systems and Materials as substantive focal point.

This stressing of distinctive features:
- has excellent education and the best possible academic success as a base, with
- focus and mass in research and valorisation for and by persons active in the field, students and employees.

An authority in education
Within the current knowledge-based society, individualisation and internationalisation are leading trends in education, which Saxion, as a powerful educational institute, translates into the study programme and organisation. These trends also show in the recruitment and selection of students and the way the organisation works.

Attractive learning and living environment
Saxion’s students and employees are lucky. In Deventer, as well as in Enschede, they study and work in an inspiring learning and living environment. Both universities are located in new buildings, close to the train station and the city centre. Studying or working at Saxion in the medium-sized student cities of Deventer and Enschede guarantee - besides sports - extensive opportunities for housing, culture and entertainment. The school for Hotel Management is situated at an attractive location in the city centre of Apeldoorn.

Large in variety
Saxion wants to combine the positive effects of the large scale organisation with the advantages of a small-scale educational organisation. That is why Saxion continues to develop its recognisable identity and innovative strength of the programmes. An organisation with a flat structure and short lines of communication in which studies or clusters of comparable studies can operate freely in a larger context. Our supporting services make sure to offer professional, efficient and high-quality service.

Active in all areas
Saxion works together with other universities of applied science on a collective, regional absorptive policy. Focus lies on realizing a most-desired and optimally-located palette of degree programmes in the Eastern part of the Netherlands. The ‘Saxion Knowledge Transfer’ is available for governmental organizations, companies and health care institutions. This applies to applied research, refresher courses, post-graduate courses and recommendations on a commercial basis.

Knowledge Centres
The Saxion Knowledge Centres, in which specialized knowledge from within and from outside the university comes together, are at the service of all organisations and companies in the region. Lecturers, connected to the Knowledge Centres, provide the research development and the use of the obtained knowledge from that within the study programmes. The six Saxion Knowledge Centres are constituted around the following themes:

- Health, Welfare and Technology
- Environment
- Design and Technology
- Innovation and Entrepreneurship
- Hospitality
- Innovation in Education

Partners
Partnerships with companies, institutions and governmental organisations result in education that is well-attuned to the professional environment. Saxion is proud of its partnerships with:

- Carint Reggeland
- Deventer Ziekenhuis
- Enschede Marathon
- FBK Games
- FC Twente
- Gemeente Deventer
- Gemeente Enschede
- KienhuisHoving
- Nederlands Instituut Fysieke Veiligheid
- OAD Reizen
- Plegt-Vos
- Pentair X-Flow
- Randstad
- Siemens
- Sallcon
- Ter Steege groep
- Thales
- TMZ
- Trefbe
- World Trade Center Twente

Lecturers act as driving forces and pivots for the Knowledge Centres. Every lecturer has his/her own speciality or field of study: the lectureship. Around certain themes and projects, they work together with teachers and students: the so-called ‘knowledge circles’.
Mission and vision
The School of Applied Psychology and Human Resource Management is an active and up-to-date academy, which is always engaged in the future, to which the notion of ‘development’ always comes first. In the years to come our goal is to develop into one of the best schools in our field of study. This is not an objective in itself; it evolves out of the desire to offer students the very best and give them a solid stepping stone on their way to a successful career, and optimal personal development. We want to make sure that what we do has a greater added value than the study programme of any other financial-economic faculty in the Netherlands. This has to do with our ambition, which we clearly stated in our mission.

This is expressed as follows:
For 30 years we have concentrated on our goal to educate students to become beginning professionals with current, relevant knowledge and professional skills, so that they are a valuable addition to the profession. In addition, we have developed into a nationally known and reputable academy. The School of Applied Psychology and Human Resource Management contributes to the development of the profession together with organizations and institutions to develop postgraduate education and to implement applied research. With our three degree programs; the Inter University of Applied Sciences Master HRM; our Transfer Office (for education, development and research) and the Bureau Psychodiagnostics, we are the department for Human Resource Management and Applied Psychology.

Degree programmes
The School of Applied Psychology and Human Resource Management offers the following bachelor degree programmes:

Full-time
- Human Resource Management (Deventer and Enschede, Dutch only)
- International Human Resource Management (Enschede)
- Short Degree Programme International Human Resource Management (Enschede)
- Propaedeutic year Psychological and Educational studies (Deventer, Dutch only)

Part-time
- Human Resource Management (Deventer, Dutch only)
- Applied Psychology (Deventer, Dutch only)

Even in times of an economic crisis, these programmes offer excellent opportunities in the labour market. Students who would like to continue studying after their bachelor degree can receive their Master relatively quickly, due to good connections with research universities.

Small groups, practically orientated
The training at the School of Applied Psychology and Human Resource Management can be characterized by personal attention, small groups and practical assignments. There are 20 contact hours per week (class hours as well as coaching), in addition to self-study hours that are scheduled. The total study load is 40 hours per week. The school has its own study area where students can work. The teachers’ offices are located nearby the study area, so that the teachers are close by and therefore easy to contact in case of any problems or questions. The study programmes can be found in a digital learning environment, which can be reached from anywhere through the internet. Therefore, students do not have to be at school to work on an assignment.
Where is the School of Applied Psychology and Human Resource Management?

On the 2nd floor in the Schierbeek wing is the front office, the teachers’ offices, the mailboxes and the study area.

How can I reach my lecturers?

In Enschede there is a study area (Schierbeek, 2nd floor) with several teacher work spaces. Due to the large amount of lectures, internship visits, marking etc. a teacher will not always be at his or her desk. Therefore, it is best to e-mail beforehand to make an appointment with the teacher. If you have a question, it is preferable to ask this through e-mail. Teachers will always try to answer e-mails within 24 hours. Keep in mind though, that many teachers work part-time.

MySaxion: the source of information for students!

MySaxion is our university’s private network for sharing information. Important announcements will be communicated via MySaxion and you can find links to all the necessary online tools and websites such as Bison and Blackboard. You can find further information about these online tools as follows.

1. Start your internet browser (Internet Explorer or Firefox).
2. Surf to www.mysaxion.nl
3. Log in:
   - Gebruikersnaam (username): your student number.
   - Wachtwoord (password): your password.

First time users

If you log in to the intranet for the first time, you will be asked to set your preferences. As Dutch is the default language, we are first going to change the preferred language to English. After that you can select the school, programme and class you are in.

2. Select your class:
   - Click ‘Extra lesprofielen toevoegen’
   - Select your school
   - Select your programme
   - Select your class
   - Save your changes and log out

Make sure MySaxion is set up with the right study programme and location. These data can be found in the upper left-hand corner of the screen. With the button right below that, you can change the set-up.

To access the portal on your own PC, laptop or tablet, simply go to mijn.saxion.nl. You can then set up your own homepage to display your timetable and your Saxion mail, amongst other things. The news carousel provides you with a clear overview of news from your School and any changes to your timetable. Under the heading ‘My Study’ you can find all the information you need for, and about, your study programme. This section also automatically extracts the most important details from Bison and Blackboard. You can tailor the MySaxion dashboard to display your own personal mailbox or other websites you visit regularly simply by adding links.
News announcements
Immediately after logging in, you will see an overview of news announcements. Make sure you check every day if there is anything relevant for you. Underneath you can find the announcements that have to do with Saxion in general.

Schedules/Timetables
If you click the link 'schedule', you can find the timetable. It is shown by the week. Timetables can be found with the class code. The timetables will be refreshed every day (at night). We try to avoid any changes, but make sure you check the newest version of the timetable every day!

My Saxion App
MijnSaxion has recently become available as an app for your smartphone! You can download this app in the Play Store for Android and iTunes for Apple.

It offers the most frequently used MijnSaxion functions, and provides access to all your personalised information and other relevant data.

The app includes the following functions:
• Timetable & alterations
• News from your degree programme
• Saxion announcements
• Timetable of tests and exams
• Messages from Bison
• Your latest marks

Saxon’s timetables of tests and exams are in Excel format, so make sure that your mobile device can open Excel files. If you have any questions or suggestions related to this app, please contactmijnsaxion@saxion.nl.

Scan these QR codes or search in the stores for ‘MijnSaxion’

Blackboard: Digital study area
The School of Applied Psychology and Human Resource Management has a digital study area available where all study material can be found. During the first day of classes, the login link for this study area will be handed out.

All study materials (such as assignments, manuals, lecture sheets etc.) can be found in the digital study area. Black-board can be reached through the MySaxion menu.

1. Start your internet browser
2. Go to http://leren.saxion.nl
3. Login with your username (student number) and password
   Tip: you can use the button on the frontpage (UK flag) to switch to English.

Bison: course information and study progress
Your study progress is also monitored via an online tool. Via Bison you can register for exams and find your marks.

1. Start your internet browser
2. Go to http://bison.saxion.nl
   → the link to BISON can also be found in the MySaxion menu
3. Login with your username (student number) and password
   If you click ‘links’, you can find the link to the BISON system for your exam schedule. This schedule will be available around week 6 of the educational unit. By the way, the schedules for the oral exams are separately mentioned under the header ‘assessment roosters’.

Through the link ‘results’ you can find the test results and students can sign up here for the exams. Test results will be ready within ten school days after the test.

For every test students need to sign up. At the time of the test, students have to show a valid ID.

Webmail: your Saxion e-mail account
Every student is provided with a Saxion e-mail address. Your e-mail address consists of the following:
<student number>@student.saxion.nl
For example: 123456@student.saxion.nl

Your Saxion e-mail address is the main medium through which the school communicates. Make sure you use this e-mail address!

Logging in
1. Open your internet browser (Internet Explorer or Firefox).
2. Surf to http://webmail.saxion.nl/
3. Log in:
   → Username: your student number.
   → Password: your password.

Setting your preferred language
1. Go to ‘Voorkeuren’ (Preferences), in the top right corner of the screen.
2. Go to ‘Internationaal’ (International).
3. Select your preferred language.
4. Click ‘Save & close’.

Check this e-mail address every day. This e-mail address is used by the teachers to communicate with the students. The students can also use it for communication between themselves and as a digital agenda. It is optional to send all Saxion e-mail automatically to your private e-mail address. You can get more information in the user manual at webmail.saxion.nl.

House rules
These are:
• Clear up your work space
• Don’t leave anything behind when you leave
• Handle furniture and equipment with care
• Food and drinks are only allowed in the restaurant, not in the study area and class rooms.
• Smoking is NOT permitted within Saxion
• Your mobile phone must be SWITCHED OFF during class hours and exams
• There are plenty of waste bins in the school: use them!
• Computers and the internet are meant for studying: use them for doing that!
• Misuse of computers and computer systems will be punished by blocking the account. That will make studying very difficult....

Exemptions can be requested using the forms below. These forms, which can be found on MySaxion, have to be printed out and handed in, in the mailbox of the exam committee’s secretary:
• Request for exemption in doing exams
• Request for test facilities
• Request to change the study contract
• Other requests

Exam committee (examination board)
For requesting things that deviate from the EER (e.g. exemption requests, extra exam time), you have to file a request with the academy’s exam committee.

Study Counselling
Within the study programmes of the School of Applied Psychology and Human Resource Management, study counselling a lot of attention. The study career development programme in the first year is intended to coach students in the process of competency development. The main objectives of the introductory (1st year, propaedeutic) phase are:
1. Orientation on the various programmes and professional practice
2. Preparation for the main phase
Exemption requests can only be answered when the following checklist has been completed:

- The above-mentioned form
- Description of the module
- Description of the consulted literature
- Verified copy of the list(s) of marks
- Verified copy of the certificate

Requests need to be handed in on the Tuesday before the exam committee’s meeting, at the latest. The meeting schedule can be found on MySaxion under year schedule.

Questions and requests can only be submitted with the above-mentioned forms, any other e-mails or letters cannot be dealt with. Students should not approach the exam committee members in person.

The exam committee’s e-mail address is: examencommissie-ama.hrm@saxion.nl

Education and examination regulations (EER) and Student statute

Students have certain rights and duties. In the education and examination regulations (EER) you can find important regulations with regard to participation in tests, the first year success-standards (study advice) etc. The study career supervisor will discuss the most important regulations with the student in the first study week. The 2016-2017 study year EER can be found on MySaxion under My study at Rules and Regulations.

In the student statute, also available through MySaxion, you can find all information about student rights.

Board of Appeal

We refer to MySaxion for the most recent regulations.

Central Representative Advisory Body

Saxion has a central representative advisory body (GMR) and every academy has its own academy board, in which employees as well as students are represented. For regulations and more information, please check MySaxion.

Student Desks (Studentenbalies)

The Student Desk is meant for (applicant) students and course participants who have questions about studying at Saxion, and studying in general. The Student Desk employees answer questions, take care of certificates, refer students to the right person in other services or schools and/or if necessary - make appointments with student counsellors, the student psychologist, or school contact persons. Furthermore, the Student Desk offers study information materials and has several forms available. The International Office is also represented at the Student Desk. The Student Desks work together with the Student Housing Office, the International Office and the DUO (a governmental organisation, responsible for the execution of several acts and regulations, such as student grants and information management). Below you can find a list of topics for which (applicant) students and course participants can contact the Student Office. Inquiries in the area of:

- Choosing a course at Saxion, questions on transferring and more generally about the various study options
- Registration and de-registration for Saxion courses
- Certificates and statements (proof of payment etc.)
- Student grants, loans and corresponding forms
- Facilities and services in case of special personal circumstances (e.g. students with a disability)
- Student rights and obligations, as recorded in the teaching and examination regulations and the student statute
- (Changes in) schedules and time tables, through MySaxion
- Signing up for exams and minors
- Study progress, test results, overview of credits
- General questions about Saxion information on MySaxion
- Registration for courses and workshops in the areas of study skills and personal skills
- Problems with the issued login account
- Information and registration Studium Generale (series of lectures on topics of general interest)

At the Student Desk, it is also possible to make appointments with:

- Student counsellors with regard to study motivation and/or progress, complaints, legislation and rules, appeal to facility fund, study financing, etc.
- Student psychologists with regard to personal problems
- Confidential counsellors
- Study and vocational guidance officers with regard to study choice
- Intake interviewers for the Saxion orientation project

Student Desk Enschede

First Floor, immediately after the escalator

The student desk is open on school days:

Monday-Friday from 8.30am - 5pm

Phone number: +31 (0) 88-0191808

E-mail: studentdesk@saxion.nl

Catering facilities

There are good facilities in Deventer and Enschede to buy food and drinks. They offer an extensive assortment of menu items. Every day from 5 pm, hot meals are served. Both locations have a Grand Café, where you can get alcoholic beverages after 4pm.
Student counsellor
The student counsellor is available for students who:
• fall behind, through no fault of their own, e.g. through illness, family circumstances or when students are in financial need due to personal problems
• have questions about registration, de-registration, programme fees or study financing
• do not agree with a programme decision
• have a disability and would like to be eligible for certain possible services (amongst which dyslexia or chronic depression are included)
• would like a second opinion do not speak Dutch as their native language and therefore would like to apply for special facilities
• have questions about the rules with regard to study advice

Confidential counsellor
The confidential counsellor is available for students who have (had) to deal with:
• unwanted sexual attention
• intimidation or discriminatory behavior
• any behaviour that is experienced as being unpleasant, bothersome or intimidating by an employee or fellow student.

Student psychologist
The student psychologist can help by solving personal problems, such as:
• problems with motivation and focusing
• homesickness
• difficulty with making contacts
• bereavement
• fear of exams
• psychosomatic complaints
• depression

Studying with a disability
It is possible that a student has a (physical) condition, which influences his/her study progress. Saxion intends on making sure that not the disabilities, but the possibilities of studying with a disability are the most important.

A disability is defined as any physical, sensory and/or mental disability, chronic disease or other disorder, which hinders studying (and possibly working later on). Students with a disability usually need more time and/or get tired faster. By searching for an alternative learning path, which is arranged with the student concerned, it is possible to create conditions that make studying possible.

If we want to make sure that we handle this seriously and to prevent any study delay or drop outs, a learning path should be agreed upon at the beginning of the course. This calls for sincerity of everyone involved. Therefore, if a disability is in question, the student should talk this over with the study career supervisor. Depending on the issue, other Saxion employees and/or the student counsellor can be involved as well. In mutual consultation, a good solution is agreed upon, by which studies can continue as easily as possible. Of course, we will keep all the information strictly confidential.

Language support
In case you want to learn Dutch language, please contact International Office.

Saxon Library
Any information you may need for studying, doing projects, writing your thesis, and so on... the Saxon library employees enjoy helping you out! Saxion students are automatically members of the library. The student card is the library card. On www.saxonbibliotheek.nl, students have access to the library’s catalogue, as well as to dozens of databases. The catalogue contains all the Saxon library books, magazines and theses. In the databases a wealth of reliable professional information can be found, which can be used during studies. The database can also be reached from the outside, by logging in with the Saxion account.

In Enschede the library is located on the second and third floor of the Forum building. In Deventer, the library is at C1.99, on the first floor of the building. The Athenaeanum library (the main location of the Saxion library) can be found at Klooster 12 in the city centre of Deventer.

Students can take out books, study and use the PC’s at all locations.

ICT facilities
Computers & books
There are many facilities available for working with computers. In the study areas, as well as in the media centres, work spaces are created for individual work as well as group work. The library also offers good work and study space with modern computer and print facilities. These have to be reserved beforehand.

Wireless internet
In Enschede we offer access to wireless internet facilities. Check for more information and help at the Student Desk.

Space on the hard disk
Every student has his/her own separate hard disk within the Saxion network, the so-called ‘h-drive’. Make sure you never save any documents on the c-drive, since this will be deleted as soon as the computer is restarted. You can reach your h-drive from outside Saxion through the website home-access.saxion.nl.

Cheap software and notebooks
Students can order cheap legal software through www.surfspot.nl. It is possible to order student laptops through Saxion. Go to notebook.saxon.nl and choose ‘notebooks’.

Printing, copying and binding
Students have to hand in reports on a regular basis. It is therefore possible within Saxion to print, copy and bind reports. The repro-shop is available for binding. The so-called ‘multifunctionals’ can be used for printing, scanning and copying, everywhere at Saxion. You can pay with your ‘chipknip’ (chip card). There is a manual on MySaxon under the A-Z-list.

Sport & Culture, also for top sportsmen
Saxon students can participate in all kinds of sport and cultural activities at low costs. ENSCHEDE has it’s own fitness room. Look for more information at www.saxion.nl/studeren/naast-je-studie. Saxion students can:
• buy a sports card, to use sport and fitness facilities at low costs
• make use of the cultural activities (theater or movies) with attractive discounts

A student who is a top level athlete, and would like to qualify for special facilities, e.g. in the area of scheduling classes and tests, has to register with the Saxion Desk for Sport and Culture, located in Enschede, or with the coordinator of top-sport facilities or Studium Generale coordinator of Saxion, located in Deventer. It will be the student’s responsibility to do so. In consultation with the study coordinator, the student’s study plan can be drawn up.

For information about our campuses, how to get around, our international traineeships programme and more, check out: www.saxon.edu/studying-at-saxon/international/

Integrity and Complaints Office (MIK)
The Integrity and Complaints Office (Meldpunt Integriteit en Klachten – MIK) offers every Saxion student and employee and external relations the opportunity to file a complaint. Every complaint can be seen as a positive involvement of the complainant to the organisation and as a tool for improvement.

Until recently there were several complaint regulations and institutions with specific tasks. This led to a large amount of different desks and offices where students and employees had to go with certain specific complaints. Every office had its own operating procedures, its own communication and its own reporting.

To comply with the Saxion Code of Conduct and with regard to a better complaint management, Saxion chose to establish one office for filing.complaints: the MIK. This Office is staffed by Saxion’s integrity official, with whom students, employees and external relations can file a complaint. Of course it is still possible for everyone to discuss the matter directly with the specific organisation or person who can judge the complaint.

Every complaint is declared admissible by principle and will be dealt with by the integrity official, or sent on to the authorised organisation, employee and/or his manager. The complainant will receive feedback on the settlement of the complaint.
Study year and quarters
Every study year consists of 4 quarters of 10 weeks each. These quarters are divided into 8 teaching weeks and 2 exam weeks and.

Introduction 2016-2017
The introduction day is on 29 August 2016. Classes start on 29 August 2016. The HOI is an introduction for all first year students of Saxion (www.saxion.nl/hoi)

The Saxion year schedule 2016-2017
The “Saxion Annual Academic Calendar” (Saxion jaar-indeling) is the scheme that records the quarters of the academic year 2016-2017, as well as (official) holidays. The academic calendar is based on the following starting points:
- a uniform academic calendar for Saxion
- a number of 200 teaching days (based on 1680 hours of study load per academic year, working weeks/study weeks of 40 hours and 8 hours per day, 210 teaching days, in this case 42 weeks of 5 teaching days each should be realised)
- academic years of equal duration
- four quarters of mostly an equal number of teaching days
- a substantial overlap with the summer holiday period and the other holidays of primary and secondary education in the region

During non-teaching days there will be no planned teaching activities, but (additional) teaching services (such as admission tests, choice of study/career interviews) may be offered on these days.

Curriculum courses and exams bachelor International Human Resource Management 2016-2017

Year 1 IHRM

<table>
<thead>
<tr>
<th>Quarter 1</th>
<th>Theme: Humans</th>
<th>Quarter 2</th>
<th>Theme: Humans at Work</th>
<th>Quarter 3</th>
<th>Theme: Humans at work in Organizations</th>
<th>Quarter 4</th>
<th>Theme: Organize Humans at work in Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>Finish</td>
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<tr>
<td>Basic Communication Skills 1 (3EC)</td>
<td>Basic Communication Skills 2 (3EC)</td>
<td>Basic Communication Skills 3 (3EC)</td>
<td>Basic Communication Skills 4 (3EC)</td>
<td>Business Orientation</td>
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<td></td>
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</tbody>
</table>

Year 2 IHRM

<table>
<thead>
<tr>
<th>Quarter 1</th>
<th>Theme: Understand the (HRM)Business</th>
<th>Quarter 2</th>
<th>Theme: Build the (HRM)Business</th>
<th>Quarter 3</th>
<th>Theme: Manage the (HRM)Business</th>
<th>Quarter 4</th>
<th>Theme: Experience the (HRM)Business (Practical)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>Finish</td>
<td>Start</td>
<td>Finish</td>
<td>Start</td>
<td>Finish</td>
<td>Start</td>
<td>Finish</td>
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</tbody>
</table>

Starting point
The curriculum is based on the Netherlands’ national education profile. This guideline provides a description of the competencies and levels to which they have to be achieved for all bachelor programmes in business economics. These national competencies are in accordance with the "Dublin Descriptors."
### Year 3 IHRM

<table>
<thead>
<tr>
<th>Quarter 1</th>
<th>Theme: Graduate International Environment</th>
<th>Quarter 2</th>
<th>Theme: Change the (HRM) Business</th>
<th>Quarter 3</th>
<th>Theme: Minor Managing Organization 2.0</th>
<th>Quarter 4</th>
<th>Theme: Minor Managing Organizations 2.0</th>
</tr>
</thead>
</table>

### Year 4 IHRM

<table>
<thead>
<tr>
<th>Year 4 Theme</th>
<th>Year 3 Theme</th>
<th>Quarter 1</th>
<th>Theme: Graduate International Environment</th>
<th>Quarter 2</th>
<th>Theme: Graduate International Environment</th>
<th>Quarter 3</th>
<th>Theme: Graduate International Environment</th>
<th>Quarter 4</th>
<th>Theme: Graduate International Environment</th>
</tr>
</thead>
</table>

### Course descriptions

You can find detailed course descriptions for each course in the catalog [https://bison.saxon.nl](https://bison.saxon.nl).

### Short Degree Programme IHRM

**Introduction**

Saxion’s Short Degree Programme Human Resource Management builds on the previous education of the student. Saxion offers the latest insights and knowledge in business (change) strategies, international HRM strategies, advanced intercultural communication techniques & skills and a thorough understanding of primary business processes. Students who enrol in the Short Degree Programme will follow a two year programme on their previous education. In every semester you will build towards knowledge and understanding in the fields of: Strategy and organization development, International HRM, Business orientation and professional skills.

Getting acquainted with the future professional field is an important part of the programme. Throughout the programme you work on practical assignments in which you apply knowledge and skills gained from theory combined with real business situations.

### Curriculum courses and exams Short Degree Programme (SDP) International Human Resource Management 2016-2017

#### Year 1 SDP IHRM

<table>
<thead>
<tr>
<th>Year 1 Theme</th>
<th>Year 2 Theme</th>
<th>Quarter 1</th>
<th>Theme: Strategic International (HRM) Business</th>
<th>Quarter 2</th>
<th>Theme: Change the (HRM) Business</th>
<th>Quarter 3</th>
<th>Theme: Minor Managing Organization 2.0</th>
<th>Quarter 4</th>
<th>Theme: Minor Managing Organizations 2.0</th>
</tr>
</thead>
</table>

#### Year 2 SDP IHRM

<table>
<thead>
<tr>
<th>Year 2 Theme</th>
<th>Year 3 Theme</th>
<th>Quarter 1</th>
<th>Theme: Graduate International Environment</th>
<th>Quarter 2</th>
<th>Theme: Graduate International Environment</th>
<th>Quarter 3</th>
<th>Theme: Graduate International Environment</th>
<th>Quarter 4</th>
<th>Theme: Graduate International Environment</th>
</tr>
</thead>
</table>

### Course descriptions

You can find detailed course descriptions for each course in the catalog [https://bison.saxon.nl](https://bison.saxon.nl).
Communication channels

At Saxion, we use various systems to share information with you and work on projects together. MySaxion is your portal to all Saxion systems. When you log onto MySaxion and select Applications in the menu on the left, you will find the systems described below.

The main systems

- **MySaxion**: intranet and portal to all other systems.
- **Blackboard**: your digital learning environment.
- **Web mail**: your Saxion email account.
- **Bison**: your study progress, study contract and registration for exams.

**MySaxion**
MySaxion is Saxion’s intranet portal, located at MySaxion.nl. This is where you will find your class and exam timetables, your most recent exam results and all the information you need about your programme and Saxion’s facilities. In addition, MySaxion shows news about your programme, the most recent Blackboard updates and the location of your lecturers. MySaxion is your starting point and refers to the other systems described on this page.

**Blackboard**
Blackboard is your digital learning environment. Here you will find information about the content of your subjects, e.g. study guides, lesson presentations, reading lists and assignments. Your lecturer may also ask you to submit assignments through Blackboard.

For help, log onto Blackboard and click on the Support tab on the right of the screen. This page contains explanations and instruction videos.

**Saxion Web mail**
Saxion Web mail is the default email client used by Saxion students. It is an easy way to exchange emails with your lecturers and fellow students. Your school expects you to check your Saxion mail regularly. Each student will be assigned their own email address. The Saxion address book lists all email addresses. Obviously, you can access Saxion Web mail on your smartphone with a special app and you can have your mail transferred to your private email account. So how does it work? Go to MySaxion to find out.

**Bison**
Bison is the system that tracks your study progress. This is where you can register for exams and review your exam results, credits and study contract.
Other media

Our Saxion World
Our Saxion World is an interactive global platform to put students, businesses and alumni in touch with each other. The platform will show you at a single glance where in the world Saxion contacts are at that moment and what they are working on. Our Saxion World is all about discovering, sharing and networking.

Ask your question on Facebook or Twitter!
If you have any questions or complaints, you can also get in touch with Saxion on Facebook or Twitter. Feel free to ask a question, register a complaint or share a compliment about studying at Saxion at any time. Our web care team is available on working days between 9:00 and 17:00. Follow Saxion on:

![Facebook](saxion.nl/facebook)
![Twitter](saxion.nl/twitter)

SAX: news, opinions and student life
SAX is Saxion’s independently edited news outlet. You can find more information about SAX further on in this guide.

Saxon Library
The Saxion Library will come in very handy during your studies. You can go there to look up information, borrow course material or study. Additionally, you can search an extensive database of newspaper and magazine articles. The Library also offers thesis support and can answer various questions to do with copyright.

Go to saxionbibliotheek.nl

Calendar 2016-2017

Vacations

<table>
<thead>
<tr>
<th>Vacation Type</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn vacation</td>
<td>17 October – 24 October 2016</td>
</tr>
<tr>
<td>Christmas vacation</td>
<td>26 December 2016 – 09 January 2017</td>
</tr>
<tr>
<td>Spring vacation</td>
<td>20 February – 27 February 2017</td>
</tr>
<tr>
<td>May vacation</td>
<td>24 April – 01 May 2017</td>
</tr>
<tr>
<td>Summer vacation</td>
<td>17 July – 28 August 2017</td>
</tr>
</tbody>
</table>

Bank holidays

<table>
<thead>
<tr>
<th>Holiday Type</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Friday</td>
<td>14 April 2017</td>
</tr>
<tr>
<td>Easter</td>
<td>16 &amp; 17 April 2017</td>
</tr>
<tr>
<td>King’s Day</td>
<td>27 April 2017</td>
</tr>
<tr>
<td>Liberation Day</td>
<td>5 May 2017</td>
</tr>
<tr>
<td>Ascension Day</td>
<td>25 May 2017</td>
</tr>
<tr>
<td>Whitson</td>
<td>4 &amp; 5 June 2017</td>
</tr>
</tbody>
</table>

Lesson timetable

<table>
<thead>
<tr>
<th>Class Order</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st class</td>
<td>08.30 - 09.15</td>
</tr>
<tr>
<td>2nd class</td>
<td>09.15 - 10.00</td>
</tr>
<tr>
<td>Break</td>
<td>10.00 - 10.15</td>
</tr>
<tr>
<td>3rd class</td>
<td>10.15 - 11.00</td>
</tr>
<tr>
<td>4th class</td>
<td>11.00 - 11.45</td>
</tr>
<tr>
<td>5th class</td>
<td>11.45 - 12.30</td>
</tr>
<tr>
<td>6th class</td>
<td>12.30 - 13.15</td>
</tr>
<tr>
<td>7th class</td>
<td>13.15 - 14.00</td>
</tr>
<tr>
<td>8th class</td>
<td>14.00 - 14.45</td>
</tr>
<tr>
<td>Break</td>
<td>14.45 - 15.00</td>
</tr>
<tr>
<td>9th class</td>
<td>15.00 - 15.45</td>
</tr>
<tr>
<td>10th class</td>
<td>15.45 - 16.30</td>
</tr>
<tr>
<td>11th class</td>
<td>16.30 - 17.15</td>
</tr>
<tr>
<td>12th class</td>
<td>17.15 - 18.00</td>
</tr>
<tr>
<td>Break</td>
<td>18.00 - 18.15</td>
</tr>
<tr>
<td>13th class</td>
<td>18.15 - 19.00</td>
</tr>
<tr>
<td>14th class</td>
<td>19.00 - 19.45</td>
</tr>
<tr>
<td>Break</td>
<td>19.45 - 20.00</td>
</tr>
<tr>
<td>15th class</td>
<td>20.00 - 20.45</td>
</tr>
<tr>
<td>16th class</td>
<td>20.45 - 21.30</td>
</tr>
</tbody>
</table>

Opening times

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>7.30 – 22.00</td>
</tr>
<tr>
<td>Friday</td>
<td>7.30 – 17.30</td>
</tr>
<tr>
<td>During vacations</td>
<td>7.30 – 17.30</td>
</tr>
</tbody>
</table>

Closed during the Christmas holiday and on bank holidays. Restricted opening hours in the summer.
Personalised study counselling

Your study coach is your first point of contact within your degree programme and provides coaching that is tailored to your personal needs.

Do you have any questions which your study coach cannot answer, do you need specific expertise or would you prefer to discuss a matter with someone who is further removed from your degree programme and the school? If so, your study coach can help to refer you (this is usually organised by the Student Desk in the main building).

To learn more about what a study coach can do for you, see the next page.

The student counsellor:
in case of questions about rules, regulations and functional limitations
To make an appointment with a student counsellor, contact the Student Desk.

Student psychologist: in case of personal or study-related problems
If the support you receive from your family, friends, study coach or student counsellor does not go far enough, you can make an appointment with the student psychologist. To do so, contact the Student Desk.

Confidential advisor: in inappropriate and difficult situations
To make an appointment with a confidential advisor, contact the Student Desk. You can find more information in the Regulation concerning the Complaints Committee.

Career coach: for coaching with regard to your study/career choice and job applications
To make an appointment with a career coach, contact the Student Desk.

Language coach: for help with text and language
To make an appointment with the language coach, send an email to saxiontaalwinkel@saxion.nl.

Student pastor: in case of questions about life issues
If you want to get in touch with the student pastor, contact Arent Weevers. To make an appointment with him, call 088 - 019 1927 or send an email to a.j.weevers@saxion.nl. You can also visit his website www.heartandsoul.nl.
Study assistance and coaching

Your study coach guides and supports you throughout your degree programme. The aim is to help you develop the skills you need both during your time at Saxion and to be successful in your future career. You will meet your study coach right at the start of your degree programme, and you will have regular contact with them throughout the academic year, both individually and together with your fellow students.

Study progress
Ideally you will complete your studies without too much delay, which is why your study progress is a regular topic of discussion.

From start to finish
In the first year, the main focus will be on learning how to study and how to plan your learning activities, on self-reflection and on your competencies. You will explore whether your talents match the skills that are required, both for your study programme and for your intended career.

The focus will subsequently shift to the practical aspects of your future career. You will gain valuable insights during your internship in the third year, and the fourth year will revolve around your final assignment.

A listening ear
If you face any study-related or personal problems that could affect your study performance, your study coach will provide a listening ear. They might suggest one of the training courses offered by the Study Success Centre, or they may refer you to the dean or the student counsellor for further support.

Get in touch when you need help or support.
The Saxion Study Success Centre offers various facilities to help you get the best out of your time as a student.

Language courses and coaching
The way to successful communication begins with language. Do you want to learn (better) Dutch or English? The Study Success Centre offers language courses at different levels for non-native speakers: from beginner’s course (CEF level A0) to the state examination II (CEF level B2). Additionally, one to one language coaching can be arranged.

Are you a Top Talent?
Are you inquisitive, eager to learn, analytical, creative and ambitious? If so, you could be an ideal candidate for the honours programme! Saxion’s honours programmes and Programmes of Excellence give talented first-year students the chance to evolve into a ‘Top Talent’. Each programme pays attention to personal development, takes a multidisciplinary approach to issues and brings students into contact with top professionals from relevant industries.

Studying with a functional limitation?
Saxion is happy to help!
Are you having trouble studying due to a limitation such as dyslexia, AD(H)D, autism, stuttering, a chronic illness, physical limitation or suchlike? Saxion offers various educational, assessment-related, material and financial provisions to help students with any kind of functional limitation with their studies. Furthermore, Saxion regularly provides training courses and workshops.

Intercultural communication
During intercultural communication situations at Saxion you might feel that you are not completely understood and that it is harder to communicate in a Dutch setting than expected. Do you want to understand how communication is influenced by culture? Are you looking for ways to improve your intercultural communication skills? Then follow the workshops intercultural communication.

saxion.nl/language-expert
saxion.nl/disability
MySaxion.nl > search for ‘Top Talent’
MySaxion.nl/studysuccessfully
National Student Survey (NSE)

The NSE is a national annual survey that allows tens of thousands of students to have their say about their studies. The outcomes of the survey help us improve the quality of your programme. They also determine the ranking of your programme compared to similar programmes at other institutions. This ranking is not only important for new students looking for the right programme, but also for businesses wanting to investigate the educational background of their applicants. The NSE assessment is therefore vital for the present as well as the future. The NSE takes place around February each year.

Examination Board

Responsibility
The tasks and responsibilities of the Examination Board have been set down in the Education and Examination Regulations (OER). These affect all students at the school. The Examination Board’s main responsibility is to ensure the quality of the exams and examinations. It also enforces the OER. This is a set of guidelines which apply not only to all students, but also to all lecturers and management staff.

You should contact the Examination Board if you feel you have been treated unfairly as a student when registering for an exam or during assessment and you are unable to resolve the dispute with the lecturer involved on your own. You can then register a complaint with the Examination Board. The Board will decide whether your complaint is valid. You should also ask the Examination Board for permission if you want to take a free minor or change your study contract.

Quality of exams
Furthermore, the Examination Board constantly strives to ensure the quality of the exams. This does not concern the content of the exams, but rather their technical quality.

About the EER (OER)

EER: Education and Examination Regulations
Each programme has its own OER. This outlines all the rules and regulations for the programme regarding teaching, assessment and examination. These rules and regulations govern the following:

- Objective and structure of the programme
- Study career counselling and study advice (including negative and binding study advice)
- Exam information and registering for exams
- Assessing and announcing exam and examination results
- Awarding exemptions
- Composition and competences of the Examination Board

The OER can be found on MySaxion.nl > My Study
Combining your studies with sports and culture

As a Saxion student, there are many opportunities for you to enjoy sports and culture at discount rates, including:

- Exclusive sports discount cards (Saxion sports card, CampusCard, MKB pass) and subscriptions which offer attractive rates for membership of sports clubs or cultural societies in Enschede or Deventer.
- Discounted theatre performances at the Wilmink Theatre and the Music Centre in Enschede.

Ordering and downloading software

Did you know you can order and download Saxion software for your private laptop or PC? Go to My Saxion and search for Ordering and downloading software. In addition, the online shop Surfspot.nl offers student discounts on laptops and software.

Clever!

Serious professionals do not commit fraud.

Do not "share" your exams or reports – your enrolment could be terminated as a result.

Avoid getting caught out: be aware of the exam rules!

Take your time when sitting your exam – rushing it leads to mistakes.

Always report fraud. Fraud committed by someone else devalues your degree certificate!
How cyberSAFE are you?

1. Always report computer or security problems to the Service Desk IC
2. Delete all data when replacing obsolete devices
3. Always keep software and virus scanners up to date
4. Always save your work on the Saxion network
5. Learn how to recognise phishing emails and never respond to them
6. Remember that public WiFi networks are not safe
7. Do not share your login details with anybody
8. Always set up and use security codes
9. Be careful what you share on social media
10. Always use strong passwords that are difficult to guess

See all the 10 cyberSAVE tips on mijnsaxion.nl/cyberSAVEyourself

Set up your own business?

Numerous facilities regarding entrepreneurship are at your disposal at the Saxion Centre for Entrepreneurship. They provide advice and coaching to you while starting your own business. You learn to deal with and execute multiple value creation.

www.saxion.nl/centreforentrepreneurship
What is TED? TED is a non-profit organisation dedicated to disseminating ideas, which it does through short and impressive talks. TED started out in 1984 as a conference for technology, entertainment and design but nowadays it covers a wide range of different topics. The independent TEDx events help to support the sharing of ideas and the creation of communities around the world.

What is TEDxSaxionUniversity?
TEDxSaxionUniversity is the “official” TED platform for Saxion and our region, the Eastern Netherlands. It hosts regular talks by (former) students, entrepreneurs and scientists. Most speakers are based in our region. The platform offers a local and global stage for innovations and ideas from the Eastern Netherlands. TEDx events are easily accessible – there is no dress code, so you can come as you are. Join one of our events and discover the relaxed atmosphere and varied audience for yourself.

Become part of TEDxSaxionUniversity
Are you a talented video producer, event manager or blogger, or would you like to become one? If so, share your talent and help us to make TEDxSaxionUniversity a great success. Send an e-mail with your motivation to: info@tedxsaxionuniversity.com.
Studium Generale Saxion

Studium Generale (SG) offers a platform for activities at the interface of work, science, culture and society within Saxion. We organise lectures, debates and talks about all kinds of burning issues. We participate in a culture & society minor. Workshops, exhibitions and all manner of cultural performances are equally part of our programme offering.

To see our schedule and the various programmes, visit saxion.saxion.nl/studiumgenerale! We hope to see you soon!
Printing, copying and scanning

As a Saxion student, you can make use of the so-called ‘multifunctionals’ which are printers, photocopiers and scanners in one. You have to pay for printing and copying but scanning is free. In addition to printers that print in black and white only, there are also colour printers. For the latest details, see MySaxion > search for printing. This provides information about where the printers are located and the payment system.

Tip: If you want to produce a poster or print and bind a copy of your report, visit the print service shop – either online (printservice.saxion.nl) or in person at one of the main Saxion locations.

FabLab Enschede

Do you have a great idea for a project? Would you like to print a 3D prototype? The FabLab in the Edith Stein building is a public laboratory, accessible to everyone.

You can develop your own idea, design or prototype using 3D scanners and printers, a laser cutter or a vinyl foil cutter. We also have several computers with design software that you can use. Come and take a look inside the FabLab.

www.fablabenschede.nl

Emergency assistance and safety

What should you do in case of emergency?

Saxion pays a lot of attention to safety and emergency assistance. There is a special alarm number for all of Saxion’s locations:

088 - 537 6333

In case of an emergency at Saxion, it’s important that you always call this number and not 112 (The emergency number of The Netherlands). The internal emergency response team (BHV) will be mobilised immediately after your call. The BHV team calls 112 and provides first aid assistance until the external emergency services arrive.

Signs containing instructions on ‘What should you do in case of emergency’ are hanging in all Saxion buildings. In each area, there is a yellow sign showing what to do in the case of a fire, accident or evacuation. Next to each fire hose, there is a map showing which emergency exit you should use in the case of an evacuation. If it is necessary to evacuate the building, an alarm will sound and you should follow all further instructions.

Tips:

- Save the Saxion alarm number (+31 088 - 537 6333) in your phone so that you always have it close to hand!

- Setting up emergency contact information:

  iPhone
  Add your emergency contacts to your Medical ID (found in the Health app)

  Android
  Go to Contacts > Groups > ICE - Emergency Contacts and add your contacts.
Up to date with SAX

News, opinions, student life. Dat is waar
These are the dominant themes for SAX, Saxion’s dedicated news outlet. Read the SAX magazine or visit the SAX website or social media channels to receive the latest news about Saxion and student life.

Our website www.sax.nu is refreshed daily on working days in order to show the very latest news stories. We also publish a magazine. Each issue features fascinating interviews, extensive news coverage and interesting background stories. One of our nine annual issues is dedicated exclusively to first-year students.

You will have received this special issue at home last summer! Do you want to receive the latest updates automatically? Follow SAX on Twitter (@Sax_nu) or Facebook (Sax Media).

Now hiring: writing talent
Our editorial team is constantly looking for talented writers. Does interviewing people, reporting on events and writing news articles appeal to you? If the answer is yes, send an email with your motivation to: sax@saxion.nl.
Facilities
Enschede
The Main Building

- Meeting point en business point
- Cashpoint
- Fablab
- International Office
- The Bakery
- Library
- ServiceDesk IT
- Grand Café
  - Self-service restaurant
  - Espresso bar
- Randstad
- Copyshop & printing service
- Study book service
- Syllabus shop
- Reception
- Student desk
Floor plan
Saxion Enschede

Ko Wierenga

F - Forum
(Ground floor)
Reception desk, Restaurant, Bakery, Facility Desk, ServiceDesk IC, Printserviceshop

F - Forum
(1st floor)
Fair Espressobar, Student desk

F - Forum
(2nd floor)
Library, Learning resource centre

H - Haanstra
(Ground floor)
Theater

S - Schierbeek
(Ground floor)
Grand Café Kuyper

N - Ainsworth
(1st floor)
Fablab

O - Stork
(Ground floor)
Reception desk, Restaurant, Learning resource centre

P - Hofstede Crull
(2nd floor)

Q - Hazemeyer
(Saxon Lego Education Innovation Studio)

Villa Serphos

Edith Stein