

Dronten University of Applied Sciences

ECTS Information Package



Ingenieur Degree in Management and Agribusiness

Profile: International Food Safety Management

Edition 2009 - 2010

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1 Examination Regulations for Courses CAH 2009-2010

The current course regulations are in conformity with the *Examenregeling CAH Dronten* for and they represent the distinguishing features of the international courses at CAH. All courses comply with the key study and qualification objectives of the curricula from which they stem. These qualifications are assumed in the courses, and the learning objectives presented here are only the specific ones, not what is BSc generic.

The following items are presented here:

- Additional Examination Regulations for International Courses
- Course Plans international courses (see appendix A)

Specific Examination and Assessment Regulations International Courses

A. General rules, definitions, scope

1.1 Scope

These rules apply to all international programmes at CAH Dronten, both for the educational process, grant award and for assessment purposes. A copy of these rules will be an integral part of all EC Course Information Packages. These will be distributed among international students of CAH before the start of their courses.

1.2 Definitions

Assessment Meeting

After one semester in a course, students' progress and results are assessed in a meeting of the lecturers teaching and assessing the course. This meeting is meant to identify students with possible progress problems. It is organised by the course leader and the course co-ordinator. The meeting has an advisory role.

Appeal

Decisions made by the course co-ordinator or Examination Committee carry the right of appeal. Decisions on assessment carry the right of appeal. Appeal against a decision of the course leadership or Examination Committee is lodged in writing, with the Board of Directors of the University. Appeal against a decision on assessment by a lecturer is lodged in writing with the course co-ordinator. Decisions are binding, and only made after hearing the parties involved. All appeals must be lodged within 14 days, calculating from the moment on which the student is made aware of the decision against which the appeal is instituted.

Grade

The EC grading system is used for the determination of a pass or fail for the module or parts of the module. For the student's home university or national authorities, an equivalent grade to the EC will be produced.

The following conversion applies, when comparing the Dutch 10-point system, the EC system and the pass-fail system.

Dutch grade	EC grade	Definition pass/ fail	
8.5- 10	A	Excellent	Pass
7.5- 8.4	B	Very good	
6.5- 7.4	C	Good	
6.0- 6.4	D	Satisfactory	
5.5- 5.9	E	Sufficient	
< 5.5	FX	Fail	
	F	Fail	

Decisions on the course are based upon the number of passes or fails for modules that a student attains. This includes the award of credits. The grades falling within the EC categories, and their Dutch or international equivalents, are for progress monitoring only. To facilitate this monitoring, all modules, and their assessed elements are graded according to the Dutch grading system.

Examination / Assessment

The modules in the course are assessed in a wide variety of ways, as determined by the module lecturer. The rules governing the assessment are described in section B

Assessment Committee

The Board of Directors of CAH Dronen constitutes the chair of the examination committee. A number of tasks regarding the organisation of examinations and the preparation of assessment has been delegated by the Committee to the Student Administration and Planning Office, in conjunction with the International Office.

Examination Schedule

The student sits the exams as indicated in the exam schedule. Time and location of resits and remedials are determined by the lecturer of the module for which they are relevant, in consultation with the course coordinator, and taking into account the deadlines as indicated in section B

Fraud-irregularity

Any means by which a student obtains study result in an illegal way, i.e. without attaining these results through his or her own efforts.

Resit

A resit is an exam the student is allowed to sit again

Remedial

A remedial is a resit or another form of assessment determined by the module lecturer for elements of the module or course for which the student has not attained a pass.

Module

A module is a unit of the course. Each module has a descriptive name and a unique module code.

Module Descriptor

A descriptor is the module outline as required in the EC system.

Module Book

The module book or micro-schedule sets out the precise contents of the module to the student. It can be presented to the students in hard copy or intranet versions.

Student study load

The course description indicates the study load per module in clock hours, based on the student's activities for the study. The number of study load hours reflects all activities undertaken by the student to achieve the learning objectives set out in the module descriptor, *including* time spent on lessons, practicals, or other types of instruction.

B. Assessment rules**1. Pass-fail**

The modules in the course are assessed according to the pass-fail system. If a student proves to the satisfaction of the module lecturer that he or she is able to meet all the learning objectives set out in the module description, the credit(s) for the module are awarded to the student.

2. Method of assessment

The module lecturer determines the method of assessment, the learning objectives and the conditions for meeting them.

3. Deadline results

The result of the assessment has to be made known to the student within ten workdays after the final assessment of the module.

4. Assessment appeal

The student has the right of appeal against an assessment made by the module lecturer. The appeal is made in writing, to the course co-ordinator and within a week from the publication of the assessment results. The course co-ordinator, together with the relevant member of the examination committee will appoint another lecturer to perform a second assessment. The second assessment is discussed among the course lecturer, the lecturer performing the second assessment, the course co-ordinator and the member of the examination committee, who come to a binding decision regarding the assessment.

5. Remedials

If a student does not meet the module objectives the lecturer will set a remedial task or resit for those objectives to allow the student to pass the module. A remedial can be set both for an exam or an assignment. A student who fails to hand in assignments before the end of the module has the same remedial obligations as a student who fails an exam or presentation. The module assessment list is decisive in determining the elements which fall under this regulation. The maximum number of remedial attempts per objective is two. If the student does not meet the demands of the learning objectives after two remedials, he or she has failed the module.

6. Deadline remedials

The student can work on his or her maximum of two remedials up to a maximum of three months after the end of the module from which they stem. After three months without a successful remedial an automatic fail is attributed to that module.

7. Grading

The module lecturer can grade the student's work, for progress monitoring and as an indication of the comparative level of the student's achievement to the home university or

home authorities of the student. A conversion table for the EC and Dutch grading system is included in these regulations under section A. An authenticated list of equivalent grades for the student's home institution or home authorities is provided upon request.

8. Value optional subjects or modules

Optional modules are not relevant for the award of the degree or diploma. A fee may be charged for extra or optional courses organised at the request of the student.

9. Conditions preventing the student to participate in an assessment or exam

The student or a representative must report illness or other forms of force majeure without delay to the course co-ordinator. If the illness or other form of *force majeure* prevents the student from performing set tasks, it must be documented. Non-compliance with this rule will result in a fail for the assessment or exam.

10. Assessment and grant for study

If a student has failed more than 25 % of the credits leading to the award of the degree or diploma, any CAH financial support in the shape of a grant or other contract will be terminated. The student then owes CAH the portion of the grant or contract work awarded to him or her up to the moment of the termination of the contract.

11. Insufficient results of assessment

If a student fails between 1 and 25 % of the credits leading to the award of the degree or diploma, he or she will be given a certificate specifying the modules passed. No degree or diploma can be awarded. The grant or value of the contract does not have to be paid back.

C. Degree award grounds, diploma

The award of a degree or diploma and pertinent qualification follows the award of all course credits leading to that award. The award is formally determined by the Examination Committee, after the last examination in the course. Members are appointed by the Board of Directors of CAH Dronten. Decisions carry the right of appeal, as indicated in section A.

All records of modules are administered according to the EC system. In cases where clarification of the award system is needed for the sending institution, the student has a right to a transcript of records according to the EC system. This transcript is drawn up by the course co-ordinator upon written and documented request by the student to the co-ordinator. A diploma supplement in English is added to all Dutch diplomas. The Dutch diploma is the legally binding document. It will not be replaced upon loss.

D. Examinations – organisation

Formal summative assessments and examinations as organised by the Registrar's Office. The rules set out by this organisation apply for international students' exams in full –

1. The exams will start on the scheduled time. Students arriving late have no right to participate in the examination.
2. In written examinations, only those aids specified by the author of the exam on the exam paper are allowed. The use of simple electronic calculators (without memory functions) is permitted in all exams. The use of single-language English dictionaries is permitted in all

exams. For the use of double language English dictionaries, permission must be given by the president of the examination committee, or his or her representative. The student is not allowed to take study materials or books or notes into the examination room. Bags, pen cases, briefcases are forbidden. Study materials present with the student in the examination room automatically constitute fraud, irrespective of use.

3. The student must use University regulation exam paper in written exams. Exam papers not used are to be handed in at the end of the examination.
4. Students are not allowed to discuss or converse during the exam. Exchanging materials of any kind is forbidden.
5. Students sign the list of attendance individually. Only after having signed the list off attendance a student can leave the examination room. When leaving the examination room students take care to preserve silence and prevent unnecessary noise.
6. After the exam monitor has handed out the exam papers, he or she cannot answer any questions anymore, nor provide information. If necessary, a student can raise his or her hand to indicate that an urgent question must be asked. Questions on the contents of the exam can only be answered by the module lecturer.
7. Provisions for physically impaired or handicapped students will be decided on by the president of the examination committee. Students are advised to draw up a protocol on the most suitable method of sitting the exam, together with the CAH contact person for students with a function impairment. On the basis of this protocol the decision is made as to what is the proper method of assessing the student. Dyslexia is expressly included in the category of impairments.

E. Examination irregularities and fraud

1. If a student has obtained an exam result through irregularities or fraud, the president of the examination committee will declare all examinations of the exam period for that student to have resulted in a fail.
2. If the monitor of the exam only discovers the irregularity or fraud after the end of the examination, the examination committee decides on the award of the degree, choosing between a fail for the whole course, or a resit.
3. Decisions as indicated in par. 2 are binding, and only made after hearing the parties involved. Decisions are made known to the student in writing in all cases. Decisions are reported to the Board of Directors of the University by the president of the examination committee without delay.
4. Irregularities are defined as follows:
 - possession of prohibited information sources in any shape or form
 - copying data taken from the exam work of other students sitting the exam
 - oral or electronic exchange of data
 - allowing another student or other students to copy exam work in any shape or form
 - taking (part of) the exam papers or assignments from the examination room

F. Conduct and grant

If a student comes into conflict with the University authorities, with the Dutch police, or with the legal system, including the immigration authorities, due to that student's fault, the student's grant or contract will be terminated. The student then owes CAH the portion of the grant or contract awarded to him or her up to the moment of the termination of the allocation. Appeal is possible against this decision, with the Board of Directors of the university. The term of appeal is 14 days after the student has been notified of the decision against which the appeal is lodged. The ruling of the appeals committee appointed by the board upon this appeal, after hearing the parties involved, is binding.

G. Attendance

Attendance of the course or of modules in the course is determined by the course co-ordinator in conjunction with the sector manager for international studies. The rules on attendance are made known to the student before the beginning of the course, in writing.

H. Conflict of interests

In all cases of conflict of interests between the student and a the university not specified in these regulations, the course co-ordinator, manager for international studies and board of directors of the university shall come to a binding decision, after hearing the parties involved.

2 Programme structure

2.1 Modules

The following section deals with the contents of the course in more detail. One ECTS corresponds with a studyload of 28 hours, so 6 ects corresponds with 168 hours of study load. The study load is what an average student should spend on the module in time. Therefore, a 168-hour credit has the student working for 168 hours on it, in total, that is seminars, practical, meetings and study or research time.

Trimester 1	13 weeks: week 36 – 48 2009		ECTS
Module 1	Settling in a new job	SNJ	6
2	Food Chain Analysis	FCA	6
3	Quality and Food Safety Systems Implementation	QFI	6
Trimester 2	14 weeks: week 49 2009 – week 11 2010		
4	Managing Consumers Affairs	MCA	6
5	Auditing Quality Management Systems	AQM	6
6	Management of human and budgetary resources	MHB	6
Trimester 3	16 weeks : week 12 – 27 2009		
	Company placement	CPL	16
	Thesis	THS	6
Whole year			
	Competency Management and Personal Development	CMP	2
	Total ECTS		60

2.2 Schedule International Food Safety Management

Week	Startdate	Modules			
35	24-8-2009	Getting Acquainted with CAH, Campus and Dronten			
36	31-8-2009	Introduction week			
37	7-9-2009	Study week	SNJ	FCA	QFI
38	14-9-2009				
39	21-9-2009				
40	28-9-2009				
41	5-10-2009				
42	12-10-2009				
43	19-10-2009	Autumn holiday			
44	26-10-2009	Study week	SNJ	FCA	QFI
45	2-11-2009				
46	9-11-2009				
47	16-11-2009	International week – assessments SNJ			
48	23-11-2009	Assessments FCA, QFI			
49	30-11-2009	Study week	MCA	AQM	MHB
50	7-12-2009				
51	14-12-2009				
52	21-12-2009	Christmas holiday			
53	28-12-2009				
2	4-1-2010	Study week	MCA	AQM	MHB
3	11-1-2010				
4	18-1-2010				
5	25-1-2010				
6	1-2-2010				
7	8-2-2010				
8	15-2-2010				
9	22-2-2010				
10	1-3-2010				
11	8-3-2010				
12	15-3-2010				
13	22-3-2010	Placement		CPL	
14	29-3-2010				
15	5-4-2010				
16	12-4-2010				
17	19-4-2010				
18	26-4-2010				
19	3-5-2010				
20	10-5-2010				
21	17-5-2010				
22	24-5-2010				
23	31-5-2010				
24	7-6-2010	Thesis		THS	
25	14-6-2010				
26	21-6-2010				
27	28-6-2010				
28	5-7-2010				

3 Modules descriptors

3.1 *Settling in a new job (SNJ)*

6 ects

Type of course: Obligatory for International Food Safety Management
Level of course: 1st year post graduate
Year of study: Comparable to 4th year
Semester/trimester: Trimester 1
Number of credits: 6
Names of lecturers: Toon van Aert, Wieke Hetsen, Taco Medema, Kees Schipper, Roel Veen, Hermann Schilt, Daan Westrik and perhaps some others

Prerequisites: The standard prerequisites for each international student

Course contents, expressed in Learning tasks:

- Familiarize with CAH and Dronten
- Organisation of international market
- Intercultural communication: do's and don'ts
- Find Europe nearby
- Business cooperation in the EU (company placement skills)
- Mobilizing the alumni network

Course contents, expressed in Competencies assessed:

- To cooperate
- To organise
- To appreciate the global perspective

Recommended reading:

Understanding the European Union, a concise introduction - John McCormick – 4th edition – 2008 – ISBN (13) 978 0 230 20102 6, chapters 1 – 8

Cultures and Organizations, software of the mind – Geert Hofstede – 2nd edition – 2005 – ISBN (10) 0071439595

Teaching methods: Lectures, assignments, excursions, execution of learning tasks, self study

Assessment methods: Proof of proficiency, exams, class participation

Exams in this module:

- Intercultural communication
- (Institutions of) The European Union

Language of instruction: English

3.2 Food Chain Analysis (FCA)

6 ects

Type of course: Obligatory for International Food Safety Management
Level of course: 1st year post graduate
Year of study: Comparable to 4th year
Semester/trimester: Trimester 1
Number of credits: 6
Names of lecturers: Toon van Aert, Olga Kujawska, Jantien Lijftogt, Gert Wim Stoffer

Prerequisites: The standard prerequisites for each international student

Course contents, expressed in Learning tasks:

- Poster presentation of an analysed food chain
- Logistics in the food chain
- Quality management and food safety in the agri-food chain
- Making a sustainable improvement plan for a given situation.
- Preparing and presenting a professional presentation.

Course contents, expressed in Competencies assessed:

- To present
- To research
- To innovate
- To endorse sustainable behaviour

Recommended reading:

Food quality management – P.A. Luning, W.J. Marcelis and W.M.F. Jongen – 1st edition – 2002 – ISBN (10) 9074134815

Logistics: Principles and Practice – Hessel Visser and Ad van Goor – 1st edition – 2006 – ISBN (13) 978 90 20 73304 4

Reader Food Chain Analysis

Teaching methods: Lectures, assignments, excursions, execution of learning tasks, self study

Assessment methods:

Proof of proficiency

Class participation

Min. three of the learning tasks must be finished successfully before the proof of proficiency may be started

Exams in this module: NONE

Language of instruction: English

3.3 Quality and food safety systems implementation (QFI) 6 ects

Type of course: Obligatory for International Food Safety Management
Level of course: 1st year post graduate
Year of study: Comparable to 4th year
Semester/trimester: Trimester 1
Number of credits: 6
Names of lecturers: Toon van Aert, Olga Kujawska

Prerequisites: The standard prerequisites for each international student

Course contents, expressed in learning tasks:

- identifying differences between the various quality and food safety standards for quality and food safety systems;
- selection of food safety system which are best in a given situation;
- execution of hazard analysis based on HACCP-principles
- implementation of quality or food safety standards
- identification of improvement points of an implemented quality of food safety system.

Course contents, expressed in competencies assessed:

- To show leadership capabilities
- To introspect
- To entrepise

Recommended reading:

Food quality management – P.A. Luning, W.J. Marcelis and W.M.F. Jongen – 1st edition – 2002 – ISBN (10) 9074134815

Safety in the agri-food chain - P.A. Luning, F. Devlieghre, r. Ferhé – 1st edition – 2006 – ISBN-13: 978-90-76998-77-0

Teaching methods: Lectures, assignments, excursions, execution of learning tasks, self study

Assessment methods: Proof of proficiency

Class participation

Min. three specific learning tasks must be finished successfully before the proof of proficiency may be started

Exams in this module: NONE

Language of instruction: English

3.4 Managing consumer affairs (MCA)**6 ects**

Type of course: Obligatory for International Food Safety Management
Level of course: 1st year post graduate
Year of study: Comparable to 4th year
Semester/trimester: Trimester 2
Number of credits: 6
Names of lecturers: Toon van Aert, Olga Kujawska

Prerequisites: The standard prerequisites for each international student

Course contents, expressed in Learning tasks:

- Development of package label information for a new product including all obliged information by law and regulations and information that is a result of company quality policy.
- Writing a form for customer complaints
- Establishing norms and specifications
- Writing a recall procedure
- Preparation of recall press release

Course contents, expressed in Competencies assessed:

- To cooperate
- To innovate
- To appreciate the global perspective

Recommended reading:

Managing Consumer Affairs – materials supplied by Olga Kujawska & Toon Van Aert

Teaching methods: Lectures, practicals, assignments, excursions, execution of learning tasks, self study

Assessment methods:

Proof of proficiency

Min. three specific learning tasks must be finished successfully before the proof of proficiency may be started

Exams in this module: NONE

Language of instruction: English

3.5 Auditing a quality management system (AQM)**6 ects**

Type of course: Obligatory for International Food Safety Management
Level of course: 1st year post graduate
Year of study: Comparable to 4th year
Semester/trimester: Trimester 2
Number of credits: 6
Names of lecturers: Toon Van Aert, Olga Kujawska

Prerequisites: The standard prerequisites for each international student

Course contents, expressed in Learning tasks:

- How to prepare the quality audit.
- How to make an effective interview
- Assessing observations and information; - making comparison with quality criteria.
- Writing a final audit report
- Preparing decision about certificate
- Presenting conclusions to management.

Course contents, expressed in Competencies assessed:

- To enterprise
- To research
- To organise
- To present

Recommended reading:

Requirements for a HACCP based Food Safety System; Option A: Management System Certification Compiled by the National Board of Experts – HACCP The Netherlands - June 2006

Auditing food safety and quality systems – materials supplied by Toon Van Aert & Olga Kujawska

Teaching methods: Lectures, practical assignments, excursions, execution of learning tasks, self study

Assessment methods:

Proof of proficiency

Min. three specific tasks must be finished successfully before the proof of proficiency may be started

Exams in this module: NONE

Language of instruction: English

3.6 Management of human and budgetary resources (MHB) 6 ects

Type of course: Obligatory for International Food Safety Management
Level of course: 1st year post graduate
Year of study: Comparable to 4th year
Semester/trimester: Trimester 2
Number of credits: 6
Names of lecturers: (provisional) Rinie Altena, Albert Carrinus, mrs. Mieke Fransen

Prerequisites: The standard prerequisites for each international student

Course contents, expressed in Learning tasks (provisional, since this module is reconstructed):

- Analysing a financial report
- Partly formulating a profit and loss account, a balance sheet and a cash flow overview
- Writing a Human Resources policy plan
- Practising management skills

Course contents, expressed in Competencies assessed:

- To show leadership capabilities
- To endorse sustainable behaviour
- To introspect
- To organise

Recommended reading:

Basics of Financial Management – P. de Boer, M.P. Brouwers, Wim Koetzier – 1st edition – 2007 – ISBN (13) 978 90 01 70131 4

Management skills materials supplied by Mieke Fransen

Human Resources Material supplied by Rinie Altena

Teaching methods: Lectures, practicals, assignments, excursions, execution of learning tasks, self study

Assessment methods:

Write an HR study document and write a small HR report

Exam about financial management

Participate in the management skills classes

Language of instruction: English

3.7 Company placement (CPL)**16 ECTS**

Type of course: Obligatory for International Food Safety Management
Level of course: 1st year post graduate
Year of study: Comparable to 4th year
Semester/trimester: Trimester 3
Number of credits: 16
Names of lecturers: Toon van Aert, Olga Kujawska

Prerequisites: The standard prerequisites for each international student

Objectives:

- the student obtains insight into the operational practice of the placement company, and into the place of the company in the industry;
- the student carries out a practical assignment, in a self-responsible manner. This implies that placement coaching will have the characteristics of general supervision;
- the student effectively applies current methods of research methodology and interpretation techniques;
- the student obtains insight into relevant professional activities and the accompanying requirements for Higher Education graduates, as formulated by the company and its sector;
- the student demonstrates the he/she is proficient in a number of professional skills, as required in the course programme;
- the student can adapt or reformulate study goals on the basis of experiences in the training period, and the strengths and weaknesses analysis formulated earlier. The student conforms to these individual learning goals, set either in advance or during the training period.

Contents: To meet the objectives, it is necessary that the student has an opportunity to become familiar with the day to day activities in the company. After a period of specific coaching, a task is set in which he or she has to work with a certain degree of individual responsibility. The level of the task should be adapted to the educational background of the student, and, if possible, to the chosen specialisation.

First and foremost, the students should be aware of all the facets of the training assignment, and become familiar with the demands made, from the formulation of the problem up to and including to its solution, and its implementation in practice. Consequently, the best method of coaching is by the relevant expert in the organisation or company. This involves the two most important parties in the placement.

The contents of the placement will differ widely, according to the company and the student's preferences. The contents of the training programme are the result of discussions between the company, the student and the college. The opportunity for the student to collect and consult literature and other sources of information on the training subject matter is an essential ingredient for a successful learning experience.

Recommended reading: Reader 'Company Placement Manual', CAH Press, 2009

Teaching methods: Internship at organisation

Assessment methods:

Write adequate three weekly reports

Write a report about the placement period

Placement coach will assess the work done in the organisation

Language of instruction: English

3.8 Thesis project (THS)

6 ECTS

Type of course: Obligatory for International Food Safety Management
Level of course: 1st year post graduate
Year of study: Comparable to 4th year
Semester/trimester: Trimester 3
Number of credits: 6
Names of lecturers: Toon van Aert, Olga Kujawska

Prerequisites: The standard prerequisites for each international student

Objectives of the thesis:

The student:

- has handled the assignment well, has approached a problem in an original way and solved it, has set up and run the trial thoroughly, has made a technique accessible for practical use, etc.;
- has chosen a critical approach and has made good use of available knowledge from literature;
- has obtained insight into the value and/or applicability of the assignment for practical use;
- has suggested possibilities for further research, or development of the subject matter;
- has shown a strong sense of initiative, and has worked in a self-directed manner;
- is capable of producing a clear, accessible, well-documented and well-made report, and of clarifying this report orally in an effective way;
- is capable of producing a clear presentation for an informed audience, and explain the assignment, stressing the applicability of results.

Course Contents:

The thesis consists of:

- executing an assignment (agriculture-related research, problem-solving, developing a new technique, market research, organisational research and others) related to the present or future practice;
- writing a report in which the results of the assignment are joined with the results of literature survey or a desk study, combining into a thoroughly documented and well-founded set of conclusions and recommendations;
- organising and presenting a seminar on the methodology of the research and the results, emphasising the value and the applicability in professional practice.

The emphasis in the assignment is on improving the problem solving capacity: it is the final element for all-out training by problem identification, critical analysis and approach, development of well-worked out solutions and achieving a balance between practical orientation and theory. The time allocated allows these elements.

Recommended reading: Reader 'Thesis Manual', CAH Press, 2009

Teaching methods: The student writes the thesis and is receiving advice from the thesis coach

Assessment methods:

Adequate Research Project Plan

Thesis assessment

Seminar in which the thesis is presented

Language of instruction: English

3.9 Competency management, pers. Development (CMP) 2 ECTS

Type of course: Obligatory for International Food Safety Management
Level of course: 1st year post graduate
Year of study: Comparable to 4th year
Semester/trimester: Trimester 1, 2 and 3
Number of credits: 2
Names of lecturers: Toon van Aert, Olga Kujawska

Prerequisites: The standard prerequisites for each international student

Course contents, expressed in Learning tasks:

- Writing a personal development plan (PDP)
- Formulating action plans based on your PDP and evaluate their execution
- Participate in reflective activities to share your development with colleagues and to support each other in that development
- Composing a portfolio, to archive relevant information about your development; using it to demonstrate your level of competency

Course contents, expressed in Competencies assessed:

- To introspect

Recommended reading: Reader 'CMP', CAH Press, 2009

Managing your competencies - Roel Grit, Roelie Guit and Nico van der Sijde - 1st edition - 2006 - ISBN 90 01 50000 5

Teaching methods: The student writes his PDP and receives coaching (feedback and feed forward) from his coach

Assessment methods:

Personal Development Plan

Assignments done from the Managing your competencies book

Participation in coaching sessions

Language of instruction: English

Appendix A

Course Plan International Courses 2009-2010											
	Module title	Code	ILP	AHW	INRID	EFM	ICM	IFSM	EEDAB	EEDPAP	Credits
Period 1 (trimester 1)											
1	Settling in a new job	INSNJ	x	x	x	x	X	X	x	x	6
2	Consultancy and advice	INCOA	x							(x)	6 (9)
	Implementing health care policy	INIHP		x							6
	Rural analysis	INRUA			x						6
	Food chain analysis	INFCA				x	x	X	(x)		6 (9)
	Agro chain analysis	INAGR									6
3	Managing external relations	INEXA		x							6
	Multifunctional entrepreneurship	INMFE			x						6
	Entrepreneurship for primary production	INEPP	x							(x)	6 (7)
	Business and operational planning	INBOP					x		(x)		6 (9)
	Acquisition and retention	INAQR				x					6
	Quality and food system implementation	INQFI						X			6
Period 2 (trimester 2)											
4	Policy formulation for the livestock sector	INPFL	x	x						(x)	6 (9)
	Writing a policy document	INWPD				x					6
	Area Analysis	INGIS			x						6
	International food trade	INIFT				x	x		(x)		6 (9)
	Managing Consumer affairs	INMCA						X			6
5	Selling/account manager	INSAM	x	x						(x)	6 (9)
	Rural governance	INRUG			x						6
	Value Chain Management	INVCM					x		(x)		6 (9)
	Managing Human and Budgetary Resources	INMHB				x	x	X	(x)		6 (9)
	Auditing quality system	INAQM						X			6

	Module title	Code	ILP	AHW	INRID	EFM	ICM	IFSM	EEDAB	EEDPAP	Credits
6	Livestock analysis and research	INLIA	x							(x)	6 (7)
	Livestock analysis and research	INLIA		x							6
	CAP	INCAP			x						6
	Advisor 2	INADV								x	7
	Competence management	INCOMP	x	x	x	x	x	X	x	x	2
Period 3 (trimester 3)											
	Company placement	INCPL	x	x	x	x	x	X	(x)	(x)	16 (20)
	Thesis	INTHS	x	x	x	x	x	X	(x)	(x)	6 (10)

NB – Values in brackets refer to the European Engineer Degree (EED)

ILP	International Livestock Production	Prior Learning 180 EC	Degree DV
AHW	Animal Health and Welfare	Prior Learning 180 EC	Degree DV
INRID	International Rural Innovation and Development	Prior Learning 180 EC	Degree PV
EFM	European Funds Management	Prior Learning 180 EC	Degree AB
ICM	International Chain Management	Prior Learning 180 EC	Degree AB
IFSM	Food Safety Management	Prior Learning 180 EC	Degree AB
EEDAB	European Engineer Degree - Agribusiness	Prior Learning 150 EC	Degree AB
EEDPAP	European Engineer Degree - Plant and Animal Production	Prior Learning 150 EC	Degree TA/DV