

# Annual report

National Commission *Code of Conduct* Higher Education

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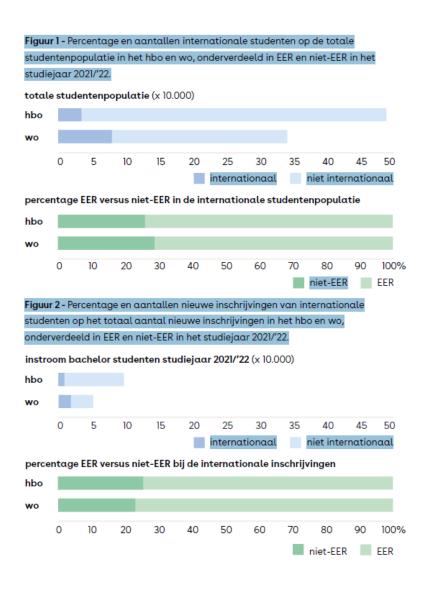
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#### Introduction

The coronavirus pandemic continued to affect Dutch higher education in the first quarter of 2022. After that, however, it became possible to resume more and more activities, including in-person education at universities and universities of applied sciences. As the pandemic faded into the background, including in people's daily lives, students were gradually able to experience the full 'student journey' once again. Nonetheless, the effects of the pandemic continue to be felt. Student welfare reached a low point and some students fell behind with their studies. The Commission has observed that staff at educational institutions are focusing on student welfare, and that various initiatives have been developed in response to the situation.

In the 2021-22 academic year, the number of registered Bachelor's and Master's students increased again, including both domestic and international students. Some 13.8% of all students enrolled at publicly funded universities of applied sciences in the Netherlands were from outside the Netherlands. Of the international students pursuing a diploma, 72.1 percent were from the EEA and 27.9 percent from outside the EEA. Also see the figures below, taken from the *Nuffic Factsheet on International students December 2022.*<sup>1</sup>



<sup>&</sup>lt;sup>1</sup> Nuffic: Factsheet on International Students, published in December 2022.

Last year, the Commission described how the debate about international students and the internationalization of higher education was changing. Previously, the focus was mainly on the positive aspects of the internationalization of education; now, however, the negative consequences that internationalization can entail are receiving more attention. It can no longer be assumed that all the requirements for internationalization are in place. This mainly involves the increase in the number of (international) students in relation to the accommodation and educational facilities available, but knowledge security is another theme that involves higher education. This debate has continued over the past year and will continue into 2023. The question of how the number of international students can be controlled or limited has been discussed in the Dutch House of Representatives. The Minister for Education, Culture and Science has announced that he will respond to this question in February or March of 2023, and has asked institutions that provide governmentfunded higher education to suspend their efforts to attract international students for the time being. The Commission understands that pressure in the housing market has increased in certain cities and regions. It is also important that enough educational facilities are available to provide students with high-quality education. But above all, the Commission believes it is important that those international students who are already in the Netherlands, or who have already made arrangements to study here soon, continue to feel welcome.

In this document, the Commission reports in detail on the work that it has carried out, the developments around the Code of Conduct and the register that the Dienst Uitvoering Onderwijs (DUO) is responsible for. The Commission met regularly over the course of the last year and resumed its exploratory visits to educational institutions and its administrative consultations with external parties. It also conducted a number of surveys and assessed one complaint. The past year has also been devoted in large part to evaluating the text and operation of the Code of Conduct, which led to a revised version of the document as of 1 October 2022 and the establishment of an international student advisory council. In the final section, the Commission will look ahead to the coming year.

#### **National Commission**

The purpose of an independent National Commission is to ensure compliance with the provisions of the Code of Conduct among the institutions of higher education included in the <u>Code of Conduct register</u>. The Commission carries out its task by exploring relevant developments, conducting surveys, handling complaints from students or stakeholders in relation to the Code of Conduct, mediating between students and educational institutions or holding consultations with interested parties and signatories to the Code of Conduct.

Over the past year, an important theme for the Commission has been the five-year evaluation of the Code of Conduct. In 2021, the Commission and the various umbrella organizations for higher education began an evaluation of the text of the Code of Conduct for Higher Education and its effectiveness, which led to a new version of the text of the Code of Conduct that entered into force in 1 October 2022. There has also been considerable discussion of the information that educational institutions provide on their websites, and in particular the information they provide regarding accommodation. The Commission has conducted one survey this year, and also handled one formal complaint. It has also received two pieces of information that led to management-level meetings. In the past year, the Commission has published two newsletters focusing on evaluation and the newly established student advisory council.

You can read more abut the work of the Commission below.

#### **Survey**

#### Periodic survey of information provided

Every year, the Commission carries out a survey into the completeness and quality of the information provided on the websites of six selected institutions which have signed the Code of Conduct. This year, the Commission looked at the information provided on the websites of Aeres, The Hague School of Hotel Management, University of Groningen, Leiden University, Team Academy Nederland and IHE Delft Institute for Water Education. The Commission assigns great importance to comprehensive and up-to-date information because students must be able to form an accurate picture before they decide to come to study in the Netherlands. This survey looked particularly at the provision of information about the complaints handling procedure. In March 2022, the Inspectorate of Education published a factsheet regarding students' experiences of the complaints handling procedures for study programmes in publicly funded higher education. Often, it was found that many students were not fully aware of how to make a complaint. The detailed theme chosen by the Commission for 2022 was the provision of information on accommodation.

The Commission's findings are in line with the results of previous surveys. The educational institutions were invited by letter to review their own websites in light of the following recommendations:

## 1. State clearly whether the curriculum is accessible for international students and in which language education is provided.

On all the websites studied, virtually all the information was available in English (and in some cases, only in English). As a result, it was not always clear whether the relevant education is accessible to both Dutch-speaking and international students. Providing all the information in English creates the impression that all educational programmes are accessible for everyone, but this is not always the case. A clear statement of the language of instruction prevents misunderstandings.

## 2. Consistently refer to the institution and the educational programme using the same names.

Comparing the educational programmes (mainly Bachelor's and Master's programmes) shown on the websites of the institutions with those shown on the websites of *Study in NL*, the Accreditation Organisation of the Netherlands and Flanders (NVAO) and the CROHO, it was sometimes difficult or impossible to identify specific institutions or programmes. This problem can be resolved by using the same name consistently, whether this is in English or in Dutch. Visitors to websites are more likely to view information as reliable if there is consistency between different sources.

## 3. Improve the existing information about accreditation by clearly stating the accreditation status of each degree programme.

The websites studied often provide general information about accreditations and the Accreditation Organisation of the Netherlands and Flanders (NVAO). This is a good start, but visitors still have no idea of the accreditation status of specific programmes. This could easily be remedied by showing that status clearly with each degree programme, perhaps by including the ISAT number (accreditation code).

## 4. Include information relevant to international students on the website in a way that is easy to find.

This recommendation may seem obvious. After all, doesn't this apply to all relevant information? Of course it does. In the context of this survey, we specifically looked at the duty of care that educational institutions have in providing information for international students. In certain cases, this information could only be found after following several links, such as in a footer or a section for staff. Fortunately we also found plenty of exemplary practices that can serve as model or inspiration for others.

## 5. Include the complaints handling procedure for Dutch and international students on the website.

The advice in relation to point 4 also applies to the complaints handling procedure. In one or two cases, no information at all could be found regarding complaints handling procedures.

## 6. In addition to information about the institution's own curriculum, also include information about the Dutch system of higher education (including the various degrees and diplomas that are available).

This information can help students as they choose a study programme. For prospective international students, the division between academic and vocational education may require further explanation. Information can help to put a particular programme in context and help students decide whether it matches their own talents and preferences.

## 7. State clearly whether certain services can be provided by the institution and what they cost.

There is plenty of practical information regarding various aspects of student life. This includes information on opening a bank account, arranging health insurance and working while studying, for instance. This information is generally easy to find and is often arranged thematically. It includes practical advice, useful documents and links to relevant institutions and websites. In many cases, there is also a helpdesk that students can contact. However, with a few exceptions, it is still not clear enough which services the institutions actually provide themselves. It is possible that most institutions do not offer any of these services themselves, but if this is the case, this should be indicated clearly.

## 8. Include clear information about accommodation and related issues prominently on the website.

All the websites provide information about accommodation close to where the educational programme is taught, sometimes even including a range of other information on tourist attractions, for example. However, they seldom mention that it is extremely difficult to find accommodation, or that starting a degree programme in the Netherlands without having arranged accommodation can lead to major problems, additional stress and extra expense. This information should jump off the screen so that international students do not get into trouble.

The Commission will repeat this survey every year and expects educational institutions to make the information on their websites more comprehensive and easier to understand by following the above advice.

The survey reports can be accessed on the <u>Code of Conduct for Higher Education website</u>.

#### **Complaints and reports received**

The Commission received two complaints from students in the past year. It was unable to accept the first of these because the institution's own internal complaints handling procedure had not yet been completed. The Code of Conduct states that students must first exhaust all the options available at their educational institution before submitting a complaint to the Commission.

The Commission was able to accept the second complaint. This concerned the provision of information on the website of an educational institution regarding the admission requirements for a specific educational programme. This information created the impression that the student would be admitted to the programme. The student was refused admission, however. The Commission upheld the student's complaint, and found that the educational institution had acted in contravention of the Code of Conduct. At the request of the Commission, the educational institution concerned has now modified the information on its website. The student has also been refunded for the application fee that had been paid.

The Commission's rulings in relation to both these complaints can be found on the website for the Code of Conduct for Higher Education.

In response to a report received from the Education Inspectorate regarding the admission of two students to preparatory education, the National Commission held a meeting with the management of the educational institution concerned. The educational institution had admitted the students even though they were not admissible for preparatory education on the basis of their prior education. The students had been unable to cope and dropped out during the academic year. Following the meeting, the educational institution indicated that it had tightened up its admissions policy and was considering bringing its preparatory education in-house. The provision of preparatory education, as well as the admission procedure, had been outsourced to a private organization. The Commission also received a letter from an agent alleging a breach of contract by an educational institution. The issues described in the letter do not fall within the remit of the Commission. Nevertheless, the letter did lead to a meeting with the management of the educational institution concerned regarding the recruitment of students and the use of third-party agents. The case has revived the discussion on whether or not individual students who are required to have a residence permit can be refused admission. There have been various meetings on this subject with the ministries concerned over the past year.

#### **Evaluation of the Code of Conduct for Higher Education**

The Code of Conduct states that an evaluation of its text and its operation must be carried out once every five years. Eighteen months ago, the Commission and the various umbrella organizations for higher education began this evaluation. This led to a new version of the text of the Code of Conduct which came into force in 1 October 2022. The aim of the evaluation was, firstly, to clarify and simplify the text and operation of the Code of Conduct using input from the education sector and public-sector stakeholders. Secondly, the evaluation focused on relations between the Commission, the bureau, the administrator of the register and the umbrella organizations, as well as the role of other parties involved in the Code of Conduct. An external consultant was engaged to provide advice in relation to this second aspect of the evaluation. Working with the bureau, the consultant arranged various meetings between the Commission, the umbrella organizations, OCW and J&V/IND. A meeting with international students was also arranged. The consultant issued his recommendation in the first quarter of 2022, and this has been incorporated into the text of the Code of Conduct almost in its entirety.

The results of the evaluation resulted in a redrafted version of the text, and ultimately to a new version of the Code of Conduct. The policy advisors from OCW and J&V and the IND advised the working group on the provisions that overlap with the Higher Education and Research Act (WHW) and/or legislation concerning aliens residing in the Netherlands. The new draft was then discussed and, following a number of relatively minor changes, adopted by the decision-making bodies of the umbrella organizations and the Commission.

#### The most significant changes to the text are described below:

- The section on the provision of information was extended to include the following subjects: the situation on the Dutch housing market, taking out health insurance and opening a Dutch bank account. The Code of Conduct is based on the principle that international students should have a clear idea of what they are getting into before coming to the Netherlands to study.
- Section 3 of the Code of Conduct deals with cooperation between educational institutions and agents. This section has been expanded to include provisions designed to help ensure a successful and enduring working relationship with agents. It includes a new separate article on the matters that must be set out in a contract between the educational institution and the agent.
- A new section has been added to the Code of Conduct on providers of private preparatory education. In particular, this states that cooperation between private providers and educational institutions must be structured on the basis of a plan and that the quality of preparatory education must be guaranteed through a system of quality assurance.
- Section 8 includes a new provision for an assessment by the Commission to determine
  whether the institution of higher education still meets the conditions of the Code of Conduct
  after six years in the register. Three elements are assessed: the publication of the Code of
  Conduct on the website of the educational institution, the language overview, and the
  accreditation requirement. This new provision is intended to keep the register up to date and
  ensure compliance.
- Section 9 of the Code of Conduct lays the foundation for the establishment of an international student advisory council. The purpose of the advisory council is to establish a direct line of communication between the Commission and the international students. It may also help improve awareness of the Code of Conduct among international students. The student advisory council may provide solicited and unsolicited advice to the Commission on all matters concerning the Code of Conduct. The advisory council receives practical support from the bureau on matters such as reporting, organizing locations for meetings and substantive preparations for meetings. The student advisory council was established on 1 September 2022.
- Finally, a directors' meeting has been established, which the responsible directors of the umbrella organizations participate in. It is chaired by the chairperson of the Commission. The directors' meeting is convened at the request of one of the umbrella organizations or the Commission to discuss and debate various issues. Matters relating to the Code of Conduct may also be submitted, and a common position must be reached. The directors' meeting has already been convened a number of times over the past year to discuss the quality framework for the preparatory year, which relates to the admission requirements for preparatory education.

In addition to the revisions to the text of the Code of Conduct described above, the evaluation also led to a number of recommendations to the Commission, which it has put into effect over the past year. For example, it has defined a mission and vision for the next five years. The Commission has also had a communication plan drawn up in order to ensure greater awareness of the Code of Conduct among international students and the staff of educational institutions. This plan will be implemented in 2023. The Commission will also hold more frequent meetings for stakeholders in the Code of Conduct in order to exchange views on developments around the Code of Conduct.

Although the evaluation covered a wide range of subjects, it was not possible to revise the language overview, which includes the language tests accepted within the framework of the Code of Conduct. This project has now been assigned to an external organization. The motivation and purpose of this revision and the procedure are explained in more detail in the section entitled *Looking Ahead to 2023*.

#### **Guidelines for the Code of Conduct for Higher Education**

In 2020, the Commission and the umbrella organizations, in conjunction with OCW, J&V, and the IND, adopted guidelines that provided for a temporary extension of the Code of Conduct. One of the new guidelines provided for the option of taking an online language test (namely the iBT TOEFL Home Edition test), in the event that a test centre is closed due to measures taken by authorities in other countries to reduce the spread of coronavirus. Last year, the parties involved decided to extend the application of this guideline to situations in which test centres are closed or difficult to access due to unsafe situations in certain countries. The war in Ukraine would be one example of such a situation. The guideline provides for exceptional situations in which prospective international students are, under certain circumstances, permitted to take the iBT TOEFL Home Edition test. It was adopted on 27 June 2022. The extension applies until the review of the language overview has been completed. Information on this will be provided on the Code of Conduct website in due course, as well as via the umbrella organizations.

#### **Newsletters**

The Commission has sent out two digital newsletters in the past year, in which it wrote about its work and provided readers with information on developments around the Code of Conduct and international students. Readers were updated on the progress of the evaluation of the Code of Conduct. This information can be accessed on the <a href="website">website</a>. A total of 279 people have now subscribed to the newsletter.

The newsletter is published twice a year. If you wish to receive the newsletter automatically, you can subscribe by sending a message to: <a href="mailto:info@internationalstudy.nl">info@internationalstudy.nl</a>.

#### **Other activities**

As well as the duties and activities outlined previously, the National Commission also performs a number of activities that are less easy to categorize, but which also form an important part of its day-to-day work. The aim of the Commission is to take action in a wide range of areas on behalf of international students and the institutions of higher education that are affiliated with the Code of Conduct. Its work often involves holding discussions, bringing parties together, providing information to international students (prospective and current) and receiving information from them, and exchanging information with educational institutions or partners such as policy advisors at the Ministry of Foreign Affairs, the Inspectorate of Education, Inspectorate SZW, IND, J&V, NVAO, Nuffic, OCW, and SZW, as well as those at the umbrella organizations - the Netherlands Association of Universities of Applied Sciences, UNL, and NRTO. The Commission also regularly receives specific reports from the stakeholders associated with the Code of Conduct regarding alleged breaches of its provisions. Such reports often concern incidents that require further investigation. In these cases, an attempt is made to find solutions through dialogue, an examination of the causes of the incident in question and the lessons that can be learned from it.

#### **Composition**

#### National Code of Conduct Commission

The Commission consists of five members and an independent chairperson. The members are appointed by the umbrella organizations. Paul Rullmann was appointed by the members unanimously as chair of the Commission. Under the Code of Conduct regulations, a maximum of two four-year terms may be served.

#### Composition of the National Commission as of 31 December 2022

FUNCTION	NAME	UMBRELLA ORGANIZATIO N
Chair	Paul Rullmann	
member	Frans Snijders	UNL
member	Ed Brinksma	UNL
member/acti ng chair	Susana Menéndez	VH
member	Rob Verhofstad	VH
member	Karen Penninga	NRTO
deputy member	Tom van Veen	UNL
deputy member	Guido van Leerzem	UNL
deputy member	Janco Bonnink	VH
deputy member	Erik van den Berg	VH
deputy member	Jan van der Heijden	NRTO

#### The bureau

The day-to-day work of the Commission is supported by a bureau made up of a secretary (Jolanda van den Bosch) and a researcher (Eva Maria Wijers). The bureau is accommodated within DUO, and the independent position of the staff is guaranteed by a covenant that has been agreed between DUO and the Commission. Due to the expansion of the Commission's activities, including as a result of the evaluation, an additional researcher will join the bureau on 1 February 2023.

#### International Student Advisory Council

One of the most important outcomes of the evaluation and revision of the Code of Conduct was the establishment of an international student advisory council that can provide the Commission with advice, solicited and unsolicited, on subjects relating to the Code of Conduct. The student advisory council provides a direct line of communication between the Commission and international students. The Commission is confident that this will enable it to incorporate the perspective of international students into its work better.

In order to recruit members for the student advisory council, the Commission wrote to various representative bodies and councils at universities and universities of applied sciences and asked them to publicize the vacancies among international students who were already actively participating in one of those councils. This led to the selection of seven members for the student advisory council. The council has appointed one of its members, Mitchelle Muchuchuti, to act as chairperson.

The Commission appoints its members for a term of office of two years. Members who are in the Netherlands for less than two years due to the duration of their study programme may be appointed for a period of one year. New members are appointed to half of the seats on the council every year. Next year ten more members will be recruited to the council.

#### Composition of the International Student Advisory Council as of 31 December 2022

FUNCTION	NAME	EDUCATIONAL INSTITUTION
Chair	Mitchell Muchuchuti	Saxion University of Applied Sciences
Member/acti ng chair	Liliana Almeida	The Hague University of Applied Sciences
Member	Aysun Hasan	Tilburg University
Member	Fernando Teruel	Wageningen University
Member	Patryk Jarmakowicz	Erasmus University
Member	Rauf Mahmudzada	Saxion University of Applied Sciences
Member	Sumneet Kaur	Tilburg University

#### **Finances**

For activities that involve the Code of Conduct, the chairperson, members and deputy members receive attendance fees at the end of each quarter. To this end, and in consultation with the Ministry of Education, Culture and Science, attendance fee regulations have been drawn up which can be found on the Code of Conduct website. The amount paid out per quarter is shown in the table below.

The Commission has met seven times in the past year. The deputy members were also invited to the online meeting in June 2022. Various discussions were held as part of the evaluation of the Code of Conduct in which a delegation from the Commission took part, and various administrative meetings were held with educational institutions and stakeholders in the Code of Conduct.

Attendance fees (including travel expenses) for 2022 compared to 2021

Term	2021	2022
1st quarter	€3,737.13	€5,725.09
2nd quarter	€6,461.99	€5,400.12
3rd quarter	€3,369.32	€3,191.05
4th quarter	€6,258.11	€4,306.99
Total	€19,826.55	€18,623.25

### **Code of Conduct Register**

A register is kept to show which institutions have signed the Code of Conduct for Higher Education. This is published on the Code of Conduct website. See <a href="https://www.internationalstudy.nl">www.internationalstudy.nl</a>.

Requests for inclusion in the register are handled by DUO, which acts as the administrator of the register. DUO also implements changes to the register on behalf of the Commission. This can involve deletions from the register or the addition of a red flag alongside an institution to indicate a sanction.

Over the past year, DUO has received one request for inclusion in the register. This request will be processed in January 2023.

#### **Outlook for 2023**

Of course, the National Commission will continue to conduct all of its regular activities over the coming year, too. Its principal priority is to promote compliance with the Code of Conduct for Higher Education among educational institutions by identifying and sharing best practices based on research. The Commission would like to highlight a number of themes that will have a particular place in its work over the coming year.

#### **International Student Advisory Council**

The international student advisory council has taken shape in recent months. The council's first meetings have already taken place and its foundations have been put in place. Next year, the Commission will hold regular meetings with the student advisory council. The Commission also foresees an important role for the student advisory council in its periodic review of the information provided on the websites of six selected educational institutions. The members of the council can help ensure that the perspective of international students is included in this process. Where are students likely to search for information? What information do they need? And is the information provided sufficiently clear? The Commission will also involve the student advisory council in implementing the communication plan drawn up after its evaluation of the Code of Conduct. The communication plan aims to improve communication around the Code of Conduct and to increase awareness of the Code of Conduct among students and employees of the educational institutions. Finally, the Commission will ask the members of the council to propose subjects which, in their opinion, deserve more attention and to identify specific developments that are affecting international students. The Commission expects the international student advisory council to play a central role in its work, and it believes that it is important to incorporate the perspective of international students into its activities.

#### Survey

The Commission recognizes the importance of providing accurate and comprehensive information for international students, including information about the Code of Conduct and the internal complaints handling procedure at their educational institution. By signing up to the Code of Conduct, educational institutions commit to providing accurate and comprehensive information on their own websites.

Recent periodic surveys of the information provided on websites have shown that the Code of Conduct and/or internal complaints handling procedures are not always available or easy to find on the websites of educational institutions. In addition, the Education Inspectorate published a <u>fact sheet</u> at the beginning of this year, which showed that on the whole students are unfamiliar with the complaints handling procedure at their educational institution. The new version of the Code of Conduct entered into force on 1 October 2022, and requires educational institutions to include the new version of the Code of Conduct (or a link to it) on their website. In light of this situation, in February 2023, the Commission intends to begin a general survey of whether the Code of Conduct and the internal complaints handling procedures are included, and are easy to find, on the websites of all the educational institutions that have signed up to the Code of Conduct. The Commission announced this survey in its newsletter, in which it calls on the employees of the educational institutions to check their own websites to ensure that the current version of the Code of Conduct and their own internal complaints handling procedure are included and easy to find.

In addition, the Commission will repeat its periodic survey of information provided on websites this year. The student advisory council has asked the Commission to select a larger number of educational institutions for this year's survey. The Commission will seek to enlarge its selection if possible. For the first time next year, the Commission will also publish a trend report to draw attention to its findings of its periodic surveys of website information in recent years.

#### Review of the language overview in the Code of Conduct

In the <u>language overview memo</u> that was circulated together with the new version of the Code of Conduct, it was announced that the umbrella organizations and the Commission will establish a procedure for allowing language tests from different language test providers to be added to the language overview, as regulated by Article 5.2 of the Code of Conduct. Enabling changes to the language overview was initially identified as a theme in the evaluation of the Code of Conduct. However, this turned out to be impractical because it was difficult to find an independent party to assess language tests. However, an assessor has now been found.

The umbrella organizations and the Commission have contracted an independent organization, <u>Hobéon</u>, to organize this procedure, and also to develop an independent set of criteria against which language tests can be assessed. Hobéon is a strategic consultancy that specializes in quality assurance and is known for its advisory role in accreditation procedures. Of course, policy advisors from the education umbrella organizations, several experts in the field of language testing from the educational institutions and the Commission's own bureau all remain closely involved in developing this standard.

#### **Background**

The reason for revising the language overview and opening it up to new tests is that the umbrella organizations and the Commission's bureau have been approached by several language test providers asking for their language tests to be added to the overview. A number of educational institutions have also indicated that they wish to be able to carry out their own language test. There was no procedure for assessing such language tests, however. Applications are handled on an ad hoc basis, often based on external advice. The umbrella organizations and the Commission were all in agreement that new language tests should be assessed according to an objective standard. This will ensure that the process is transparent and, above all, guarantee that the language overview only includes language tests that meet strict quality requirements. After all, these language tests are an important aspect of educational institutions' assessment of whether a student is admissible to Dutch higher education. It is therefore important that educational institutions and students can have confidence in the language tests that are accepted within the framework of the Code of Conduct. Additionally, the European principle of open competition applies, and the relevant legislation requires that providers of language tests must be able to compete with each other. Requirements may be imposed on those providers, certainly when it comes to quality and standards, but this must be done in an objective manner.

#### The procedure

On behalf of the umbrella organizations and the Commission, Hobéon is coordinating the process of achieving an objective standard, as well as the procedure for assessing applications to add new language tests. The procedure developed by Hobéon is now in full swing and consists of the following steps:

#### 1. Set up and confirm a certification system

The first step is to determine the scope and content of the admission system. This includes a standard description, agreements regarding the duration of inclusion in the language overview, agreements regarding organization and who will take decisions on admission, the requirements for the assessing organization, and so on. This step relates to the design of the system.

#### 2. Agree on the scope of the assessment framework

The next step is to develop an assessment framework and an assessment process. This involves determining the scope of the assessment of the language tests.

#### 3. Develop assessment framework and process

Based on the scope agreed in step 2, Hobéon will proceed to develop the assessment framework. Hobéon will also make further proposals for the steps that the organizations need take to assess the language tests (or to have these assessed) with the aim of inclusion in the language overview of the Code of Conduct.

#### 4. Validate, refine and finalize the assessment framework and process

The draft version of the assessment framework and the assessment process will be submitted to a group of content experts. The members of this group will be recruited from within the existing networks of the umbrella organizations. In the future, these content experts can also fulfil the role of content assessors when assessing the various language tests. It is important that they can provide a sufficiently independent assessment of the quality of the relevant language tests.

#### **Timeframe**

The standard itself needs to be incorporated into the text of the Code of Conduct, while the language overview will take the form of an addendum to the Code of Conduct so that it can be amended more easily. The above will require an amendment to the text of the Code of Conduct and the associated regulations. Whenever the text of the Code of Conduct is amended, all three umbrella organizations and the Commission must consent to the amendment(s). Every umbrella organizations applies its own internal decision-making procedure for this, and usually all members must agree to the proposed amendment(s). The goal is that by next year, 1 October 2023, the standard, the assessment framework and the assessment process will all have been incorporated into the text of the Code of Conduct and/or the associated regulations. It will be possible to begin processing assessment requests from that point onwards. Organizations that have already submitted a request will be informed about the relevant procedure.

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National Commission for the Code of Conduct for Higher Education

Bureau contact information: Email: <a href="mailto:info@internationalstudy.nl">info@internationalstudy.nl</a>

The annual report can be downloaded at <a href="www.internationalstudy.nl">www.internationalstudy.nl</a>