THE AOG - PART 1

INTRODUCTION

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CONTENTS

1 Welcome to Wittenborg 3
1.1 Our Vision, Mission and Values 3
1.1.1 Internationalisation, Diversity and Ethics 3
1.2 Be A Part of Wittenborg! 4

1 Welcome to Wittenborg

A warm welcome to our faculty and professional staff members working at our campus and study locations in the Netherlands and in Germany. Whether you are reading this because you have just started your engagement as a staff member at Wittenborg University of Applied Sciences (Wittenborg), or whether you are reading up on information relevant throughout your employment or assignment, we want to give you all the information and tools that you may need to make the most out of your work at Wittenborg.

In line with our core values of internationalisation, diversity and ethics, we place a great value on transparency and on being a good employer. The Academic & Operations Guide (AOG) is created not only to outline our commitment to our values, fair opportunities and good employership, but also in an effort to make policies, information, guidelines and procedures accessible to everyone at Wittenborg at all times. As such, the AOG forms the basis for everything that you need to know when working at Wittenborg and should be your go-to source of information throughout your work at Wittenborg.

The policies and procedures in the AOG apply to all individuals engaged at Wittenborg or involved in teaching our programmes. This includes faculty and professional staff working under employment contracts or on an assignment basis, as well as individuals employed by a third party but appointed by us. Throughout this document, we have made an effort to specify applicability or highlight sections relevant only to those employed under Dutch law. However, unless explicitly stated otherwise, the AOG applies to all individuals engaged with Wittenborg or its programmes.

Please note that the AOG may be subject to changes as we keep updating and improving our policies on a continuous basis. Updates are published on a regular basis.

1.1 Our Vision, Mission and Values

“Better yourself, better our world”

OUR VISION - To become a recognised university of applied sciences with an international, innovative approach to higher education, creating life-changing opportunities and to advance the development and dissemination of knowledge in partnerships with the (business) community.

OUR MISSION - Contributing to society in Apeldoorn and the region by promoting excellence in teaching and learning of international business and management, as well as by creating the best environment for students and staff where internationalisation, diversity and ethics set the premises for successfully applied, research-informed, global learning.

1.1.1 Internationalisation, Diversity and Ethics

Wittenborg sees its role as the education and training of highly qualified, internationally minded, socially responsible and intercultural, critical and independently thinking graduates, who engage in innovative and creative business in companies and organisations around the world, either working for others or in the instigation of business and entrepreneurship. **Wittenborg embraces internationalisation as a key value.**

To achieve this, Wittenborg engages in close dialogue with industry, government and NGOs. Wittenborg strives to bring expertise, knowledge and diversity to the local region in which it operates, thereby enhancing the economy, culture and social environment in the area.

Wittenborg's outlook is global and it aims to maintain its independent status whilst being one of the most international and diverse higher education institutions in the Netherlands. It promotes total equality of students and staff, of cultures and genders, and people with disabilities within the institute. Wittenborg promotes a working environment that is fair and emphasises respect between and within its student and staff body. **Wittenborg embraces diversity as a key value.**

Our Wittenborg motto expresses the commitment to offering higher education where students and staff understand that ethics play a central role in their every decision. Guided by well- established ethical and moral standards, such as honesty and integrity, unified we strive for a better tomorrow: *Better yourself, - Better Our World*. **Wittenborg embraces ethics as a key value**.

1.2 Be A Part of Wittenborg!

As a staff member of Wittenborg, we encourage you to become an active member of our Wittenborg family. We invite you take an active part in the activities, development opportunities, and representation opportunities at Wittenborg and become a trusted colleague and team player who helps us develop and improve.

We are looking forward to your questions, suggestions and input to contribute to our mission and vision and to make sure that we keep improving and offering the best possible service to our students and staff.

We are committed to creating fair opportunities for all our staff members at Wittenborg, encouraging and enabling them to grow and develop, and become the best version of themselves. We welcome you to the team and we sincerely hope that you enjoy your work at Wittenborg.