

Academic Rules and Regulations 2015 – 2016

The Academic Rules and Regulations of University College Utrecht are the “Onderwijs en Examenreglement” applicable to the Liberal Arts and Sciences program at University College Utrecht (CROHO code 50393) in conformity with Dutch law.

§ 1 Responsibilities within University College Utrecht

University College Utrecht (UCU) – a liberal arts and sciences College – is the international honors college of Utrecht University and offers a full time, undergraduate study program to students selected for admission.

- 1.1 The responsibility for University College Utrecht as a whole rests with the Dean.
- 1.2 The Academic Program, as well as the Academic Rules and Regulations, are set by the Dean, prior to the start of each academic year in consultation of the College Council, and apply to the incoming cohort for the full duration of their study at UCU.
- 1.3 It is the responsibility of individual students to be aware of the academic rules and regulations applicable to their cohort.
- 1.4 UCU has three academic departments: (a) Humanities, (b) Science, (c) Social Science, each led by a Head of Department. The Heads of Department are responsible for the preparation and implementation of the academic program within their department.
- 1.5 The Director of Education carries the responsibility for coordinating any matters transcending individual departments.
- 1.6 The Examination Board is responsible for the quality of examinations and diplomas. The Examination Board decides upon student requests regarding the content of their program (such as exemptions, off-campus courses, pass/fail courses, minor declarations, double majors, interdepartmental majors, change of major or of minor, special requests relating to exchange, transfer of credits), and more generally, any issues relating to meeting the educational standards of UCU.
- 1.7 The Head Tutor is responsible for functioning and quality of the tutorial system, to which requests regarding the planning of students’ individual programs (such as extensions, withdrawals, fifth courses, cancellation of registration, course registration) are delegated.

§ 2 Standard Terms

- 2.1 The program of study consists of six consecutive semesters. The six semesters are divided into a first year (semester 1-2), second year (semester 3-4) and third year (semester 5-6).
- 2.2 The program of study requires students to complete courses worth 30 EC each semester, for a total of at least 180 EC, where EC represents European Credit point.
- 2.3 Each year consists of two regular semesters (fall and spring), and a winter term and summer term.
- 2.4 A standard course of 7.5 EC carries a study load of 210 hours, including class hours, group work, and preparation for class. Skills modules and bachelor theses carry exceptional study loads, weighted in EC credits accordingly (2.5 EC = 70 hours, 5 EC = 140 hours, 15 EC = 420 hours).
- 2.5 Courses are offered at three levels (character 9 of the UCU course catalogue code): Introductory (1), Intermediate (2) and Advanced (3).

- 2.6 UCU courses published in Osiris are labeled (characters 3-5 in the UCU course catalogue code) according to major-related department: HUM (Humanities); SCI (Science); SSC (Social Sciences); INT (Interdepartmental courses that may be used towards requirements in more than one department as described in course outline); ACC (Academic Core skills courses that fulfill general or major requirements). Courses are offered in different fields of study (characters 6-8 of the UCU course catalogue code).
- 2.7 Students declare a major in the second semester of their first year. Degree and major requirements are specified under § 3.
- 2.8 A track is a level 3 course and any courses that lead up to it, including at least one level 1 course in the same field. For a track in Medical Sciences a level 1 course in Biology can serve as such.
- 2.9 A field of study is an acknowledged academic discipline as defined in the UCU curriculum.
- 2.10 Mid-term is the point half-way in the semester, marked by a break in the semester schedule.
- 2.11 Off campus courses are courses that are not offered by UCU but are taken to fulfill UCU requirements. Courses in UCU approved programs such as TLP, UCU in Africa and China Program (Hong Kong University) and the double degree law program do not count as off campus courses.
- 2.12 Exchange courses are courses that a student takes while on an approved study abroad program. Exchange courses do not count as off campus courses.
- 2.13 A course can be used to satisfy only one degree requirement.

§ 3 Academic Program

- 3.1 First year requirements
In the first year, each student must:
 - 3.1.1 earn at least 60 EC
 - 3.1.2 complete UCACCACA11
 - 3.1.3 complete the first-year breadth requirement, entailing at least one course in at least one field of study in each of the three academic departments HUM, SCI and SSC. HUM courses taken in (partial) fulfillment of the language and culture requirement or foreign language requirement (see §3.2.6 and §3.2.7) do not count towards the first-year breadth requirement. Crosslisted courses can only be used to fulfill the breadth requirement within the host department.
- 3.2 Degree requirements
The degree Bachelor of Arts or Bachelor of Science is conferred upon students who successfully:
 - 3.2.1 complete first year requirements as specified in § 3.1
 - 3.2.2 earn a minimum of 180 EC - not including repeated courses
 - 3.2.3 complete requirements for a major as specified in § 3.3-3.7
 - 3.2.4 complete courses totaling at least 22.5 EC at level 3, not including the bachelor thesis. At least 15 EC must be earned at UCU.
 - 3.2.5 complete a bachelor thesis worth 15 EC (see also § 3.13).
 - 3.2.6 complete, by the end of semester 4, at least one Language and Culture course in a language other than English and his/her native language at level 1 or level 2 (level to be determined on basis of secondary school transcript and/or assessment by UCU Language & Culture teacher).

- 3.2.7 demonstrate mastery of a language other than English at UCU level 2 or better. (level to be determined on basis of secondary school transcript and/or assessment by UCU Language & Culture teacher) This implies that native English speakers who have not mastered a second language at this level must complete a Language and Culture course at level 2.
- 3.2.8 attain minimum standards of academic performance as follows:
 - 3.2.8.1 a grade point average of 2.0 (C) or higher
 - 3.2.8.2 a C- or better for required level 3 courses (see § 3.2.4)
 - 3.2.8.3 a C- or better for the bachelor thesis
 - 3.2.8.4 a C- or better in UCACCACA11
 - 3.2.8.5 a C- or better for methodology courses counting towards major requirements, including modules that are part of these.
 - 3.2.8.6 D grades (D-, D, D+) earned in no more than two courses of 7.5 EC that count towards the minimum requirement of 180 EC, not including repeated courses.
- 3.3 Specific requirements for a Bachelor of Arts degree with a humanities (HUM) Major
 - 3.3.1 At least 75 EC, including bachelor thesis, must be earned in the Humanities (HUM) Department. These 75 EC cannot include the required methodology course (see § 3.3.3) or language and culture courses taken to satisfy the language and culture requirement (see § 3.2.6) or the second language requirement (see § 3.2.7).
 - 3.3.2 Tracks must be completed in at least two different fields of study in the Humanities (HUM).
 - 3.3.3 UCACCMET25 must be completed.
- 3.4 Specific requirements for a Bachelor of Arts degree with a social sciences (SSC) major
 - 3.4.1 At least 75 EC credits, including bachelor thesis, must be earned in the Social Sciences (SSC) Department.
 - 3.4.2 Tracks must be completed in at least two different fields of study in the Social Sciences (SSC) Department.
 - 3.4.3 UCACCMET11 must be completed.
 - 3.4.4 The level 2 methodology course(s) appropriate for the required two tracks included in the major (§ 3.4.2) as indicated in the prerequisites for level 3 courses and the thesis must be completed.
- 3.5 Specific requirements for a Bachelor of Science degree with a science (SCI) Major
 - 3.5.1 At least 90 EC, including bachelor thesis, must be earned in the Science (SCI) Department for a bachelor of science. Students who complete only 75 EC in SCI are eligible for a bachelor of arts, provided they complete the requirements in § 3.5.2, § 3.5.3 and § 3.5.4.
 - 3.5.2 Tracks must be completed in at least two different fields of study within the Science (SCI) Department.
 - 3.5.3 Three science laboratory methodology modules of 2.5 EC each must be completed.
 - 3.5.4 At least one mathematical skills course must be completed with a C- or better: UCACCMAT01, UCSCIMAT11, or UCSCIMAT14, no later than the 4th semester.
- 3.6 Specific requirements for a Bachelor of Arts with an interdepartmental major
 - 3.6.1 An interdepartmental major proposal must be approved by the Examination Board. Students must submit a course program proposal in their second year that meets the requirements in § 3.6.2-3.6.4 via their tutor (form available on intranet).

- 3.6.2 An interdepartmental major concluded with a BA degree includes at least 75 EC in related HUM, SCI and/or SSC fields within a three-year program. The proposal submitted must discuss the relationships between the chosen fields to justify their combination in the major.
- 3.6.3 Tracks must be completed in at least two different fields of study in the academic departments.
- 3.6.4 An interdepartmental major must include any appropriate methodology courses for the tracks and departments represented in the major (refer to §3.3.3, § 3.4.3, § 3.4.4, §3.5.3, § 3.5.4).
- 3.6.5 A bachelor thesis must be completed within the field of study of a track included in the major.
- 3.7 Specific requirements for a Bachelor of Science with an interdepartmental Major
- 3.7.1 An interdepartmental major proposal must be approved by the Examination Board. Students must submit a course program proposal in their second year that meets the requirements in § 3.6.2-3.6.4 via their tutor (form available on intranet).
- 3.7.2 An interdepartmental major concluded with a Bachelor of Science comprises:
- a total of at least 90 EC of which at least 60 EC in SCI, plus
 - the remainder of 90 in ECO if a full track in MATH or PHY is taken, or
 - the remainder of 90 EC in PSY if a full track in COG is taken
- 3.7.3 Tracks must be completed in at least two different fields of study in the academic departments.
- 3.7.4 An interdepartmental major must include any appropriate methodology courses for the tracks and departments represented in the major (refer to § 3.3.3, § 3.4.3, § 3.4.4, §3.5.3, § 3.5.4). In an interdepartmental major concluded with a BSc degree, the SCI labs are optional.
- 3.7.5 A bachelor thesis must be completed within the field of study of a track included in the major.
- 3.8 Specific requirements for Bachelor of Arts and/or Science with a double Major
- 3.8.1 A double major entails the completion of all requirements for two majors (HUM, SSC or SCI) within a three-year program (see § 3.3, § 3.4, § 3.5).
- 3.8.2 A double major entails the completion of two bachelor theses, one for each major; at least one thesis must be worth 15 EC (see § 3.2.5); the second may be worth 7.5 EC.
- 3.8.3 Students must submit a course program proposal before the beginning of the second year via their tutor (form available on intranet).
- 3.9 Major declaration
- 3.9.1 Students must submit their initial major declaration via their tutor by the end of their second semester (form available on intranet).
- 3.9.2 Interdepartmental major proposals must be submitted via the student's tutor by the end of the third semester.
- 3.9.3 Changes in major must be accompanied by a revised curriculum plan and submitted via the student's tutor for approval.
- 3.10 Transfer of Credit and Course Exemption

- 3.10.1 Students who have completed the equivalent of at least 30 EC in another university program can request transfer credits from the Examination Board, if the following conditions are met:
- The university program is at the level of a first year of study at a Dutch university.
 - The request is made at the time of enrollment and is supported by information about the previous institution (credit system, workload) and courses taken there (course descriptions, level, workload)
- 3.10.2 If the conditions under § 3.10.1 are met, the Examination Board determines if program may be shortened by one or two semesters. Students who have been granted a transfer of credit will begin in either semester 2 or 3, as described under § 2.1.
- 3.10.3 Credits transferred can be counted towards general credit requirements, or used to fulfill specific degree requirements. Degree requirements for students with transfer of credit are the same as those for students completing the full six-semester program.
- 3.10.4 Students who do not request or receive transfer of credit may request specific course exemptions based on previous academic work. Approval allows students to waive specific requirements or to enroll in higher level courses.
- 3.11 Exceptions to Course Load and Semester Requirements
- 3.11.1 Course Load Reduction. Students can request a reduced course load to accommodate special circumstances (e.g., ASC or UCSA board memberships, extenuating personal circumstances or serious health problems).
- 3.11.1.1 Requests should be submitted via the student's tutor (form available via intranet and must be filed before course registration closes).
- 3.11.1.2 Requests must be accompanied by a plan to make up for credit shortage (a general request to the Examination Board).
- 3.11.2 Leave of Absence. Students can request a leave of absence for a maximum of one semester for academic or personal reasons. Requests should be submitted via the student's tutor (form available via intranet).
- 3.11.2.1 A leave of absence implies that the student is expected to return after the approved period, having met terms and conditions stated in a contract drawn up for this purpose by the Dean.
- 3.11.2.2 Students who have permission for a leave of absence, and have met the conditions set, can be re-registered without reapplying. Returning students must have a ready-to-return interview with the Student Life Officer and a representative of the tutor system; timing of the interview will be determined on a case-by-case basis.
- 3.11.2.3 Students who would like to return to UCU after an absence of more than one semester must reapply for admission.
- 3.11.3 Withdrawal for medical and extenuating personal circumstances.
A student who is unable to complete a course due to illness or extenuating personal circumstances may apply to withdraw from the course without penalty.
- 3.11.3.1 A withdrawal request must be accompanied all available evidence and written advice of the student life officer, and must include a proposal for repairing any credit shortage incurred, supported by the student's tutor (form available on intranet).
- 3.11.3.2 When a withdrawal is granted, the student will be deregistered from the course. Partial results, if any, will be deleted.

- 3.11.3.3 Students who request a withdrawal for an entire semester will be asked to have an evaluation meeting before returning to UCU.
- 3.11.4 UU regulations for top athletes and students with disabilities (including learning disabilities) are applicable to UCU students; students can be accommodated via means described here in § 3.10.
- 3.12 Minor
 - 3.12.1 Students may choose to complete one or more minors outside the departments of their major. The business minor offered by the Utrecht School of Economics (USE) is considered outside any UCU department.
 - 3.12.2 A minor consists of at least 30 EC of content related courses, including at least 7.5 EC at level 3. At least 7.5 EC must be completed at UCU (with the exception of the business minor offered by USE).
 - 3.12.3 A request for a minor must be submitted with a detailed course proposal via the student's tutor (form available on intranet). Request are taken into consideration by the Examination Board only after completion of at least three courses that make up the proposal for the minor and enrollment in the fourth. The student must supply course information with the minor request for any off-campus or exchange courses included in the minor.
 - 3.12.4 All courses in the minor must be passed with a grade of C- or higher. Pass/Fail courses do not count towards a minor.
- 3.13 Course enrollment and registration
 - 3.13.1 Course prerequisites are published in the course outline (see Osiris course catalogue). Unless otherwise specified, level 1 courses are open to all students, level 2 courses have level 1 prerequisites, and level 3 courses have prerequisites at level 2.
 - 3.13.2 Students must earn a C- or better in a course in order to qualify for any courses that include that course in their prerequisites.
 - 3.13.3 Students select their preferred courses and possible alternatives with their tutor before the beginning of each semester. The tutor registers these preferences for the placement procedure.
 - 3.13.4 The students' schedule in any given semester or summer/winter term is based on the students' selection and the availability of places in the courses on offer. Each course has a maximum of 28 students; guarantees for course placement cannot be given until registration is finalized for the semester or summer/winter term.
 - 3.13.5 Students (including exchange students) can enroll in a course without meeting the prerequisites, if and only if they have received explicit permission from the instructor to enroll (course admittance). Course instructors may require students seeking course admittance to complete extra reading and/or assignments. Students must present a course admittance form (available on intranet) to the instructor and submit it to their tutor before their registration in the course can be finalized.
 - 3.13.6 Grades received for a course for which the student was not formally registered cannot be recorded on the student's transcript.
 - 3.13.7 Changes in course enrollment can be requested until the fifth day of the semester, or no later than the first day of a summer or winter term. Class sessions that take place before a student enrolls in a course count towards attendance requirements as described in § 4.4. Students are responsible for catching up on the work covered before their official enrollment.

- 3.13.8 Students in their second or third year who have a GPA of 3.5 or higher can request enrollment in a fifth course, space permitting, by submitting a request via their tutor (form available on intranet). Approval of fifth courses for students who do not have a GPA of 3.5 or higher must be confirmed by the Head Tutor.
- 3.14 Bachelor Thesis
- 3.14.1 A bachelor thesis is valued at level 3 and cannot be used to finish a track. A thesis of 15 EC is required of all students (UCHUMRES32, UCSCIRES32 or UCSSCRES32); a second thesis may earn 7.5 EC (UCHUMRES31, UCSCIRES31 or UCSSCRES31).
- 3.14.2 Theses are evaluated initially by the supervisor. A second examiner independently grades the thesis. If there is a discrepancy in evaluation, the examiners must attempt agreement. If agreement is not reached, the Head of Department decides upon the final grade.
- 3.14.3 Further procedures relating to the bachelor thesis can be found on the Intranet.
- 3.15 Internships
- 3.15.1 Students may include one internship in the required 180EC of their study program for a maximum of 7.5 EC. The internship is labelled as ACC. It is taken as a P/F course and it cannot count towards the major.
Only with written approval of the Head of Department an internship can be labelled with a departmental code, carry a regular letter grade and count towards the major.
- 3.15.2 Internships are valued at level 2. If an internship leads to a research thesis that meets the criteria of the UCU bachelor thesis (15 EC, level 3) and is approved as such, it can be valued and registered on the transcript as bachelor thesis at level 3. In this case the student is allowed to do one internship.
- 3.15.3 Procedures on the Internship can be found on the Intranet.
- 3.16 Honors Thesis
- 3.16.1 An honors thesis has a study load equivalent of 7.5 EC. The academic work finds its expression in a written document and may include literature research as well as the student's own research. Research outside of UCU can be a substantial part of the thesis.
- 3.16.2 A student must have a GPA of 3.7 or higher in order to be eligible to write an honors thesis. An honors thesis can only be written at the invitation of the Head of Department.
- 3.16.3 The honors thesis can only be written in the department of the student's major or minor. Prerequisite for an honors thesis is a level-3 course in a related field. A student can write only one honors thesis during his/her studies at UCU. It may be completed before or after the bachelor thesis.
- 3.16.4 An honors thesis cannot replace other degree requirements, such as level 3 courses or the bachelor thesis.
- 3.16.5 The honors thesis must be completed in addition to the minimum 180 EC required for graduation and in addition to the standard 30 EC per semester (see § 2.1).
- 3.17 Off campus courses (see § 2.12)
- 3.17.1 Students may take off campus courses in their second or third year, subject to the following EC requirements:
- 3.17.1.1 Any student may take up to 15 EC of off campus courses
- 3.17.1.2 Students who do not go on exchange may take up to 22.5 EC of off campus courses.

- 3.17.1.3 Off campus courses taken over and above the minimum 60 EC required per year (or minimum 180 EC required for degree) do not count towards the maximum number of off campus EC.
- 3.17.1.4 Students who are pursuing the business minor offered by USE (see § 3.11) may take all 30 EC of courses in the minor off campus.
- 3.17.1.5 Students pursuing the double degree program (see § 3.19) may take any off campus courses of the UU School of Law that count to both degrees.
- 3.17.2 Students must submit a request for an off campus course, including specific information on content, workload, level, assessment and EC value, before the start of the UCU semester and before the start of the off campus course itself (form available on intranet) via their tutor.
- 3.17.3 The content of off campus courses taken for credit may not overlap with the content of a UCU course taken for credit.
- 3.17.4 If a student wants to use an off campus course for a specific UCU degree requirement (e.g. required level 3 course, language and culture requirement, methodology requirement) this must indicated explicitly in the request submitted to the Examination Board .
- 3.17.5 All examination rules of the host institution, including regulations for retaking exams, are applicable to off campus courses. For off campus courses taken at UU, numerical grades (1-10) will appear in Osiris. These grades will be converted according the Registrar's conversion list on the official final transcript. Pass/fail grades are allowed under the conditions specified in § 4.2.
- 3.18 Summer and Winter Courses
- 3.18.1 The UCU Summer term is a period of five consecutive weeks following the spring semester.
- 3.18.1.1 7.5 EC courses classes meet between three and five times a week, as determined by the course instructor. Students may take only one 7.5 EC summer course per summer term. A summer course demands full time study during the summer term.
- 3.18.1.2 Some 2.5 EC science lab module courses are offered in summer terms. Students may take up to two such modules per summer term.
- 3.18.2 The UCU Winter term is a period of three consecutive weeks in January.
- 3.18.2.1 One course per winter term may be taken via the Transnational Law Program (TLP).
- 3.18.2.2 Some 2.5 EC science lab module courses are offered during winter term. Students may take one such module per winter term.
- 3.19.2.3 Summer or Winter schools/courses taken outside UCU can only be registered on the transcript if the Examination Board has given permission the use these as fulfillment of a degree requirement (which excludes courses with less than 7.5 EC).
- 3.19 Study Abroad
- 3.19.1 Students can apply for permission to study abroad for one full semester in semester 4 or semester 5 (all available exchange programs). Information about application for study abroad is published on the intranet.
- 3.19.2 Educational activities abroad administered by UCU may be subject to specific requirements and are subject to the terms of the agreement made with parties involved.
- 3.19.3 Students are eligible for study abroad for one full semester if they have
- A cumulative grade point average (GPA) of 3.0 or higher
 - No shortage of credit
 - Transfer credits totaling no more than 30 EC
 - Proficiency at the intermediate (2) level in the language of instruction at

- the host institution.
 - No social or academic probation during exchange semester (see § 5)
These criteria must be met at the time of application as well as at the time of departure for a study abroad destination.
- 3.19.4 UCU may set a maximum limit on the number of students receiving permission for study abroad in any given term/semester; eligibility for exchange therefore does not automatically qualify a student for study abroad.
- 3.19.5 Study abroad at an institution that is not part of an exchange agreement with either UCU or UU requires permission from the Director of Education and Examination Board.
- 3.19.6 UCU approval of an exchange semester does not guarantee a place at the desired host university.
- 3.19.7 Students who cancel their exchange after the cancellation deadline are liable for administrative fees (see intranet and semester abroad guide for more information).
- 3.19.8 Students must submit a learning agreement with their final course plan as soon as they have registered at the host university.
- 3.19.8.1 The Examination Board judges course content and possible overlap to decide which courses can be taken for credit. All changes in this agreement must be approved by the Examination Board. Courses taken on exchange that have not been approved will not carry credit at UCU.
- 3.19.8.2 Should the student hope to use a course taken on exchange for a specific UCU requirement (e.g. required level 3 course, language and culture requirement, methodology requirement) this must be indicated explicitly in the learning agreement request, and specific information on content, workload, level, assessment must be included.
- 3.19.9 The student is responsible for completing a course program abroad that meets the UCU study load of 30 EC per semester. All courses, credits, and grades achieved on exchange will appear on the UCU transcript. The number of credits registered on the transcript will be converted to EC. Numerical grades are converted to the UCU letter grades.
- 3.19.10 If extenuating circumstances beyond a student's control make it impossible for a student to complete the equivalent of 30 EC per semester, the student must inform the Exchange Officer and his/her tutor; any credit shortage must be remedied as soon as possible.
- 3.19.11 The official transcript issued by the host institution will be attached to the student's transcript upon graduation.
- 3.20 Double Degree LA&S and Law
- 3.20.1 UCU and the UU School of Law jointly offer the double degree program to allow UCU students to acquire a bachelor of arts (BA) at UCU as well as a bachelor in Dutch law (LLB) at UU School of Law.
- 3.20.2 Double degree students are entitled to remain registered in courses offered at UCU for eight semesters (one extra year).
- 3.20.3 The double degree is awarded when students meet all requirements for a UCU BA and all requirements set by the UU school of Law for the LLB.
- 3.20.4 Courses that fulfill specific requirements in both degree programs count towards both degrees and the GPA on the final transcript for that degree.
- 3.20.5 Courses taken at the UU School of Law only to fulfill requirements for the LLB do not count towards the UCU bachelor of arts or towards the GPA on the final transcript for the BA.
- 3.20.6 Elective courses that do not fulfill specific degree requirements count towards the UCU BA and its final GPA.

- 3.20.7 Students who wish to qualify for the double degree program must make an official declaration of this intention no later than midterm of their fourth semester to register with the UCU double degree coordinator.
- 3.20.8 A GPA of 3.3 is required to be allowed to the entrance exam. A minimum achieved grade of a B for the first entrance exam is required to be allowed into the DDLL program.

§ 4 Assessment / Examination

4.1 Grading and credits

4.1.1 University College Utrecht uses a five letter grading system.

These grades indicate the following:

A: very good (A+ : outstanding)

B: good

C: pass

D: conditional pass

F: fail

P: pass (see § 4.2)

NC: not completed

I: insufficient: condition for passing with a D-, D or D+ is not met

The following grade points correspond to the letter grades:

<i>letter grade</i>	<i>grade point</i>	<i>letter grade</i>	<i>grade point</i>
A	4.0	C-	1.7
A-	3.7	D+	1.3
B+	3.3	D	1.0
B	3.0	D-	0.7
B-	2.7	F	0.0
C+	2.3	NC	0,0
C	2.0	I	1,0
P(ass)	not applicable		

4.1.2 A grade point average (GPA) is calculated on the grade points earned weighted in proportion to EC earned, excluding courses for which a withdrawal was granted or for which the grade P was recorded

4.1.3 The term 'grade point average' or GPA refers to a cumulative GPA, unless otherwise indicated.

4.1.3.1 'Semester GPA' refers to the grade point average for a specific semester

4.1.3.2 'Final GPA' refers to grade point average calculated on the final transcript for the degree. The final GPA is calculated over all course results obtained after the first year of enrollment in the UCU program. When transfer of credit results in the approval of a shortened

program, the final GPA is calculated over all course results obtained after the first semester (for a five semester program) or all course results obtained at UCU (for a 4 semester program).

4.2 Pass/Fail

- 4.2.1 Second and third year students in good academic standing (as defined in § 5) may request one course as pass/fail, provided that the course does not serve to meet any of the specific or general degree requirements other than EC requirements.
- 4.2.2 A student must apply to declare a course a course pass/fail by the end of week 3 in the semester and week 1 in the summer term (form available on intranet). Once a course has been declared as pass/fail, this may not be reversed.
- 4.2.3 A P(ass) grade is awarded if the student would have obtained a letter grade of C- or higher for the course, for performance corresponding to a letter grade lower than C-, an F(ail) is awarded.
- 4.2.4 P or F grades appear on a student's transcript as any other grade. F counts towards the student's GPA, a P does not count towards the student's GPA.
- 4.2.5 For courses taken off campus and on exchange, a P/F must be approved in advance by the Examination Board; they are otherwise subject to the conditions for on-campus courses.

4.3 Assessment in Courses

- 4.3.1 The student's performance in courses is evaluated continuously and must be based on multiple measures for courses of 7.5 EC (e.g., exams, (group) assignments, presentations, class participation, and papers). Instructors have to submit all partial grades and final grades as specified in the course outline in Osiris within ten working days after the work has been done.
- 4.3.2 Course outlines indicate the type of assessment measures as well as the weight for each.
- 4.3.3 The instructor must provide clear criteria for all assessment measures, including class participation.
- 4.3.4 For courses of 7.5 EC, no single assessment measure may count for more than 40% of the final grade. Final grades reported for modules of 2.5 EC may be based on a single assessment (see § 3.2.9.5).
- 4.3.5 At least one assessment must be completed before midterm.
- 4.3.6 The instructor may make justifiable deviations from the calculated average grade in assigning a final grade for course, within one step on the letter grade scale (e.g., B- is one step from B and C+).

4.4 Attendance

- 4.4.1 Students are required to attend all classes, including any Tuesday afternoon academic activities, as indicated in the course syllabus.
- 4.4.2 If a student has a compelling reason for missing a class session, s/he must inform the course instructor and his/her tutor in advance.
- 4.4.3 A course instructor may deduct letter grades for absence from class as indicated in the course syllabus.
- 4.4.4 A student who is absent for more than 25% of class sessions cannot receive credit for the course and will receive an F.

- 4.5 Deadlines and Extensions
 - 4.5.1 The course instructor may deduct letter grades for assignments that are handed in late. This applies to all courses, including the bachelor thesis.
 - 4.5.2 The due date for final papers, exams or assignments in each semester must be no later than the final day of the semester. Instructors must specify the exact deadline and place of delivery for final papers. In addition, final papers must be uploaded using the hand-in function on the course workspace to allow for a plagiarism check by Ephorus. It is the student's responsibility to make sure the instructor receives the work by the due date.
 - 4.5.3 If extenuating circumstances warrant an extension beyond the final day of the semester, the instructor's permission must be obtained and the student must file a formal extension request via his/her tutor (form available on intranet).
 - 4.5.3.1 Any extensions must be requested on or before the final day of the semester.
 - 4.5.3.2 Assignments submitted after the final day of the semester without authorization via a formal extension request are graded with an F.
 - 4.5.3.3 Extensions of longer than one week are referred to the senior tutor for approval, and are granted only in cases of serious illness, emergency or extenuating circumstances beyond the student's control.
- 4.6 Repeating a course
 - 4.6.1 A course cannot be repeated for credit unless the course is a specific degree requirement and the student has achieved a final grade lower than C- (§ 3.2.9)
 - 4.6.2 If a student repeats a course (§ 4.6.1) the grade obtained first is registered as "I" on the transcript in case of a D-, D , or D+ and counts towards the GPA with a set value of 1.0 but it does not count for credit. An F is registered as usual. If a grade of at least C- is achieved for the repeated course the grade for this course is registered as usual, so it counts both towards the GPA and for credit.
- 4.7 Shortage of credit
 - 4.7.1 Any student who does not obtain 30 EC per semester has a credit shortage.
 - 4.7.2 The credit shortage must be made up within two semesters of its occurrence.
 - 4.7.3 A student entering his/her final semester with a credit shortage may only do so with a study plan approved by the senior tutor before the start of the final semester.
- 4.8 Grade list / Transcript
 - 4.8.1 Students can view their results by logging into OSIRIS Student.
 - 4.8.2 A student can appeal a grade within four weeks after its publication by filing a request with the Examination Board (for procedure, see § 8.2).
 - 4.8.3 Official copies of a grade list can be obtained from the UCU administration.
 - 4.8.4 Upon graduation, students receive an official transcript, listing all courses taken for the degree and the grades obtained, as well as the final GPA (§4.1.3.2).
 - 4.8.5 The official transcript is issued only upon graduation, but students can request official copies from the UCU administration.

§ 5 Good Standing

- 5.1 General agreements
 - 5.1.1 All students enrolled at UCU have signed the Campus Agreement, including acceptance of specific UCU rules of conduct.

- 5.1.2 To remain in good standing overall, students must fulfill the requirements of good academic standing and good social standing (see Student Handbook, Campus Life, Rules and Regulations).
- 5.1.3 Good standing is enforced whenever necessary; students who disregard or violate standards of conduct derived from the rules and regulations in the Student Handbook may be – depending on the gravity of the situation – subject to a fine, social probation, or expulsion. This is in accordance with the Reglement University College Utrecht, art. 2.1., as approved by the College van Bestuur, 29 June 2004.
- 5.1.4 UCU actions/measures do not affect the right/obligation of any party to apply common law or introduce the judicial system at any stage and for whatever reason.
- 5.2 Requirements for good academic standing
- 5.2.1 To remain in good academic standing students must observe the academic honor code and fulfill the following academic requirements:
- Earn 30 EC per semester, unless a course load reduction has been approved
 - Pass all courses
 - Maintain a 2.0 grade point average in any given semester and overall
 - Earn no more than one D in any given semester or any two consecutive semesters
 - Otherwise attain minimum standards of performance as listed under §3.2.9.
- 5.3 Measures: Academic Probation and Expulsion
- 5.3.1 Students who fail to remain in good academic standing are identified by the Registrar and are placed on academic probation for the duration of a semester.
- 5.3.2 A student on academic probation is required to meet with his/her tutor and a senior tutor to discuss academic progress and possibilities for improvement. A probation contract is completed (form available on intranet) to stipulate the conditions the student has to meet, such as a specific grade point average, to restore good academic standing.
- 5.3.3 A student on academic probation:
- Will meet regularly with his or her tutor,
 - May not take more than 30 EC,
 - May only work for University College Utrecht with explicit prior permission,
 - Must make up for any credit shortage within two semesters of its occurrence
- 5.3.4 The Senior Tutor for Academic Affairs reviews the probation student's record after the close of the probation semester to determine whether the terms of the probation contract were met, and reports outcomes to the Dean.
- 5.3.5 Students who fail to maintain good academic standing and become eligible for a second probation, either in consecutive or non-consecutive semesters, must withdraw from the college (expulsion), unless the Dean decides otherwise. The Dean, on the basis of tutorial recommendations, may also require such students to change their course program or to complete additional work. The Dean informs such students in writing as soon as decisions have been finalized.
- 5.3.6 A student on academic probation who fails to remain in good standing (academic or social) during the probation semester will be required to leave the college immediately (expulsion), unless the Dean decides otherwise.

- 5.3.7 The student and his or her parents/guardians will be informed in writing of the academic probation and/or decision that the student has to leave the college.
- 5.3.8 Students required to leave the college may file a request for reconsideration to the Dean.
- 5.3.9 For appeals, see § 8.2.

- 5.4 Academic Integrity
- 5.4.1 Fraud and plagiarism, - including self-plagiarism, submitting the same work twice for credit and violating the UCU code of conduct during exams - are defined as an action or failure to act on the part of a student, whereby a correct assessment of his or her knowledge, insight and skills is made impossible, in full or in part.
- 5.4.2 An instructor who discovers an apparent case of fraud, plagiarism or other violation of academic integrity must inform the suspected student's tutor. The student, instructor, and tutor meet to address the case and provide the conclusions in a report signed by all three parties (form available on intranet).
- 5.4.3 The report is forwarded to the Examination Board. The Examination Board decides on the consequences of the violation, which may range from an F for the assignment to an F for the course. In case the student has been found guilty of an academic integrity violation before, the minimum penalty is an F for the courses. In severe cases the Examination Board may refer the case to the Dean who may require the student to leave the college.
- 5.4.4 The student, instructor, and tutor are informed in writing about the decision and the decision is registered.
- 5.4.5 The student can appeal the decision using the standard appeal procedure (see § 8.2).

§ 6 Graduation / Academic Distinctions

- 6.1 Graduation requirements
- 6.1.1 It is the student's responsibility to fulfill all requirements for the degree and the specific degree requirements as outlined under § 3.
- 6.1.2 Students must have cleared all financial debts to UCU before their diploma can be issued unless the Dean decides otherwise.

- 6.2 Distinction
- 6.2.1 Distinctions are based on the final GPA (see § 4.1.3.2)
- 6.2.2 The following distinction will be awarded with the bachelor degree:
 - 2.00 to 2.99 GPA No qualification
 - 3.00 to 3.49 GPA Honors
 - 3.50 to 3.79 GPA Cum laude
 - 3.80 to 3.89 GPA Magna cum laude
 - 3.90 to 4.00 GPA Summa cum laude
- 6.2.3 The Dean will review potentially equivocal cases to determine whether a higher distinction is in order; petitions for review cannot be made. If an academic integrity violation (§ 5.4) has been registered for the student, the Dean decides whether any distinction can be awarded.

§ 7 Diploma, Transcript and Honors certificate

- 7.1 The diploma and transcript are issued when all graduation requirements (academic and financial) have been met at the end. On top of this the UU Honors certificate will be handed out to students who have submitted a portfolio that testifies that the student has met the UCU Honors criteria at the discretion of the Dean.
- 7.2 An official commencement ceremony takes place once a year after the spring semester. An event is organized in December for students who finalize the courses for their degree at the end of the fall semester.
 - 7.2.1 At the ceremonies, bachelor diplomas are presented to students who have satisfied all requirements.
 - 7.2.2 Students who have not satisfied graduation requirements by the deadline indicated in the academic calendar receive a provisional certificate that will be exchanged for the official diploma when all requirements have been completed. The calendar on the intranet provides information about dates for printing of diplomas.
- 7.3 Students who have not met all financial obligations to the college at the time of graduation will receive their diploma and transcript after written arrangements have been made to settle the remainder of their debts.

§ 8 Requests to the Examination Board

- 8.1 Requests for exemptions
 - 8.1.1 Requests for exemptions from all rules and regulations pertaining to the educational program are to be made in writing to the Examination Board. Special forms are available on which these requests can be indicated (form available on intranet). The Examination Board strives to handle all requests within 10 working days.
 - 8.1.2 Students may request reconsideration of previous decisions by the Examination Board based on new evidence.
- 8.2 Appeal
 - 8.2.1 If the student wants to appeal a final decision by the Examination Board or the Dean, s/he can contact the Board of Appeals of Utrecht University (College van Beroep voor de Examens). The appeal must be filed within four weeks of publication of the decision of the Examination Board. Information about how the Board of Appeals operates, which cases can be put before them, the requirements an appeal has to meet, the procedures that must be followed can be found in a special manual which can be requested at the following address:

College van beroep voor de examens
Utrecht University
Postbus 80125
3508 TC Utrecht
030-253 3075

§ 9 Final Provisions

- 9.1 Changes in academic rules take effect at the beginning of each academic year.

- 9.2 All changes apply to all students, except for changes to requirements appearing in § 3. These requirements will apply from the first year of students' enrollment at University College Utrecht for the duration of their studies. An overview of the different degree requirements for different cohorts of students is available on the intranet.
- 9.3 The academic rules and regulations are published each year in the Student Handbook distributed to all first year students. The text is also available on the University College Utrecht Intranet.
- 9.4 Every member of the University College Utrecht community is responsible for knowing all academic rules and regulations. Each student is responsible for completing a course of study in accordance with those regulations and the requirements for the degree and within the possibilities of the course schedule.

Procedures

Procedures can be found on the UCU student website: <http://students.uu.nl/en/university-college-utrecht>