

**Education and Examination Regulations
2018 - 2019**

of the

Bachelor's Degree Programmes

**Celtic Languages and Culture
History**

Literary Studies

Media and Culture

Philosophy, Politics and Economics (PPE)

within the Faculty of Humanities of Utrecht University

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The Education and Examination Regulations contain the programme-specific rights and obligations of students on the one hand and Utrecht University on the other. The (general university) Student Charter contains the rights and duties that apply to all students.

These regulations were adopted by the dean of the Faculty of Humanities on March 1st 2018 with the approval of the Faculty Council on April 23rd 2018.

SECTION 1 – GENERAL PROVISIONS

art. 1.1 – applicability of the Regulations

These Regulations apply to the academic year 2018-2019 and apply to the education, the tests and the examination of the Bachelor's Degree Programmes Celtic Languages and Culture, History, Literary Studies, Media and Culture and PPE, hereinafter referred to as: the Programme, and to all students who are registered for the Programme and to those who request to be admitted to the programme.¹

- The Programme PPE is provided by the Undergraduate School Philosophy and Religious Studies within the Faculty of Humanities, hereinafter referred to as: the Faculty.
- The Programme History is provided by the Undergraduate School History and Art History within the Faculty of Humanities, hereinafter referred to as: the Faculty.
- The Programme Media and Culture is provided by the Undergraduate School Media and Culture Studies within the Faculty of Humanities, hereinafter referred to as: the Faculty.
- The Programmes Celtic Languages and Culture and Literary Studies are provided by the Undergraduate School Languages, Literature and Communication within the Faculty of Humanities, hereinafter referred to as: the Faculty.

art. 1.2 – definition of terms

In these regulations, the following terms mean:

- a. The Act: the Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek);
- b. student: anyone who is registered at the university to take courses and/or to sit interim examinations and the examinations of the Programme;
- c. credit: unit expressed in EC, whereby a credit is equal to 28 hours of study;
- d. study programme: the Bachelor's Degree Programme referred to in art. 1.1 of these Regulations, consisting of a coherent whole of units of study;
- e. course: the entire teaching and assessment of a unit of study of the Programme, included in the University Course Catalogue;
- f. test: interim examination within the meaning of art. 7.10 of the Act;
- g. examination: the final Bachelor's examination of the degree programme which is passed if all requirements of the entire Bachelor's Degree Programme have been fulfilled;
- h. University Course Catalogue: the register of the courses given by the University which is kept on the responsibility of the Executive Board;
- i. portfolio: the aggregate of documents concerning the academic achievements of the student within the study programme chosen by him/her;
- j. Educational Facilities Contract: the contract concluded between the education director (or another officer on behalf of the study programme) and a disabled student, which lays down the necessary and reasonable facilities to which the student is entitled;
- k. International Diploma Supplement: the supplement to the Bachelor's Degree certificate, containing an explanation of the nature and contents of the study programme (partly in an international context).

The other terms have the meanings ascribed to them by the Act.

¹ The EER is ordained annually and is applicable to all students registered for the programme and students who apply to the programme. Should regulations change, the new regulations will apply to everyone, unless transitional provisions are applicable to a particular group of students. For the transitional provisions see Annex 7.

SECTION 2 – PREVIOUS EDUCATION

For study programmes to which all pre-university profiles grant admission:

art. 2.1 – admission

1. In addition to the diplomas referred to in the Act, which grant admission to the study programme, the holder of a diploma of the equivalent previous education referred to under annex 6 will be granted admission to the study programme.
2. All pre-university profiles (vwo) grant admission.
3. The holder of a first-year diploma awarded by a university of applied sciences ('hogeschool') may register for the academic programme only after demonstrating that the holder has sufficient knowledge of English and Dutch at pre-university level (vwo).
4. Deficiencies in the previous education for English and Dutch must have been repaired before the start of the study programme. The student can demonstrate this by having passed a State examination.

Additional conditions apply to the PPE programme. See the programme specific part of the EER.

For students who wish to start a degree programme from 2019-2020 onwards the following applies:

art. 2.1 – admission

1. In addition to the diplomas referred to in the Act, which grant admission to the study programme, the holder of a diploma of the equivalent previous education referred to under annex 6 will be granted admission to the study programme.
2. All pre-university profiles (vwo) grant admission.

Additional conditions apply to the PPE programme. See the programme specific part of the EER.

art. 2.2 – English language requirements for holders of a foreign diploma

Holders of a foreign diploma may only register²:

1. once it has been demonstrated that the requirement of adequate command of the English language at the level of the Dutch pre-university education (vwo) examination has been fulfilled.
2. once it has been demonstrated that the requirement of adequate command of the English language is fulfilled. Students require an English language proficiency level of C1 (according to the Common European Framework³) for listening and reading and B2 (according to the Common European Framework) for speaking and writing, which can be demonstrated by sitting one of the following tests:
 - o IELTS (International English Language Testing System), academic module. The minimum required IELTS score (overall band) must be: 6.5 with at least 5.5 for the component 'writing'.
 - o TOEFL (Test of English as a Foreign Language). The minimum required TOEFL score is 83 with 24 reading, 22 listening, 20 speaking, 17 writing (internet-based test).
 - o Cambridge EFL (English as a Foreign Language) Examinations, with one of the following certificates:
 - Cambridge Certificate in Advanced English; minimum score: C;
 - Cambridge Certificate of Proficiency in English; minimum score: C.

Different requirements apply to the PPE programme. See the programme specific part of the EER.

art. 2.3 - entrance examination

See the programme specific part of the EER.

² Only for English taught programmes. For language requirements for Dutch taught programmes, see Dutch EER.

³ www.coe.int/t/dg4/linguistic/cadre1_en.asp

SECTION 3 – CONTENTS AND STRUCTURE OF THE STUDY PROGRAMME

art. 3.1 – aim of the study programme⁴

See the programme specific part of the EER.

art. 3.2 – attendance mode

See the programme specific part of the EER.

art. 3.3 – language in which the study programme is taught

See the programme specific part of the EER.

art. 3.4 – credit load

1. The programme has a credit load of 180 EC.
2. The study programme contains courses on an advanced level⁵ with a minimum credit load of 45 EC (in major and optional extension courses together).

art. 3.5 – major

See the programme specific part of the EER.

art. 3.6 – optional extension courses, minor

1. The study programme consist of an optional course profile, for which the student chooses courses with a total credit load of at least 60 EC⁶. Excepted from this rule is the PPE programme, which has an optional course profile of 45 EC.
2. At least 15 EC of the components of the optional course profile must be at an intermediate level.
3. Excepting the PPE programme, the optional course profile (profileringsruimte) needs to consist of a designated unit of profile courses (profileringspakket) of 30 EC as included in the programme specific part of the EER of the relevant programme, and of 30 EC free choice from all courses on offer within and / or outside the Faculty of Humanities.
4. The courses eligible for choice are those included in the University Course Catalogue, unless the Board of Examiners is of the opinion that a replication of content exists in relation to components already completed by the student. In addition, courses may be chosen – subject to approval by the Board of Examiners – provided by a university in or outside of the Netherlands or by a funded or designated Dutch higher vocational education institution. In such cases, the Board of Examiners will determine the level of these courses.
The Board of Examiners will withhold approval if, in its opinion, a replication of content exists in relation to courses already completed by the student. In the event that courses are replicated in terms of their content, either wholly or in part, the Board of Examiners may limit the contribution of these components to the examination through deduction of credits in proportion to the overlap.
5. If the student chooses a related whole of courses which is provided by a faculty and indicated as a 'minor' (see www.uu.nl/university/minors), this indication will be quoted on the certificate of the student's examination.

⁵ See art. 4.1

⁶ equal to the difference between 180 and the credit load of the major

art. 3.7 – courses taken elsewhere

1. The condition for gaining the degree certificate of the Bachelor's examination of the study programme is that at least half of the study programme has been passed in courses provided by Utrecht University.
2. Courses passed elsewhere during the study programme can only be incorporated in the student's examination programme with prior permission from the Board of Examiners.
3. Exemption can be granted for courses passed at an institution of higher education prior to the start of the Bachelor's Degree Programme only on the basis of art. 5.11.

art. 3.8 – 'Vrij programma'

Not applicable.

art. 3.9 – Humanities Honours Programme

Students who are proficient in Dutch have the option to apply for and participate in the Humanities Honours Programme. For the relevant regulations and procedures, see art. 3.9 of the Dutch EER.

art. 3.10 – actual teaching structure

1. The number of contact hours for the academic programme (number of scheduled contact hours for the different courses and, in addition, the scheduled or standardised supervision time) comes to:
 - for year 1: 12 to 18 hours/ week
 - for year 2 and 3 the Utrecht University average is at least 12 hours/week.
2. The University Course Catalogue, or when the Course Catalogue doesn't provide the information the course outline or Blackboard, give the following details relating to each course:
 - a. scheduling of the educational activities
 - b. timetables and scheduling of the hourly periods
 - c. scheduled contact time per course
 - d. other structured contact hours for general student supervision (work placement and thesis supervision, personal tutor time, study supervision, etc.) during which a lecturer/assistant is available to the student in that period
 - e. when and where the course examinations and resits take place.

Students can see the timetables for the courses for which they are registered on MyTimetable.

SECTION 4 – EDUCATION

art. 4.1 – courses

1. For the components of the study programme, courses are given with a credit load of seven and a half credits or a multiple of this.
2. All courses that can be part of the study programme are included in the University Course Catalogue.
3. Courses are given on one of the following levels:

introductory:	1
intermediate:	2
advanced:	3

art. 4.2 – entry requirements of courses; previous education

1. For some courses of the study programme prior knowledge is required. See for the courses listed the University Course Catalogue and the student website.
2. Notwithstanding the provisions of the first paragraph, the University Course Catalogue indicates which previous education is desired to be able to participate in and pass each course.

art. 4.3 – registration for courses

Participation in a course is possible only if a student has registered for it in good time through OSIRIS Student.

art. 4.4 - participation in courses; priority rules

1. The University Course Catalogue indicates the maximum number of students for whom a course is provided.
2. Priority committees can be installed before the course registration period for courses with a limited capacity. Students registered to the study programme to which the course belongs have priority, as have students for whom the course is part of the compulsory part of their study programme. The priority committee must take into account the special position of students in Language and Culture Studies and Liberal Arts and Sciences, insofar as they follow a relevant major. After these groups, priority will be granted to students who follow the course as part of a minor they are enrolled in. Students who do not gain priority by means of the above mentioned procedure will be appointed by lot or on grounds of substance.
3. In a rejection by mail or by e-mail the Priority Committee states the grounds on which the student will not be admitted.
4. For students who are duped as a result of a force majeure situation, a small number of places will be reserved. Exceptions due to force majeure are made as a consequence of advice from the student advisor. If these reserved places are not all taken, the untaken places will be assigned according to 4.5.2.
5. Students can appeal against the decision within one week of receiving the rejection. Objections should be addressed to the Priority Committee. The Committee decides as soon as possible, although the student will receive the decision at least one week before the start of the *wijzigingsdagen* of the concerning semester.
6. The Priority Committee is composed of a staff member or a by him/her appointed replacement, the student advisor and one student.
7. Appeals against decisions of the Priority Committee can be lodged with the Board of the Faculty of Humanities.

art. 4.5 – attendance obligation and obligation to perform to the best of one's ability

1. Each student is expected to participate actively in the course for which the student is registered.
2. Besides the general requirement for the student to participate actively in the course, the additional requirements for each course are listed in the University Course Catalogue. In the course manual and/or well before the start of the course it will be specified which qualitative

and quantitative requirements apply to the participation of the student and what the consequences are, should the student not comply with these requirements.

3. In the event of qualitatively or quantitatively inadequate participation, the course coordinator may exclude the student from further participation in the course or part of it.

art. 4.6 – ending of courses for international students for the Christmas holiday

Annex 4 shows the courses that international students in period 2 can complete to have a study-free holiday at the end of December.

art. 4.7 – evaluation of quality of the education

1. The education director is responsible for monitoring the quality of the education. To this end the education director will ensure that an evaluation of the courses is made, as well as an evaluation at curriculum level. In this quality control of the courses the education director will draw on the advice and suggestions for improvement of the education committees on promoting and safeguarding the quality of the course.
2. The education in the study programmes will be evaluated using the following means:
 - o course evaluation: at the end of the courses, the participating students are asked for their opinion on the quality of the contents, educational structure, study materials, testing and lecturer(s) through the digital survey system Caracal;
 - o evaluation at curriculum level through curriculum dialogues (Dutch: *onderwijsgesprekken*);
 - o by means of the National Student Survey (*Nationale Studenten Enquete – NSE*) the students will be asked for their opinion on all aspects of the education and the facilities.
3. Students who have participated in the course will be informed of the results of the course evaluation via Caracal.

SECTION 5 – TESTING

art. 5.1 – general

1. During the course, the student will be tested for academic training and the extent to which the student has sufficiently achieved the learning objectives set.
2. The University Course Catalogue describes the achievements the student must make to pass the course and the criteria on which the student is assessed.
3. Each course includes multiple testing opportunities. There is a point not later than halfway through the duration of the course, at which the teacher evaluates the student's progress and informs him/her of this.
4. The testing of the student will be completed by the end of the course.
5. The testing procedure is described in the Regulations⁷ of the Board of Examiners (see: <https://students.uu.nl/en/files/hum-general-regulations-boards-examiners>).
6. If a student has passed the course, the student will not be entitled to an additional test or resit.
7. Once the final result of a course is 'pass', it is not possible to resit the course.

art. 5.2 – Board of Examiners

1. For each academic programme or group of programmes, the dean will set up a Board of Examiners and will put in place sufficient guarantees that this Board will work in an independent and expert manner.
2. The dean will appoint the chair and the members of the Board of Examiners for a period of three years on the basis of their expertise in the field of the programme(s) in question or the field of examining, whereby:
 - at least one member comes from outside the academic programme or group of academic programmes concerned, and
 - at least one member is a lecturer on the academic programme or group of academic programmes concerned.Re-appointment is possible. Before making this appointment, the dean will consult the members of the Board of Examiners concerned.
3. Persons holding a management position with financial responsibility or (partial) administrative responsibility for a programme of study may not be appointed as a member or chair of the Board of Examiners. This will in any event include: the dean, vice-dean; the Director/Head/Manager of a department; a member of a departmental management/administrative team; the Director/Head/Manager of a section; any member of a management or administration team; a member/chair of the Board of Studies of the Graduate School or the Undergraduate School and the Director of Education.
4. Membership of the Board of Examiners will terminate upon expiry of the period of appointment. In addition, the dean will discharge the chair and the members from their duties at their request. The chair and the members will also be dismissed by the dean in the event that they no longer fulfil the requirements stated in paragraphs 2 or 3 of this article. In addition, the dean may dismiss the chair and the members in the event that they fail to perform their statutory duties inadequately.
5. The dean will make the composition of the Board(s) of Examiners known to the students and teaching staff.

art. 5.3 - scoring of B.A. Thesis

1. The scoring of the thesis referred to in article 3.5 paragraph 3 shall be done by at least two examiners (the advisor concerned and a second reviewer), of which at least one is associated with the degree programme the student is enrolled in.
2. If the thesis is written by more students, each student will receive an individual assessment based on the student's explicit contribution.
3. The thesis can be assessed by a third reviewer.

⁷ Also sometimes called 'Rules and Guidelines'.

art. 5.4 – marks

1. Marks are awarded on a scale of 1 to 10. The final assessment of a course is either pass or fail, expressed in numbers: respectively 6 or higher and 5 or lower. Unsatisfactory marks are not rounded off. Satisfactory marks are expressed in whole or half numbers. Marks between 5 and 6 are rounded off to the nearest whole mark. The final mark is rounded off according to the table 'afrounding geldend resultaat' (see students.uu.nl).
2. Alphanumeric results are awarded in the following cases:
 - a student who is registered for a course and has not participated in one of the test modules will be given an NP (Not Participated)
 - a student who is registered for a course and has not participated in any or in all the test modules, or did not pass a compulsory test module with the required minimum mark will be given an NC (Not Completed);
 - if the student has complied with a module, but has not received a mark for it, the student may be given a P (*Pass*) as the result
 - if the student has not completed a unit but does not receive a mark it, the student can be given an F (*Fail*) as the result
 - a student who has been granted exemption by the Board of Examiners will be given a EX (*EXemption*);
 - if the Board of Examiners establishes fraud, the student may be given an FR (*FRaude*) as the result.

art. 5.5 – re-sit: additional or substitute test

1. If the student has fulfilled all obligations to perform to the best of the student's ability during the course, as long as the final (failing) mark is at least a four, the student will be given a once-only opportunity to sit an additional or substitute test.
2. A student will not qualify for an additional or substitute test if the student has been awarded a pass.

art. 5.6 – type of test

1. Testing within a course is done in the manner stated in the University Course Catalogue.
2. At a student's request, the Board of Examiners may allow a test to be administered otherwise than as stipulated in the first paragraph.

art. 5.7 – oral testing

1. Only one person at a time may be tested orally, unless the Board of Examiners decides otherwise.
2. Oral tests will be administered in public, unless the Board of Examiners or the examiner in question decides otherwise in a special case, or the student objects to this.

art. 5.8 – provision for testing in special cases

1. If a student needs one (previously sat but not passed) course of 7.5 EC at most to pass the Bachelor's examination, and not making provision for an individual testing possibility would demonstrably result in a delay in studies of more than a semester, the student may request to be eligible for an individual test.
2. If not providing for an individual testing possibility would result in a 'special case of manifest unfairness', the Board of Examiners may decide to provide for such a test.
3. Requests for a special testing possibility must be submitted to the Board of Examiners as soon as possible, with evidence.
4. Article 5.5 is applicable by analogy to the individual testing possibility referred to in the first and second paragraph. This means that the student who:
 - has missed the regular final examination or compulsory partial test of the course due to circumstances beyond the student's control, and

- has given notice of absence beforehand, according to the procedure as stated on the students website, and
 - sits the test after all by way of an individual testing possibility,
- will be given one opportunity to sit a supplementary or alternative test if the student has been given an unsatisfactory final mark of at least a four.

art. 5.9 – time limit for marking tests

1. The examiner must determine the mark as soon as possible after administering an oral test, provide the student with a written statement of the mark if possible and provide the faculty administration with the concerning data.
2. The examiner must mark a (written) test within 10 working days of the date on which it was taken, and supply the administration of the Faculty with the information necessary to issue the student with written or electronic proof of the mark.

If the thesis is assessed by a third lecturer (see 5.3), a new marking period of 10 working days starts immediately after the first marking period. During the summer recess the second marking period may start later, but the final mark has to be administered in Osiris by 31 August. It is not possible to start a new marking period after the second period has expired.

art. 5.10 – period of validity

1. The term of validity of courses passed is unlimited. Contrary to this, the Board of Examiners may impose an additional or alternative test for a course, the test for which was passed more than five years earlier, if the knowledge or understanding being examined is demonstrably out of date, or if the skills being examined are demonstrably out of date.
2. The period of five years referred to in paragraph 1 will be extended by the number of months of financial support that the student has been granted on the grounds of the Profiling Fund (*'profileringsfonds'* - for special financial support to students) as referred to in paragraph 2a of the Higher Education and Research Act and the period granted or an extension of the performance-related grant due to a disability or chronic illness.
3. Partial tests and assignments that were passed will lose their validity if the course within which they were taken was not passed.

art. 5.11 – right of inspection

1. For at least thirty days after announcement of the result of a written test, the student will be allowed to inspect the marked work upon request. The student may also make a (digital) copy of the student's own work.
2. During the period referred to in the first paragraph, any interested party may inspect the questions and assignments of the test concerned, as well as, if possible, the standards which the mark was based.

Art. 5.12 – retention time for tests

The assignments, their completion and the work assessed in the written tests will be kept (in paper or digital form) for a period of two years following the assessment.

The thesis referred to in article 3.5, third paragraph, along with the assessment of this will be kept (in paper or digital form) for a period of seven years after this assessment.

art. 5.13 – exemption

At the student's request, after consulting the examiner in question, the Board of Examiners may grant the student exemption from a course of a major if the student:

- a. has completed either an equivalent course of a university or a higher professional study programme prior to the start of the Bachelor's Degree Programme;
- b. or has demonstrated through work or professional experience that the student has sufficient knowledge and skills in relation to that course.

An exemption can relate only to a whole course and not to part of it.

art. 5.14 – obtaining more than one degree

1. If students follow more than one bachelor's programme and want to obtain a bachelor's degree in all programmes, they will have to write a separate master thesis for every bachelor's degree to be obtained.
2. The overlap in subjects between two (or more) programmes is not to exceed 30 EC. If the overlap is greater, students will have to complete extra subjects for one (or more) of the programmes concerned.
3. In addition to paragraph 2: a student who wants to complete Language and Culture Studies or Liberal Arts and Sciences as one of multiple programmes must complete a major outside of the curriculum of the other programme(s).

art. 5.15 – fraud and plagiarism

1. Fraud and plagiarism are defined as an action or failure to act on the part of a student, whereby a correct assessment of the student's knowledge, insight and skills is made impossible, in full or in part.

Fraud includes:

- cheating during tests. The person offering the opportunity to cheat is an accessory to fraud;
- being in possession of (i.e. having/carrying) tools and resources during tests, such as pre-programmed calculators, mobile phones, smartwatch, smartglasses, books, course readers, notes, etc., consultation of which is not explicitly permitted;
- having others carry out all or part of an assignment and passing this off as own work;
- gaining access to questions or answers of an examination prior to the date or time that the examination takes place;
- making up survey or interview answers or research data.
- wrongly signing or having another sign the attendance lists (student A signs for student B who is not present; both students commit fraud)

Plagiarism is defined as including data or sections of text from others in a thesis or other paper without quoting the source. Plagiarism includes the following:

- cutting and pasting text from digital sources such as encyclopaedias and digital publications without using quotation marks and referring to the source;
- cutting and pasting text from the internet without using quotation marks and referring to the source;
- using excerpts from printed material such as books, magazines, other publications and encyclopaedias without using quotation marks and referring to the source;
- using a translation of the abovementioned texts without using quotation marks and referring to the source;
- paraphrasing of the abovementioned texts without giving a (clear) reference: paraphrasing must be marked as such (by explicitly linking the text with the original author, either in text or a footnote), whereby the impression is not created that the ideas expressed are those of the student;
- using visual, audio or text material from others without referring to the source and presenting this as own work;
- resubmission of the student's own earlier work without source references, and allowing this to pass for work originally produced for the purpose of the course, unless this is expressly permitted in the course or by the lecturer;
- using the work of other students and passing this off as own work. If this happens with the permission of the other student, the latter is also guilty of plagiarism;
- in the event that, in a joint paper, one of the authors commits plagiarism, the other authors are also guilty of plagiarism, if they could or should have known that the other was committing plagiarism;
- submitting papers obtained from a commercial institution (such as an internet site offering excerpts or papers) or having such written by someone else, whether or not in return for payment.

The faculty will ensure that students will be informed of the principles of academic practice and what is considered to be fraud and plagiarism.

2. a. In all cases in which fraud or plagiarism is found or suspected, the examiner will inform the student and the board of examiners of this in writing.
- b. The Board of Examiners will give the student the opportunity:
 - to respond to that in writing, within 10 working days;
 - to be heard.
3. The Board of Examiners will determine whether fraud or plagiarism has occurred and will inform the student of its decision in writing and of the sanctions in accordance with the stipulations of the fourth paragraph, stating the possibility of appeal to the Examination Appeals Board.
4. Fraud and plagiarism will be punished by the Board of Examiners as follows:
 - a. In any event:
 - o invalidation of the paper or examination submitted
 - o a reprimand, a note of which will be made in OSIRIS.
 - b. In addition to – depending on the nature and scale of the fraud or plagiarism, and on the student's phase of study – one or more of the following sanctions:
 - o removal from the course
 - o no longer being eligible for a positive degree classification (cum laude) as referred to in art. 6.2
 - o exclusion from participation in examinations or other forms of testing belonging to the educational course concerned for the current academic year, or for a period of 12 months
 - o complete exclusion from participation in all examinations or other forms of testing for a period of 12 months.
 - c. In the event that the student has already received a reprimand:
 - o complete exclusion from participation in all examinations or other forms of testing for a period of 12 months.
 - d. In the case of extremely serious and/or repeated fraud or plagiarism, the Board of Examiners may recommend that the Executive Board permanently terminate the concerned student's registration for the programme.
5. If the Board of Examiners determines that there has been widespread or organised fraud and/or plagiarism, on a scale which would affect the examination results in their entirety, the Board of Examiners will decide without delay that the examination concerned is invalid and that all the participants must resit the whole examination at short notice. The Board of Examiners will set the date on which the examination must be retaken. This date will be no later than two weeks after the fraud was established, so that the participants can still benefit from their preparatory work for the examination.

SECTION 6 – EXAMINATION

art. 6.1 – examination

1. As soon as the student has fulfilled the requirements of the examinations programme, the Board of Examiners will determine the result of the examination and award a degree certificate as referred to in art. 6.4.
2. Prior to determining the result of the examination, the Board of Examiners may conduct their own examination of the student's knowledge of one or more components or aspects of the study programme, if and in so far as the results of the relevant tests give them reason to do so.
3. Assessment of the examinations file constitutes part of the final examination. The date of examination will be the last working day of the month in which the Board of Examiners has determined that the student has fulfilled the requirements of the examinations programme. The student must be registered for the degree programme on the date of the examination.
4. The examination will be passed on condition that all courses have been passed, the thesis should be archived in Igitur by the student as well. When the programme requires a portfolio (art. 7.5), the portfolio, as referred to in art. 7.5 has to have been graded as satisfactory.
5. A further condition for passing the examination and receiving the certificate is that the student was registered for the course during the period in which the tests were taken. If the student does not fulfil this condition, the Executive Board may issue a statement of no objection in relation to the passing of the examination and the issue of the certificate, after the student has paid the tuition fees and administration charges owing for the 'missing' periods.
6. A student who has passed an examination and is therefore entitled to be awarded a certificate, may request that the Board of Examiners delay the granting of the certificate and the date of examination. Such a request must be submitted within two weeks after the student has been informed of the examination results, stating the date on which the student wishes to receive the certificate. The Board of Examiners will in any case grant the request in the academic year 2018 - 2019 if the student:
 - plans to fulfil a management position for which Utrecht University has provided a board activities grant;
 - plans to do a traineeship or take a course of a study programme abroad;
 - is obliged to take courses required for admission to a Master's Degree Programme;The Board of Examiners may also grant the request if refusal would result in an exceptional case of extreme unfairness on account of the circumstance that the student concerned could not have taken into account the automatic graduation when the student was planning the study programme.

art. 6.2 – cum laude classification

1. The 'cum laude' distinction will be awarded to the Bachelor's Degree examination if each of the following conditions has been fulfilled:
 - for 150 EC out of 180 EC a weighted average mark of at least 8.0 has been earned for the courses of the Bachelor's Degree Programme
 - the mark earned for the B.A. thesis is at least 8,5
 - exemptions that do not count have been obtained for not more than 60 EC
 - the Board of Examiners has not taken the decision (as referred to art. 5.14, paragraph 4 under b) stating that fraud/plagiarism has been ascertained and that the student therefore is not eligible for a positive degree classification (cum laude)
 - if the student has passed the final examination of the Bachelor's Degree Programme within four years.
2. Results that have not been expressed in a mark will not be counted in the assessment of the degree classification.
3. The Board of Examiners may, on its own initiative or the initiative of a teacher, in individual cases make an exception to this rule, to the advantage of the student.
4. The cum laude classification will be stated on the degree certificate.

art. 6.3 – degree

1. The 'Bachelor of Arts' degree will be awarded to the student who passes the examination.
2. The degree awarded will be noted on the examination certificate.

art. 6.4 – certificate and IDS

1. The Board of Examiners will award a certificate as proof that the examination was passed. One certificate will be issued for each course, even if a student completes several programmes.
2. The Board of Examiners will add the International Diploma Supplement in the English language to this certificate, which provides insight (internationally) into the nature and contents of the completed study programme.

art. 6.5 – honours

If the honours programme as referred to in art. 3.9 has been passed, a separate certificate will be awarded on which this is stated.

art. 6.6 – Grading Tables

1. The International Diploma Supplement gives the student's weighted average final mark and a Grading Table.
2. The weighted average mark represents the academic performance of the student on a scale of 1 to 10. It is calculated on the basis of the applicable numerical results for the courses the student has passed within the examination programme. Courses that have not been assessed numerically do not count towards the calculation. Weighting is on the basis of the credits per course.
3. The Grading Table makes the grading culture of Utrecht University clear to foreign education institutions and foreign employers, who can then convert the marks into their own grading system on the basis of the Grading Tables. The Grading Table is an institution-wide table for all Bachelor's degree programmes. This table uses a ten-point scale, where only the marks from six to ten are shown because only passes are shown in the Grading Table. The marks are expressed in whole or half-marks. The percentage given with the mark indicates how often this mark is awarded.
4. The calculation of the Grading Table is on the basis of:
 - 1) all valid passes, except alphanumerical results
 - 2) not weighted according to study load
 - 3) in the three most recent academic years
 - 4) of students who were actively registered for a Bachelor's degree programme at Utrecht University

SECTION 7 – STUDENT COUNSELLING

art. 7.1 – records of students' progress

1. The faculty must record the individual study results of the students and make them available through Osiris Student.
2. A certified student progress file can be obtained at the Studiepunt.

art. 7.2 – student counselling

1. The faculty will provide for the introduction and counselling of the students registered for the study programme, which also includes orientating them regarding possible courses of study in and outside the study programme.
2. Student counselling includes:
 - a mandatory matching process for prospective students before enrolment for a Bachelor's programme⁸ with the purpose of guiding students in their choice of study to fit their ambition, expectations, and options;
 - an introduction in the first week of the first semester of the first academic year
 - assignment of a tutor to all Bachelor's students who will introduce them to the study throughout the first semester and who is available for guidance for their further studies and in making choices during the Bachelor's phase;
 - group and individual advice on possible courses of study in and outside the study programme, partly with a view to professional opportunities after the Master's Degree Programme and on opportunities to enter the labour market immediately after obtaining the Bachelor's Degree;
 - group and individual advice on study skills, study planning and the choice of continuing study paths after receiving the Bachelor's degree;
 - referring on and assisting students when they encounter difficulties during their studies;
 - referring students who deregister from the degree programme before 1 February of the year of first registration to a more suitable degree programme;
 - an individual matching activity for those who are referred to the degree programme from another degree programme at Utrecht University during the course of the academic year.
 - giving a urgent recommendation after the first semester and a binding recommendation after the second semester of the first year based on all credits earned on their continuation of studies.
3. A portfolio can be used as an instrument for counselling on future course of study.

art. 7.3 – disability and chronic illness

Students with a disability or chronic illness will be given the possibility to take courses and sit examinations in the manner set out in the Educational Facilities Contract. Requests to conclude a study contract must be submitted to the student counsellor.

art. 7.4 – (binding) recommendation on continuation of studies

1. In the year of their first registration, students who registered for the study programme before 31 January will receive a written recommendation on the continuation of their studies. This recommendation, which is based on the study results of the first period recorded at that time, is not binding, but gives a warning in the event of insufficient progress of the studies, so that the student still has the possibility to improve performance:
 - when the student has earned 0 EC after the first period, the student will receive a negative recommendation.
 - if the student has earned 7,5 EC, the student will receive a doubtful recommendation.
 - if the student has earned 15 EC, the progress of studies will be assessed as positive.
2. Students who receive a negative or doubtful recommendation as referred to in paragraph 1 will be invited to a meeting for the purpose of discussing the study method and reconsideration of the choice of studies and a possible referral.

⁸ with the exception of selective programmes and programmes subject to a quota.

3. At the end of the academic year, but not later than on 31 August, the student will receive a second written recommendation on the continuation of the student's studies. Notwithstanding the provisions of paragraphs 8, 9 and 10, a binding refusal will be attached to this recommendation if the student has earned fewer than 45 EC. The rejection will apply for a period of 4 academic years.
4. In determining the number of credits earned as referred to in paragraph 1 and paragraph 3, all credits earned in the first year of study will count, with the exception of exemptions obtained and the results of partial interim examinations passed; these will not count.
5. No recommendation as referred to in paragraph 3 will be issued for the student who makes a request for deregistration before 1 February of the first year of registration. If the student registers again in a following academic year, the recommendation on continuation of studies as referred to in paragraph 3 will be issued in that following academic year. In this case, study results obtained in the first year of studies will not be taken into account.
6. In departure from the fifth paragraph, the student who:
 - makes a request for deregistration before 1 February of the year of first registration, and
 - is registered after 1 February (for another study programme) at Utrecht University, and
 - has earned fewer than 45 EC
 will receive a negative binding recommendation on continuation of the Bachelor's Degree Programme.
7. The recommendation on continuation of studies will be issued on behalf of the dean of the faculty by the Board of Examiners of the study programme.
8. Before a refusal recommendation is issued, the student will be given the possibility to be heard by or on behalf of the Board of Examiners.
9. In considering whether to issue a refusal recommendation, the Board of Examiners must take account of the student's personal circumstances if the student requests this. Only personal circumstances which the student reports to the student counsellor as soon after entry as can reasonably be expected will be taken into account by the Board of Examiners in their considerations. Personal circumstances mean sickness, pregnancy, disability and chronic illness, special/serious family circumstances, top-class sport and management activities for a student organisation with full legal authority or in the context of the organisation and management of Utrecht University, the faculty or the study programme.
10. In considering whether to issue a refusal recommendation, if a student so requests, the Board of Examiners must also take account of other forms of force majeure than those mentioned in the preceding paragraph. Only force majeure situations which the student reports to the student counsellor as soon after entry as can reasonably be expected will be taken into account by the Board of Examiners in their considerations. In addition, the Board of Examiners may also take account of serious instances of unfairness in the student's assessment.
11. If on the basis of circumstances as referred to in paragraphs 9 and 10 no opinion can be given on the progress of the student, a refusal recommendation will not be issued that academic year. A recommendation on continuation of the student's studies as referred to in paragraph 3 will nevertheless be issued to the student at the end of the next academic year. The student must earn the number of credits referred to in paragraph 3 in the next academic year; the credits already earned in the first academic year will not count. No rejection can be issued if the student has passed all examinations belonging to courses in the first period of their studies with a combined study load of 60 EC.
12. No refusal recommendation can be issued if the student has passed all the tests relating to the courses in the first year of the degree programme (comprising of Core Profile 1 and 2 / compulsory courses year 1, see the programme specific part of the EER, appendix 1) with a combined study load of 60 credits.
13. An appeal can be instituted against a refusal decision within 6 weeks at the Examinations Appeals Board.

art. 7.5 – portfolio

If a portfolio is a part of the examination programme, this is included in art. 7.5 of the programme specific part of the EER of that programme.

SECTION 8 – TRANSITIONAL AND FINAL PROVISIONS

art. 8.1– safety-net scheme

In those cases not provided for by this clause, or not provided for sufficiently clearly, or clearly leads to an unreasonable outcome, a decision will be taken for or on behalf of the dean, after the Board of Examiners has expressed its view. If, on the basis of the law, the decision falls within the competence of the Board of Examiners, the dean will send the request to the Board of Examiners for it to handle.

art. 8.2 – amendments

1. Amendments to these regulations will be laid down by the dean, after consulting the Faculty Council or study programme council, in a separate resolution.
2. An amendment to these regulations will not concern the current academic year, unless this does not reasonably prejudice the interests of the students.
3. Nor may an amendment have an adverse effect for students on a decision taken pursuant to these Regulations by the Board of Examiners with respect to a student.

art. 8.3 – publication

The dean will provide for the publication of these Regulations, as well as each amendment, on the Internet.

art. 8.4 – effective date

These Regulations take effect on 1 September 2018.

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ANNEX

1. Compulsory courses major

See the programme specific part of the EER.

2. Electives major

See the programme specific part of the EER.

3. Units in optional course profile (profielingspakketten)

See the programme specific part of the EER.

4. Courses on offer for exchange students

See [website](#)

5. Honours

See annex 5 of the Dutch EER.

6. Equivalent previous education

THE NETHERLANDS:

- vwo-diploma awarded under the old system (vwo op basis van vakkenpakket)
- vwo-diploma awarded under the old subject clusters (vwo final examination taken under the requirements of the Higher Education Act as it read through 31 July 2007).
- gymnasium diploma awarded under the Higher Education Act 1876 (Hoger Onderwijswet 1876)
- secondary modern school (hbs) diploma awarded under the Secondary Education Act (Middelbaar Onderwijswet)

Higher professional education diplomas of study programmes coming under the Ministry of Health, Welfare and Sports (VWS) (formerly WVC). This concerns the following study programmes:

- Midwife diploma (awarded for example by the Stichting Kweekschool voor Vroedvrouwen in Amsterdam, the Vroedvrouwschool Kerkrade issued by the Rooms-Katholieke Stichting Moederschapszorg in Kerkrade or the Stichting Rotterdamse Opleiding tot Verloskundige in Rotterdam).
- Operation assistant's diploma

Until 1 January 1997, this also concerned the following study programmes:

- Orthoptics (Nederlandse Academie voor Orthoptie at the Faculty of Health Care of the Hogeschool Midden-Nederland in Utrecht)
- Oral Hygiene (the Academie voor Mondhygiëne at the Faculty of Health Care of the Hogeschool Midden-Nederland te Utrecht, the Stichting Opleiding Mondhygiënist in Amsterdam, the Opleiding tot Mondhygiënist in Nijmegen)
- Mensendieck Remedial Therapist (Stichting tot opleiding van oefentherapeuten-Mensendieck in Amsterdam)
- Cesar Therapy (Stichting Opleiding Bewegingstherapie Cesar in Den Dolder)
- Podotherapy (Hogeschool Eindhoven te Eindhoven)

Higher professional education diploma in culture:

- Diploma from the Rijksacademie voor Beeldende Kunst te Amsterdam
- Diploma from the Jan van Eyk Academy in Maastricht
- Diploma from the State Training School for Conservators in Amsterdam
- KMA/ KIM (defence) Diploma
- Higher administrative officer Diploma

INTERNATIONAL BACCALAUREATE

Transcript of the Diploma of the international baccalaureate awarded by the International Baccalaureate Office in Geneva

7. Transitional provisions

The Education and Examination Regulations 2018-2019 apply to all students who are registered for a Bachelor's programme at the Faculty of Humanities in the academic year 2018-2019. For students who started their studies at an earlier time, a transitional arrangement applies to some clauses in the faculty part. You will find these arrangements below. For the transitional provisions of the programme, see the programme specific part of that programme.

No transitional provisions apply.