

Academic Rules and Regulations

2018 – 2019

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.

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§0 Administrative Data

Program: Liberal Arts & Science, full time study

CROHO code: 50393

Institution: Utrecht University - University College Utrecht

Expiration of accreditation: 31-12-2018

Orientation and Level: Academic Bachelor Program

Language of instruction: English

Study load: 180 EC, full time, spread over 6 semesters of 30 EC each

Scheduling: 4 parallel courses/semesters, 2 x 2 contact hours weekly per course.

Additional intensive courses and lab classes in winter and summer term.

§ 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 UCU 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 educational matters transcending individual departments.
- 1.6 The Exam Board is responsible for the quality of examinations and diplomas. The Exam Board decides upon student requests regarding the content of their and more generally, any issues relating to meeting the educational standards of UCU. The Exam Board sees to it that all degree requirements have been met by the student upon graduation.
- 1.7 The Head Tutor is responsible for functioning and quality of the tutorial system.
- 1.8 Each student is responsible for their individual curriculum design and for completing a course of study in accordance with the regulations and the requirements for the degree and within the possibilities of the course schedule.

§ 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. In the UCU summer term intensive 7.5 EC courses are offered in a period of five consecutive weeks starting one week after the end of the spring Semester. In winter and summer term 2.5 EC (lab) modules are offered.
- 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 may 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: Introductory (1), Intermediate (2) and Advanced (3).
- 2.6 UCU course outlines are published in Osiris and are labeled according to major-related department or other status: HUM (Humanities); SCI (Science); SSC (Social Sciences); INT (interdisciplinary: courses that may be used towards requirements in more than one department as described in the course outline); ACC (Academic Core skills courses that fulfill general or major requirements).
- 2.7 Every track consists of a level 3 course (the so called track finisher) 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.
- 2.8 A field of study is an acknowledged academic discipline as defined in the UCU curriculum.
- 2.9 Mid-term is the point half-way in the semester, marked by a break in the semester schedule.
- 2.10 Off campus courses are courses that are not offered by UCU.
- 2.11 Courses in UCU approved programs such as UCU East Africa, UCU in Aruba, the China Program, the double degree LAS Law and double degree LAS Physics program are not considered as off campus courses.
- 2.12 Exchange courses are courses that a student takes while on an approved study abroad program.
- 2.13 A course or module can be used to satisfy only one degree requirement. On extraordinary circumstances such as the DDLL and DDLP and specific minors, exceptions apply. These are stated elsewhere.

§ 3 Academic Program

3.1 Aim of the program

- 3.1.1 The aim is to provide knowledge, skills and insight in different academic fields in accordance to the Liberal Arts and Sciences' philosophy, and enable achievement of the program end terms (in appendix).
- 3.2.1 The actual teaching structure is stated in the Osiris Course Catalogue.

3.2 First year requirements

In the first year, each student must:

- 3.2.1 earn at least 60 EC
- 3.2.2 complete UCACCACA11
- 3.2.3 complete the breadth requirement. This means that the student takes one course 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 do not count towards the first year breadth requirement.

3.3 Degree requirements

The degree Bachelor of Arts or Bachelor of Science is conferred upon students who successfully:

- 3.3.1 complete first year requirements as specified in § 3.2.
- 3.3.2 earn a minimum of 180 EC - not including repeated courses.
- 3.3.3 complete requirements for a major as specified in § 3.4-3.9.
- 3.3.4 complete courses at UCU totaling at least 22.5 EC at level 3 within the major, not including the bachelor thesis. If UCU does not offer 22.5 EC at level 3 within that specific field, these can be earned off campus.
- 3.3.5 complete a bachelor thesis worth 15 EC in the final year (see also § 3.15).
- 3.3.6 complete a Language and Culture course in a language that is not the student's native language no later than semester 4. Language and Culture courses offered at UCU are identified as such in the course description (published in OSIRIS). The instructor of the Language and Culture course determines the appropriate level based on student's prior experience with the language and performance on an assessment test.
- 3.3.7 have demonstrated mastery of a language other than English at UCU level 2 (or higher). Monolingual speakers of English who have not mastered a second language can meet this requirement by successfully completing a Language and Culture course at level 2. Bilingual students and students who completed secondary education in a language other than English can demonstrate their mastery of a second language with school transcripts or other officially recognized means of assessment.
- 3.3.8 attain minimum standards of academic performance as follows:
- a grade point average of 2.0 (C) or higher
 - a C- or better for required level 3 courses (see § 3.3.4)
 - a C- or better for the bachelor thesis
 - a C- or better in UCACCACA11
 - a C- or better in for the breadth requirement
 - a C- or better for methodology courses counting towards major requirements, including modules that are part of these.
 - a C- or better for the Language and Culture requirement (§ 3.3.6) and the Second Language requirement (§ 3.3.7) if applicable
 - 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. (This implies that in case of a third D-, D or D+ grade an extra course must be taken.)

3.4 Specific requirements for a Bachelor of Arts degree with a humanities (HUM) Major

3.4.1 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 § 3.4.3) or language and culture courses taken to satisfy the language and culture requirement (see § 3.3.6) or the second language requirement (see § 3.3.7).

3.4.2 Tracks must be completed in at least two different fields of study in the Humanities (HUM).

3.4.3 UCACCMET25 must be completed.

3.5 Specific requirements for a Bachelor of Arts degree with a social sciences (SSC) major

3.5.1 At least 75 EC credits, including bachelor thesis, must be earned in the Social Sciences (SSC) Department. These 75 EC cannot include the required methodology course (see § 3.5.3 and 3.5.4).

3.5.2 Tracks must be completed in at least two different fields of study in the Social Sciences (SSC) Department.

3.5.3 UCACCMET12 must be completed.

3.5.4 The level 2 methodology course(s) appropriate for the required two tracks included in the major (§ 3.5.2) as indicated in the prerequisites for level 3 courses and the thesis must be completed.

3.6 Specific requirements for a Bachelor of Science degree with a science (SCI) Major

3.6.1 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 § 3.6.2, § 3.6.3 and § 3.6.4.

3.6.2 Tracks must be completed in at least two different fields of study within the Science (SCI) Department.

3.6.3 Three science laboratory methodology modules of 2.5 EC each must be completed. They must be completed within the first two years, unless an exception has been granted by the Science Lab Coordinator.

3.6.4 At least one mathematical skills course (UCACCMAT01, UCSCIMAT11, or UCSCIMAT14) must be completed, no later than the 4th semester.

3.7 Specific requirements for a Bachelor of Arts with an interdepartmental major

3.7.1 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 must discuss the relationships between the chosen fields to justify their combination in the major. These 75 EC cannot include the required methodology courses (see § 3.7.3).

3.7.2 Tracks must be completed in at least two different fields of study in the academic departments.

3.7.3 An interdepartmental major must include any appropriate methodology courses for the tracks and departments represented in the major (refer to §3.4.3, § 3.5.3, § 3.5.4, §3.6.3, § 3.6.4).

3.7.4 A bachelor thesis must be completed within the field of study of a track or multiple tracks included in the major.

3.8 Specific requirements for a Bachelor of Science with an interdepartmental Major

3.8.1 An interdepartmental major concluded with a Bachelor of Science comprises

at least 90 EC in Science courses and courses in either economics or psychology. Of these:

- 3.8.1.1 At least 60 EC must be taken in Science.
- 3.8.1.2 At least a full track must be taken in both ECO and either MATH or PHY
- 3.8.1.3 At least a full track must be taken in both PSY and COG
- 3.8.3 An interdepartmental major must include any appropriate methodology courses for the tracks and departments represented in the major (refer to § 3.4.3, § 3.5.3, § 3.5.4, §3.6.3, § 3.6.4). In an interdepartmental major concluded with a BSc degree, one of the three required SCI lab modules must be, respectively, in MAT/PHY or COG.
- 3.8.4 A bachelor thesis must be completed within the field of study of a track or multiple tracks included in the major.

3.9 Specific requirements for Bachelor of Arts and/or Science with a double Major

- 3.9.1 A double major entails the completion of all requirements for two majors (HUM, SSC or SCI) within a three-year program (see § 3.4, § 3.5, § 3.6).
- 3.9.2 A double major entails the completion of two bachelor theses, one for each major; at least one thesis must be worth 15 EC (see § 3.3.5); the second may be worth 7.5 EC.

3.10 Major declaration

- 3.10.1 Students must submit their initial major declaration by the end of their second semester (form available on the UCU website)
- 3.10.2 Interdepartmental major proposals must be submitted by the end of the third semester

3.11 Course Exemption

- 3.11.1 Students who have completed the equivalent of at least 30 EC in another university program can apply for an exemption 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)
- 3.11.2 If the conditions under § 3.11.1 are met, the Examination Board determines if program may be shortened by one or two semesters. Students who have been granted an exemption will begin in either semester 2 or 3, as described under § 2.1.
- 3.11.3 Credits transferred can be counted towards general credit requirements, or used to fulfill specific degree requirements. Degree requirements for students who have been granted an exemption are the same as those for students completing the full six-semester program.
- 3.11.4 Students who are on a shortened program of 4 semesters cannot go on exchange

3.12 Exceptions to Course Load and Semester Requirements

- 3.12.1 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). Requests must be accompanied by a plan to make up for credit shortage (a general request to the Examination Board).
- 3.12.2 Leave of Absence. Students can request a leave of absence for a semester for academic or personal reasons. Requests should be submitted via the student's tutor.

- 3.12.2.1 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.
- 3.12.2.2 Students who have permission for a leave of absence, and have met the conditions set, can be re-registered without reapplying.
- 3.12.2.3 Students who would like to return to UCU after having been granted an absence of more than one semester must reapply for admission
- 3.12.3 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.
- 3.12.3.1 A withdrawal request must be accompanied by all available evidence and written advice of the student life officer, and must include a proposal for repairing any credit shortage incurred. The request must be submitted no later than two weeks after the occurrence of the medical or personal circumstances that give rise to the request.
- 3.12.3.2 When a withdrawal is granted, the student will be deregistered from the course. Partial results, if any, will be deleted.
- 3.12.4 UU has separate regulations for students who are top athletes and students with disabilities (including learning disabilities). These also apply to UCU students.

3.13 Minor

- 3.13.1 Students may choose to complete one or more minors outside the departments of their major.
- 3.13.2 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).
- 3.13.3 A request for a minor must be submitted with a detailed course proposal via the student's tutor Requests 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.
- 3.13.4 All courses in the minor must be passed with a grade of C- or higher. Pass/fail courses do not count towards a minor.
- 3.13.5 Minors are named after the main academic field of the related set of courses it entails.

3.14 Course enrollment and registration

- 3.14.1 Students must earn a C- or better in a course in order to qualify for any courses that include that course in their prerequisites.
- 3.14.2 Students (including exchange students) can enroll in a course without meeting the prerequisites, 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.
- 3.14.3 Grades received for a course for which the student was not formally registered cannot be recorded on the student's transcript.
- 3.14.4 Changes in course enrollment can be requested until the third 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 § 5.4.
- 3.14.5 Students in their second or third year who have a GPA of 3.5 or higher can take a fifth course, space permitting. Approval of fifth courses for students who do not have a GPA of 3.5 or higher must be confirmed by the senior tutor team.

- 3.14.6 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-
- 3.14.7 If a student repeats a course, the grade first obtained 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.

3.15 Bachelor Thesis

- 3.15.1 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; a second thesis may earn 7.5 EC
- 3.15.2 The Bachelor thesis is written in the final year. This implies that In the Double degree programs it is written in the fourth year.

3.16 Internships

- 3.16.1 Students may include one internship in the required 180EC of their study program for a maximum of 7.5 EC. Additional internships may appear on the transcript on request, but will not count towards the 180 EC. Internships are taken as a P/F course and cannot count towards the major. Only with written approval of the Examination board can an internship be labelled with a departmental code, carry a regular letter grade for an academic internship and count towards the major.
- 3.16.2 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.
- 3.16.3 Participating in ECB2IEI "Internship Entrepreneurship & Innovation" offered by the Utrecht School of Economics, does not count into the maximum number of off campus courses. It is possible to do both a regular UCU internship and ECB2IEI, but only one of them can count into the required 180 EC.

3.17 Honors Thesis

- 3.17.1 An honors thesis has a study load equivalent of 7.5 EC.
- 3.17.2 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.
- 3.17.3 Prerequisite for an honors thesis is a level-3 course the field of the honors thesis or a related field. A student can write only one honors thesis during his/her studies at UCU.
- 3.17.4 An honors thesis cannot replace other degree requirements, and 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).

3.18 Off campus courses

- 3.18.1 Students may take off campus courses (see § 2.11) in their second or third year, subject to the following EC requirements:
 - 3.18.1.1 Any student may take up to 15 EC of off campus courses as part of the required 180) EC.
 - 3.18.1.2 Students who do not go on exchange may take up to 22.5 EC of off campus courses as part of the required 180 EC.
 - 3.18.1.3 Off campus courses taken over and above the maximum of 15 or 22,5 EC allowed within the required 180 EC will be registered on the transcript if prior permission from the Exam Board is asked for and granted.
 - 3.18.1.4 Students who are pursuing the business minor offered by USE (see § 3.13) may take all 30 EC of courses in the minor off campus.

- 3.18.1.5 Students pursuing the double degree program with Law or Physics (see § 3.21 and § 3.22) may take any off campus courses of the UU School of Law that count to both degrees.
- 3.18.2 Students must submit a request for an off campus course, before the start of the UCU semester and before the start of the off campus course itself via their tutor.
- 3.18.3 The content of off campus courses taken for credit may not overlap with the content of a UCU course taken for credit.
- 3.18.4 If a student wants to use an off campus course for a specific UCU degree requirement, this must be indicated explicitly in the request submitted to the Exam Board.
- 3.18.5 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. The conversion table can be found on the [UCU student website](#). Pass/fail grades are allowed under the conditions specified in §5.3.

3.19 Summer and Winter Courses

- 3.19.1 Students may take only one 7.5 EC summer course per summer term. A summer course demands full time study during the summer term.
- 3.19.2 2.5 EC science lab module courses are offered in the summer term and winter term. Students may take up to two such modules per summer term and one per winter term.
- 3.19.3 One course per winter term may be taken via the Transnational Law Program (TLP).
- 3.19.4 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).

3.20 Study Abroad

- 3.20.1 During the fall semester, students can apply for permission to study abroad for one full semester in semester 4 or semester 5
- 3.20.2 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.
- 3.20.3 Students are eligible for study abroad for one full semester if they fulfill all criteria below:
 - 3.20.3.1 A cumulative grade point average (GPA) of 3.0 or higher. This GPA is required to be eligible and must be maintained until the student's departure for exchange.
 - 3.20.3.2 No shortage of credit
 - 3.20.3.3 No more than 30 EC of exemptions in total when starting at UCU
 - 3.20.3.4 Proficiency at the intermediate (2) level in the language of instruction at the host institution.
- 3.20.4 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.
- 3.20.5 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.
- 3.20.6 UCU approval of an exchange semester does not guarantee a place at the desired host university.
- 3.20.7 Students who cancel their exchange after the cancellation deadline are liable for administrative fees
- 3.20.8 Students must submit a learning agreement with their final course plan as soon as they have registered at the host university.

- 3.20.8.1 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.
- 3.20.8.2 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.
- 3.20.9 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.
- 3.20.10 If the student has an excess of at least 7.5 EC before going on Exchange the student may take a program with a study load of at least 22.5 EC. In this case the learning agreement must include a description of envisioned other organized formative activities while on exchange.
- 3.20.11 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.
- 3.20.12 The official transcript issued by the host institution will be attached to the student's transcript upon graduation.

3.21 Double Degree LA&S and Law (DDLL)

- 3.21.1 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.
- 3.21.2 Double degree students are entitled to remain registered in courses offered at UCU for a maximum of eight semesters (one extra year).
- 3.21.3 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.
- 3.21.4 Courses that fulfill specific requirements in both degree programs count towards both degrees and the GPA on the final transcript.
- 3.21.5 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.
- 3.21.6 Elective courses that do not fulfill specific degree requirements count towards the UCU BA and its final GPA.
- 3.21.7 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 Law coordinator.
- 3.21.8 A GPA of 3.3 and passing both entrance exams by the end of the student's fifth semester is required to be allowed into the DDLL program.

3.22 Double Degree LA&S and Physics (DDLDP)

- 3.22.1 UCU and the UU Faculty of Science jointly offer the double degree program to allow UCU students to acquire a Bachelor of Science (BSc) at UCU as well as a bachelor in Physics (BSc) at UU Faculty of Science.
- 3.22.2 Double degree students are entitled to remain registered in courses offered at UCU for a maximum of eight semesters (one extra year).
- 3.22.3 The double degree is awarded when students meet all requirements for a UCU BSc and all requirements set by the UU Faculty of Science for the BSc in Physics.

- 3.22.4 In addition to the specific requirements for a UCU BSc in Science (§ 3.6) double degree students must complete the following courses in physics and mathematics:
- 3.22.4.1 Finish one of the 3 required level 3 courses in a field other than Math/Physics
- 3.22.4.2 Complete the following courses in physics and mathematics:
UCU level-1 UCSCIPHY12, UCSCIPHY14, UCSCIMAT11;
UCU level-2 UCSCIPHY21, UCSCIPHY25, UCSCIMAT21;
UCU level-3 UCSCIPHY31;
- 3.22.4.3 Complete the three 2.5EC UCU Mathematics laboratory modules UCSCIMATL3, UCSCIMATL5 and UCSCIMATL6;
- 3.22.4.4 Complete the two 2.5EC Physics laboratory modules UCACCPHY2A & UCACCPHY2B and three experimental modules UCSCIMATL2, UCSCIPHYL8 and Statistical Physics (new).
- 3.22.5 Courses that fulfill specific requirements in both degree programs count towards both degrees and the GPA on the final transcript.
- 3.22.6 Courses taken at the UU Faculty of Science only to fulfill requirements for the BSc in Physics do not count towards the UCU Bachelor of Science or towards the GPA on the final transcript for the UCU BSc.
- 3.22.7 Elective courses that do not fulfill specific degree requirements count towards the UCU BSc and its final GPA.
- 3.22.8 Students who wish to qualify for the double degree program must have completed UCSCIPHY12, UCSCIPHY13 and UCSCIMAT11 with an average GPA of at least 3.0 and make an official declaration of this intention at the end of their first year and register with the UCU DDLP coordinator.
- 3.22.9 An overall GPA average of at least 3.0 and an average of at least 3.3 in the mandatory DDLP level 1 and 2 required courses (§ 3.22.4) is required to be allowed into the DDLP program at the end of the second year.

§4 Quality of education

4.1 Evaluation of quality of education

- 4.1.1 The Director of Education (DoE) is responsible for monitoring the quality of the education. To this end the DoE will ensure that an evaluation of the courses is carried out, as well as an evaluation at curriculum level. In this quality control of the courses the DoE will draw on the advice and suggestions for improvement of the program committee (UCU Council) on promoting and safeguarding the quality of the course.

§5 Assessment / Examination

5.1 Grading and credits

- 5.1.1 University College Utrecht uses a five letter grading system.

These grades indicate the following:

A: very good (A+ : outstanding)

B: good

C: pass

D: pass

F: fail

P: pass (see § 5.3)

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		

5.1.2 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.

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

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

5.1.3.2 '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).

5.2 Assessment

5.2.1 Assessment policy and practice is described in the Assessment Policy Plan and the track specific Assessment Plans.

5.2.2 Testing within a course is done in the manner stated in the Osiris Course Catalogue.

5.2.3 The Exam Board may allow a test to be administered otherwise than as stipulated in § 5.2.2.

5.3 Pass/Fail

5.3.1 Second and third year students in good academic standing (as defined in § 6) 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.

5.3.2 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. Once a course has been declared as pass/fail, this may not be reversed.

5.3.3 A pass 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 Fail is awarded.

5.3.4 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.

5.3.5 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.

5.4 Attendance

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

5.5 Deadlines and Extensions

- 5.5.1 The course instructor may deduct letter grades for assignments that are handed in late. This applies to all courses, including the bachelor thesis.
- 5.5.2 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 to allow for a plagiarism check.
- 5.5.3 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, who may involve the Student Life Officer in case of personal circumstances.
 - 5.5.3.1 Any extensions must be requested on or before the final day of the semester.
 - 5.5.3.2 Assignments submitted after the final day of the semester without authorization via a formal extension request are graded with an F.
 - 5.5.3.3 Extensions of longer than one week are referred to the senior tutor team for approval, and are granted only in cases of serious illness, emergency or extenuating circumstances beyond the student's control.

5.6 Disability and chronic illness

- 5.6.1 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 Learning Accommodations Agreement. Requests to conclude a study contract must be submitted to the Student Life Officer.

5.7 Shortage of credit

- 5.7.1 Any student who does not obtain 30 EC per semester has a credit shortage.
- 5.7.2 The credit shortage must be made up within two semesters of its occurrence.
- 5.7.3 A student entering his/her final semester with a credit shortage may only do so with a study plan approved by the senior tutor team before the start of the final semester.

5.8 Grading

- 5.8.1 The examiner must mark a (written) test within 10 working days of the date on which it was taken.
- 5.8.2 Students can view their results by logging into OSIRIS Student.
- 5.8.3 For at least thirty days after announcement of the result of a written test, the student will be allowed to inspect his or her marked work upon request.
- 5.8.4 During the period referred to in § 5.8.3, any interested party may inspect the questions and assignments of the test concerned, as well as, if possible, the standards on which the mark was based.
- 5.8.5 A student can appeal a grade within six weeks after its publication by filing a request with the Exam Board. An appeal can be instituted against an Exam Board decision within 6 weeks to the Examinations Appeals Board (see § 8.2).

5.9 Period of validity

- 5.9.1 The term of validity of courses passed is unlimited. Contrary to this, the Exam Board 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.
- 5.9.2 The period of five years referred to in §5.9.1 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.
- 5.9.3 Partial tests and assignments that were passed will lose their validity if the course within which they were taken was not passed.

§ 6 Good Standing

6.1 General agreements

- 6.1.1 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).
- 6.1.2 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 institutional termination of studies. This is in accordance with the Reglement University College Utrecht, art. 2.1., as approved by the College van Bestuur, 29 June 2004.
- 6.1.3 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.

6.2 Requirements for good academic standing

- 6.2.1 To remain in good academic standing students must observe the academic honor code and fulfill the following academic requirements:
 - 6.2.1.1 Earn 30 EC per semester, unless a course load reduction has been approved
 - 6.2.1.2 Pass all courses
 - 6.2.1.3 Maintain a 2.0 grade point average in any given semester and overall
 - 6.2.1.4 Earn no more than one D in any given semester or any two consecutive semesters
 - 6.2.1.5 Otherwise attain minimum standards of performance as listed under § 3.3.8.

6.3 Measures: Academic probation and Termination of studies at UCU

- 6.3.1 Students who fail to remain in good academic standing are identified by the Registrar. They are offered extra support and are placed on academic probation for the duration of a semester.
- 6.3.2 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 to stipulate what support the student will receive and the conditions the student has to meet, such as a specific grade point average, to restore good academic standing.
- 6.3.3 A student on academic probation:
 - 6.3.3.1 Will meet regularly with his or her tutor,
 - 6.3.3.2 May not take more than 30 EC,
 - 6.3.3.3 May only work for University College Utrecht with explicit prior permission
 - 6.3.3.4 Must make up for any credit shortage within two semesters of its occurrence

- 6.3.4 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.
- 6.3.5 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 (termination of studies at UCU), unless the Dean decides otherwise.
- 6.3.6 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.
- 6.3.7 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 (institutional termination of studies), unless the Dean decides otherwise.
- 6.3.8 The student will be informed in writing of the academic probation and/or decision that the student has to leave the college.
- 6.3.9 A student who earns 2 F's and one D-, D, or D+ in his/her first semester may be denied the right of a semester on probation and be expelled immediately, such at the discretion of the Dean.
- 6.3.10 For appeals, see § 8.2.

6.4 Academic Integrity

- 6.4.1 Fraud and plagiarism 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.
- 6.4.2 Fraud and plagiarism, - including self-plagiarism, submitting the same work twice for credit and violating the UCU code of conduct during exams and assignments - 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
- 6.4.3 An instructor who discovers an apparent case of fraud, plagiarism or other violation of academic integrity must inform the student first, and then the tutor. The student, instructor, and tutor meet to address the case and provide the conclusions in a report signed by all three parties.
- 6.4.4 The report is forwarded to the Exam Board. The Exam Board will determine whether fraud or plagiarism has occurred and decides on the consequences of the violation
- 6.4.5 In any case:
 - a reprimand, a note of which will be made in OSIRIS;
 - an F for the assignment or the course
- 6.4.6 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:
 - removal from the course;
 - no longer being eligible for a positive degree classification (cum laude) as referred to in § 7.2;
 - exclusion from participation in examinations or other forms of testing belonging to the course concerned for the current academic year, or for a period of 12 months;
 - complete exclusion from participation in all examinations or other forms of testing for a period of 12 months.
- 6.4.7 In case the student has been found guilty of an academic integrity violation before, the penalty is complete exclusion from participation in all examinations or other forms of testing for a period of 12 months.
- 6.4.8 In severe cases the Exam Board may recommend that the Executive Board permanently terminate the concerned student's registration for the program.

- 6.4.9 The student, instructor, and tutor are informed in writing about the decision and the decision is registered.
- 6.4.10 The student can appeal the decision using the standard appeal procedure (see § 8.2).
- 6.4.11 If the Exam Board determines that there has been widespread or organized fraud, on a scale which would affect the examination results in their entirety, the Exam Board will decide without delay that the examination concerned is invalid and that all the participants must resit the whole examination at short notice. The Exam Board 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.

§ 7 Graduation / Academic Distinctions

7.1 Graduation requirements

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

7.2 Distinction

- 7.2.1 Distinctions are based on the final GPA (see § 5.1.3.2)
- 7.2.2 The following distinction will be awarded with the bachelor degree:
 - 2.00 to 3.49 GPA No qualification
 - 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
- 7.2.3 Conditions for a distinction
 - Absence of a registered academic integrity violation (§ 6.4)
 - The bachelor thesis should be graded at least A– and be completed on time, including any approved extensions
- 7.2.4 The Dean will review potentially equivocal cases to determine whether a higher distinction is in order; petitions for review cannot be made.

§ 8 Requests to the Examination Board

8.1 Requests for exemptions

- 8.1.2 Requests for exemptions from all rules and regulations pertaining to the educational program are to be made in writing to the Examination Board via the tutor. The Examination Board strives to handle all requests within 10 working days.
- 8.1.3 Students may request reconsideration of previous decisions by the Examination Board based on new evidence.

8.2 Appeal

If the student wants to appeal a final decision by the Exam Board, s/he can contact the Board of Appeals of Utrecht University (College van Beroep voor de Examens). The appeal must be filed within six weeks of publication of the decision of the Exam 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

If the student wants to appeal a final decision by the Dean, s/he can contact the Executive Board of Utrecht University (College van Bestuur)

§ 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 UCU website.
- 9.3 The academic rules and regulations are published each year on the University College Utrecht Student Website.
- 9.4 Every member of the University College Utrecht community is responsible for knowing all academic rules and regulations.
- 9.5 Procedures can be found on the [UCU student website](#)

Appendix UCU Program end terms

Disciplinary depth

1. Graduates can demonstrate knowledge and understanding of relevant questions, theories, and conventions of the domain and its embedding
2. Graduates can use the domain knowledge, and apply the concepts and theories to concrete problems

Broad knowledge

3. Graduates can apply knowledge and skills obtained in different disciplines to an academic problem

Thinking skills

4. Graduates can demonstrate a cohesive, consistent, and logical reasoning
5. Graduates have a critical approach to problems
6. Graduates can demonstrate a reflective and self-critical attitude

Communication skills

7. Graduates can communicate efficiently following proper conventions for the discipline

Learning skills

8. Graduates know how and where to search for material and assess the relevance of resources
9. Graduates can demonstrate metacognitive skills such as time management, monitor their progress, and reflect on this

Research skills

10. Under supervision, graduates can formulate a relevant research question, translate this to a research plan; conduct the study, analyze, interpret and report in the results following proper conventions

International and intercultural orientation

11. Graduates can speak foreign languages
12. Graduates understand and can reflect on cultural differences
13. Graduates reflect on their own value system in relation to that of others

Societal orientation

14. Graduates are able to apply knowledge and skills towards solutions for societal issues

Other skills

15. Graduates can collaborate professionally with others and provide and receive constructive feedback
16. Graduates can make well-informed choices for their future plans after graduation