

UTRECHT UNIVERSITY

UNIVERSITY COLLEGE UTRECHT

Academic Rules and Regulations

Bachelor's Degree Programme 2019 - 2020

Liberal Arts & Sciences

University College Utrecht

CROHO code: 50393

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

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The Academic Rules and 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 University College Utrecht on 28 August 2019 with the advice and consent of the University College Utrecht Council on 4 July 2019.

SECTION 1 – GENERAL PROVISIONS

Art. 1.1 – Applicability of the regulations

These regulations apply to the academic year 2019-2020 and apply to the coursework, the assessments and the examination of the Bachelor's Degree Programme in Liberal Arts & Science, University College Utrecht, international honours college of Utrecht, hereinafter referred to as: the degree programme, and to all students who are registered for the degree programme.

Art. 1.2 – Definition of terms

In these regulations, the following terms mean:

- a. The Act: the Dutch 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 degree programme;
- c. he/him/his: this is not intended as an indication of gender, but refers to the person referred to earlier in the relevant article (usually the student);
- d. credit: unit expressed in ECTS, whereby one credit is equal to 28 hours of study;
- e. language code of conduct: the rules of conduct relating to coursework and examinations in languages other than Dutch, determined by the Executive Board on the basis of Section 7(2)(c) of the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*);
- f. degree programme: the Bachelor's Degree Programme referred to in art. 1.1 of these regulations, consisting of a coherent whole of units of study;
- g. course: the entire set of coursework and assessment of a unit of study of the degree programme, as included in the University Course Catalogue;
- h. test: interim examination within the meaning of art. 7.10 of the Act;
- i. 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;
- j. University Course Catalogue: the register of courses taught at the University, which is kept under the responsibility of the Executive Board;
- k. contact hours: Contact hours are taken to mean:
 - hours spent in class where a lecturer is physically present, such as lectures and tutorials, student counselling, traineeship supervision, tests and examinations, as well as career support in so far as the degree programme schedules these for all students;
 - other structured hours scheduled by the degree programme that are characterised by contact between the students themselves, either virtually or in real time and/or virtual contact with lecturers.
- l. Learning Accommodations Agreement: the contract concluded between the Student Life Officer and a student with a disability or chronic illness, which lays down the necessary and reasonable facilities to which the student is entitled;
- m. International Diploma Supplement: the supplement to the Bachelor's Degree certificate, containing an explanation of the nature and contents of the degree programme (partly in an international context).
- n. The programme 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). Next to the semesters, a yearly Winter term is offered in January and a Summer term in June.
- o. Mid-term is the point half-way in the semester, marked by a break in the semester schedule.
- p. A field of study is an acknowledged academic discipline as defined in the UCU curriculum.
- q. Within fields of study, there are track(s) that consist(s) 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.
- r. Off-campus courses are courses that are not offered by UCU.

- s. Exchange courses are courses that a student takes while on an approved study abroad programme. These are not considered off-campus courses.

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

Art. 1.3 - Responsibilities within University College Utrecht

1. The responsibility for University College Utrecht as a whole rests with the Dean.
2. It is the responsibility of individual students to be aware of the academic rules and regulations applicable to their cohort. 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.
3. 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 programme within their department.
4. The Director of Education carries the responsibility for coordinating any educational matter transcending individual departments.
5. The Exam Board is responsible for the quality of examinations and diplomas. The Exam Board decides upon student requests regarding the content of their diploma 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.
6. The Head Tutor is responsible for the functioning and quality of the tutorial system, together with the senior tutor team.

SECTION 2 – PREVIOUS EDUCATION

Information on previous education, including language requirements, selection and admissions is published on our [public website](#) for prospective students. Therefore, this is not included in the ARR, which applies to degree students within the degree programme.

SECTION 3 – CONTENTS AND STRUCTURE OF THE DEGREE PROGRAMME

Art. 3.1 – Aim of the degree programme

1. The programme aims to:
 - o provide knowledge, skills and insight in different academic fields in accordance with the Liberal Arts and Sciences' philosophy (as explained in UCU's [mission statement](#)) and enable achievement of the exit requirements referred to in paragraph 2.
 - o provide an academic education. This means the development of competences (knowledge, skills and attitudes) concerning:
 - academic thought, actions and communication;
 - use of relevant academic instruments;
 - (academic) communication in English;
 - application of specific knowledge of a field in a broader academic, philosophy of science and socio-cultural context;
 - standards of conduct applicable in academia and within the chosen fields of study.
 - o prepare the student for further study and the job market.

As from their first year of study for the Bachelor's degree, students will learn and understand the theory and practice of scholarly research.
2. The graduate:
 - o can demonstrate knowledge and understanding of relevant questions, theories, and conventions of the domain and their embedding
 - o can use the domain knowledge, and apply the concepts and theories to specific problems
 - o can apply knowledge and skills obtained in different disciplines to an academic problem
 - o can demonstrate cohesive, consistent, and logical reasoning
 - o has a critical approach to problems
 - o can demonstrate a reflective and self-critical attitude
 - o can communicate efficiently following proper conventions for the discipline
 - o knows how and where to search for materials and assess the relevance of resources
 - o can demonstrate meta-cognitive skills such as time management, monitor progress, and reflect on these
 - o Under supervision, can formulate a relevant research question, translate this to a research plan; conduct the research, analyse, interpret and report the results following proper conventions
 - o can speak foreign languages
 - o understands and can reflect on cultural differences
 - o reflects on their own value system in relation to that of others
 - o is able to apply knowledge and skills towards solutions for societal issues
 - o can collaborate professionally with others and provide and receive constructive feedback
 - o can make well-informed choices for their future plans after graduation

Art. 3.2 – Attendance mode

This is a full-time degree programme.

Art. 3.3 – Language in which the degree programme is taught

The degree programme is taught in English.

[This is governed by the Utrecht University Language Code of Conduct].

Art. 3.4 – Credit load

1. The programme has a credit load of 180 (ECTS) credits.
2. The programme of study requires students to complete courses worth 30 credits each semester, for a total of at least 180 credits.

Art. 3.5 – Requirements ('major' in model OER)

1. In the first year, each student must:
 - o earn at least 60 credits

- o complete UCACCACA11
 - o 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.
2. The degree Bachelor of Arts or Bachelor of Science is conferred upon students who have successfully:
- o earned at least 75 credits, including the bachelor thesis. These 75 credits do not include the required methodology course(s) or language and culture courses taken to satisfy the language and culture requirement or the second language requirement.
 - o Completed tracks in at least two different fields of study.
 - o completed a major in Humanities, Science, Social Sciences or Interdepartmental; consisting of two fields of study.
 - o completed courses totaling at least 22.5 credits at level 3 within the major, not including the bachelor thesis. If UCU does not offer 22.5 credits at level 3 within that specific major, these can be earned off-campus.
 - o completed a bachelor thesis within the major with a credit load of 15 credits in the final year, whereby the student has the possibility to do a final project as proof of competency that combines the required knowledge, skills and approach.
 - o completed 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 the student's prior experience with the language, and performance on an assessment test.
 - o 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 recognised means of assessment.
 - o attained minimum standards of academic performance as follows:
 - o a final grade point average of 2.0 (C) or higher
 - o a C- or higher for required level 3 courses (see § 3.3.4)
 - o a C- or higher for the bachelor thesis
 - o a C- or higher for UCACCACA11
 - o a C- or higher for the breadth requirement
 - o a C- or higher for methodology courses counting towards major requirements, including modules that form part of these.
 - o a C- or higher for the Language and Culture requirement (§ 3.3.6) and the Second Language requirement (§ 3.3.7) if applicable
 - o D grades (D-, D, D+) earned in no more than two courses of 7.5 credits 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.)
 - o completed all methodology courses for the chosen fields of study as stipulated in the [track manual before the start of the thesis](#).
3. Specific additional requirements for a Bachelor of Science degree:
- o Option 1: At least 90 credits, including the bachelor thesis, must be earned in the Science (SCI) Department: tracks must be completed in at least two different fields of study within the Science (SCI) Department.
 - o Option 2: At least 90 credits, including a bachelor thesis, must be earned in Science, in combination with economics or psychology. Of these, at least 60 credits must be taken in the Science (SCI) Department. At least a full track must be taken in both ECO and either MAT or PHY or at least a full track must be taken in both PSY and COG.
 - o Three science laboratory methodology modules of 2.5 credits each must be completed. They must be completed within the first two years, unless an exception has been granted by the Science Laboratory Coordinator.
4. Specific additional requirements for Bachelor of Arts and/or Science with a double major:
- o A double major entails the completion of all requirements for two majors within a three-year programme.

- o A double major entails the completion of two bachelor theses, one for each major; at least one thesis must be worth 15 credits; the second may be worth 7.5 credits.
5. Major declaration
- o Students must submit their initial major declaration in due time (form available on my UCU)
6. Double Degrees
- o UCU and the UU School of Law jointly offer the [double degree programme Liberal Arts & Sciences and Law](#), allowing 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.
 - o UCU and the UU Faculty of Science jointly offer the [double degree programme Liberal Arts & Sciences and Physics](#), allowing UCU students to acquire a Bachelor of Science (BSc) at UCU as well as a bachelor in Physics (BSc) at UU Faculty of Science
 - o Double degree students are entitled to remain registered in courses offered at UCU for a maximum of eight semesters (one extra year).
 - o 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 or the UU Faculty of Science for the BSc in Physics.
 - o Specific requirements are described in the above manuals for both double degrees.

Art. 3.6 – Minor and off-campus courses ('optional extension courses' in model OER)

1. Minor
- o Students may request to complete one or more minors outside the departments of their major.
 - o Courses within the minor count towards the degree requirements as mentioned in art. 3.4 and art. 3.5.1.
 - o A minor consists of at least 30 credits of content-related courses, including at least 7.5 credits at level 3. At least 7.5 credits must be completed at UCU (with the exception of the Entrepreneurship minor offered at Utrecht School of Economics).
 - o All courses in the minor must be passed with a grade of C- or higher. Pass/fail courses do not count towards a minor.
 - o Minors are named after the main academic field of the related set of courses they entail.
2. Off-campus courses
- o 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.
 - o 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.
 - o 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.
 - o The courses eligible for choice are those included in the University Course Catalogue, unless the Exam Board is of the opinion that a replication of content exists in relation to courses already completed by the student.
 - o Students may take off-campus courses in their second or third year, subject to the following requirements:
 - o Any student may take up to 15 credits worth of off-campus courses as part of the required 180 credits.
 - o Students who do not go on exchange may take up to 22.5 credits worth of off-campus courses as part of the required 180 credits.
 - o Off-campus courses taken over and above the maximum of 15 or 22.5 credits allowed within the required 180 credits will be registered on the transcript if prior permission from the Exam Board is asked for and granted.
 - o Courses in UCU-approved programs such as UCU East Africa, UCU in Aruba, the China Programme, the double degrees, and the minor Entrepreneurship are not considered off-campus courses.

Art. 3.7 – Courses taken at another Dutch institution

See 3.6.2 Off-campus courses

Art. 3.8 – Study abroad ('courses taken at a foreign university' in model OER)

1. Courses provided by a foreign university are also eligible for choice as referred to in Article 3.6 with the approval of the Exam Board. The Exam Board will decide whether these courses are at a sufficient academic level. The Exam Board will withhold approval if it is of the opinion that 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 Exam Board may limit the contribution of these courses to the examination through deduction of credits in proportion to the overlap.
2. The degree programme will publish on the student site the [procedure for recognising credit for courses taken abroad](#):
 - stating at which moment and in which manner students may apply for approval for courses taken abroad;
 - giving students the option of applying for approval at such time that they have received a decision from the Exam Board by the start of their exchange.
3. Conversion of credits achieved for courses taken abroad is as follows:
 - a. Credit will be awarded for courses provided by foreign universities within the European Union/European Economic Area that have been approved by the Exam Board as regards their content and level. Contrary to this, the Exam Board may decide to award a different amount of credit if it is established that the credits awarded abroad do not correspond to the study hours.
 - b. Credit will be converted for courses provided by foreign universities outside the European Union/European Economic Area that have been approved by the Exam Board as regards their content and level, in accordance with the [university-wide conversion table](#). The Exam Board may deviate from this in exceptional cases if there are good reasons to do so.
4. Conversion of grades achieved for courses taken abroad is as follows:
 - a. The foreign university will determine where the cut-off score lies for a pass, and records in the transcript whether the student has passed.

Art. 3.9 – Components taken elsewhere before starting at UCU

1. The condition for obtaining the degree certificate of the Bachelor's examination of the degree programme is that at least 2/3 of the degree programme were passed in courses provided by Utrecht University.
2. These courses can be incorporated if passed at an institution of higher education prior to the start of the Bachelor's Degree Programme only on the basis of art. 5.12.
3. Students who have completed the equivalent of at least 30 credits in another university programme can apply for an exemption from the Exam Board, if the following conditions are met:
 - The university programme is at the level of a first year of studies 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 completed there (course descriptions, level)
4. If these conditions are met, the Exam Board determines whether the UCU programme may be shortened by one or two semesters. Students who have been granted an exemption will begin with either semester 2 or semester 3 courses.
5. Exempted courses can be used to fulfill specific degree requirements.
6. Students who are on a shortened programme of 4 semesters cannot go on exchange

Art. 3.10 – Honours Programme

Like all UU bachelor programmes, UCU offers students an honours programme. For more information, please see the [student site](#).

Art. 3.11 – Actual teaching structure

1. The number of contact hours for the degree programme is as follows:
Fall and Spring semester: 4 parallel courses per semester, 2 x 2 contact hours weekly per course, equal to 16 hours per week.
Summer term: one five-week course of 7.5 credits (minimum 12 contact hours/week) or two 2-week lab courses of 2,5 credits each (full-time).
Winter term: one 2-week lab course of 2.5 credits (full-time).
2. The University Course Catalogue and the student site provide the following course details:
 - a. course objectives
 - b. timetable
 - c. schedule of contact hours

SECTION 4 – TAUGHT COURSES

Art. 4.1 – Courses

1. For the components of the degree programme, courses carry a credit load of 2.5-15 credits each.
2. All courses that form part of the degree programme are included in the [University Course Catalogue](#).
3. Courses are taught at the following levels:
 1. introductory
 2. intermediate
 3. advanced

Art. 4.2 – Entry requirements for courses; previous education

1. Students must obtain a C- or higher in a course in order to qualify for any courses that include that course in their prerequisites.
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 (via a [curriculum request](#)). Course instructors may require students seeking course admittance to complete extra reading and/or assignments.

Art. 4.3 – Registration for courses

1. Grades received for a course for which the student was not formally registered cannot be recorded on the student's transcript.
2. The [procedure for course registration](#) can be found on the student site

Art. 4.4 – Participation in courses; priority rules

1. The University Course Catalogue indicates the maximum capacity of a course when this differs from the standard maximum of 28 students.
2. Admission to courses with a limited capacity will take place on the basis of predetermined and published [admission criteria and priority rules](#).
3. Changes in course enrollment can be requested no later than the third day of the semester, or no later than the first day of a summer or winter term.
4. Students in their second or third year who have an overall GPA of 3.5 or higher can take a fifth course, space permitting.

Art. 4.5 – Attendance obligation and obligation to perform to the best of one's ability

1. Students are required to attend all classes, including any additional academic activities, as indicated in the course syllabus.
2. If students have a compelling reason for missing a class session, they must inform the course instructor and their tutor.
3. A course instructor may deduct letter grades for absence from class as indicated in the course syllabus.
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. Class sessions that take place before a student enrolls in a course count towards attendance requirements.

Art. 4.6 – not applicable to UCU

Art. 4.7 – Evaluation of the quality of teaching

1. The Director of Education is responsible for monitoring the quality of education and teaching. To this end the Director of Education will ensure that an evaluation of all courses is held, as well as an evaluation at overall curriculum level. As part of this quality assurance

assessment of the courses any advice and suggestions for improvement from the degree programme advisory committee on promoting and safeguarding the quality of each course will also be taken on board.

2. The coursework in the degree programme will be evaluated in the following manner:
 - o optional interim evaluation: during the course students are asked to provide feedback on any points for improvement;
 - o course evaluation: at the end of the courses, the participating students are asked for their opinion on the quality of course content, teaching structure, study materials, assessment and lecturer(s)
 - o evaluation at curriculum level via an exit survey
 - o by means of the National Student Survey [*Nationale Studenten Enquete – NSE*] students will be asked for their opinion on all aspects of the degree programme and its facilities.
3. Students who have participated in the course are provided access to the results of the course evaluation.

SECTION 5 – ASSESSMENT

Art. 5.1 – General

1. During the course, the student will be assessed for academic knowledge and the extent to which the student has sufficiently achieved the course's learning objectives.
2. The University Course Catalogue describes the learning objectives the student must achieve to pass the course and the criteria on which the student is assessed.
3. Each course includes multiple assessment opportunities. No later than halfway through the course the teacher evaluates and informs the student of their progress in the course
4. Any course assessment will be completed by the end of the course.
5. Assessment policy and practice is described in the [Assessment Policy Plan](#) and the track-specific Assessment Plans.
6. The Exam Board may allow for an assessment to be administered differently from how it is stipulated in the course outline.

Art. 5.2 – Exam Board

1. For the degree programme, the Dean will set up an Exam Board 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 Exam Board 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 examination, whereby:
 - o at least one member comes from outside the degree programme or group of degree programmes concerned, and
 - o at least one member is a lecturer on the degree programme or group of degree programmes concerned.Re-appointment is possible. Before making this appointment, the Dean will consult the members of the Exam Board concerned.
3. Persons holding a management position with financial responsibility or (partial) administrative responsibility for a programme of study may not be appointed as member or Chair of the Exam Board. This will in any event include: the Dean, the 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 and the Director of Education.
4. Membership of the Exam Board 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 adequately.
5. The Dean will make the [composition of the Exam Board](#) known to the students and teaching staff.

Art. 5.3 – Grading of thesis

1. The grading of the thesis referred to in article 3.5 paragraph 2 shall be done by at least two examiners (the supervisor concerned and a second reader).
2. If the thesis is written by more than one student, each student will receive an individual assessment based on their explicit contribution.

Art. 5.4 – Grading

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

These grades indicate the following:

- A: very good (A+ : outstanding)
- B: good
- C: satisfactory
- D: restrictive pass
- F: fail

P: pass
 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		

- o A grade point average (GPA) is calculated on the grade points earned weighted in proportion to credits earned, excluding courses for which a withdrawal was granted or for which the grade P was recorded.
 - o The term 'grade point average' or GPA refers to a cumulative GPA, unless otherwise indicated
 - o 'Semester GPA' refers to the grade point average for a specific semester
 - o '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 programme. When a transfer of credit results in the approval of a shortened programme, the final GPA is calculated over all course results obtained after the first semester (for a five semester programme) or all course results obtained at UCU (for a 4 semester programme). All grades (including first semesters) are listed on the final transcript.
2. Pass/Fail
- o Second and third-year students in good academic standing (as defined in Art 7.4) may request one course to be graded as pass/fail, provided that the course does not serve to meet any of the specific or general degree requirements other than the overall credit requirements.
 - o A student must apply to declare a course as pass/fail by the end of week 3 in the semester or week 1 in the summer term. Once a course has been declared as pass/fail, this may not be reversed.
 - o A P (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 F (Fail) is awarded.
 - o P or F grades appear on a student's transcript as any other grade. An F counts towards the student's GPA, a P does not count towards the student's GPA.
 - o For courses taken off-campus and on exchange, a P/F must be approved in advance by the Exam Board; they are otherwise subject to the conditions for on-campus courses.
3. Deadlines and extensions
- o The course instructor may deduct letter grades for assignments that are handed in late. This applies to all courses, including the bachelor thesis.
 - o 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.

- o 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 their tutor, who may involve the Student Life Officer in case of personal circumstances.
- o Any extensions must be requested on or before the final day of the semester.
- o Assignments submitted after the final day of the semester without authorisation via a formal extension request are graded with an F.
- o 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.

Art. 5.5 – Additional or catch-up exam

1. A course cannot be repeated for credit unless the course is a specific degree requirement and the student has achieved a final grade lower than C-.
2. 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 then the grade for this course is registered as usual, so it counts both towards the GPA and for credit.
3. In case of a missed exam, a student is allowed a catch-up exam on a specified date, no more than three times during the entire programme.

Art. 5.6 – Type of assessment

Assessment within a course is done in the manner stated in the University Course Catalogue.

Art. 5.7 – Oral assessment

Requirements for oral assessments are specified in the [Assessment Policy Plan](#).

Art. 5.8 – Provision for assessment in special cases

1. If a student needs one (previously sat but not passed) course of 7.5 credits at most to pass the Bachelor's examination, and not making provision for an individual assessment opportunity would demonstrably result in a graduation delay of more than a semester, the student may request to be eligible for an individual assessment.
2. If not providing an individual assessment opportunity would result in a 'special case of manifest unfairness', the Exam Board may decide to provide for such an assessment.
3. Requests for a special assessment opportunity must be submitted to the Exam Board as soon as reasonably possible, with evidence.

Art. 5.9 – Time limit for grading assessments

1. The examiner must determine the grade within 24 hours after administering an oral assessment, issue the student with a written statement of the grade and register the results in Osiris.
2. Students can view their results by logging into OSIRIS Student.
3. The examiner must grade a (written) assessment within 10 working days of the date on which it was taken, register the results in Osiris and supply the administration of the Faculty with the information necessary to issue the student with written or electronic proof of their grade.
4. If the grade is not available within this period time for reasons of force majeure, the examiner must communicate this to the student, indicating when the mark will be determined. *Force majeure* can only be established in consultation with the Exam Board.
5. In the written communication of the grading of the assessment, the student will be informed of their right of inspection, referred to in art. 5.11, and of the possibility to appeal to the Examinations Appeals Board.
6. 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 after the decision of the Exam Board to the Examinations Appeals Board.

Art. 5.10 – Period of validity

1. The term of validity of successfully completed courses is unlimited. Contrary to this, the Exam Board may impose an additional or alternative assessment for a course, the examination for which was passed more than five years earlier, if the knowledge or insights being examined are 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 ('*profilleringsfonds*' - for special financial support to students) as referred to in paragraph 2a of the Higher Education and Research Act, and the period granted for an extension of the performance-related grant due to a disability or chronic illness.
3. In-course assignments that were passed will lose their validity if the course within which they were taken was not passed successfully.

Art. 5.11 – Right of inspection

For at least twenty working days after announcement of the result of a written assessment, the student will be allowed to inspect their graded work upon request.

Art. 5.12 – Retention time for examinations

The exam questions, exam notes and the assessed submissions in for written assignments 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, fifth paragraph, along with the thesis assessment 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 Exam Board may grant the student exemption from a course of a major if the student:

- a. has completed either an equivalent course at a university or a higher professional degree programme prior to the start of the Bachelor's Degree Programme; or
- b. has demonstrated through work or professional experience that they have sufficient knowledge and skills with respect to that course.

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

Art. 5.14 – 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 their knowledge, insight and skills is made impossible, in full or in part.

Fraud includes:

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

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

- o cutting and pasting text from digital sources such as encyclopaedias and digital publications without using quotation marks and referring to the source;
- o cutting and pasting text from the internet without using quotation marks and referring to

- o the source;
 - o using excerpts from printed material such as books, magazines, other publications and encyclopaedias without using quotation marks and referring to the source;
 - o using a translation of the abovementioned texts without using quotation marks and referring to the source;
 - o 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;
 - o using visual, audio or test material from others without referring to the source and presenting this as own work;
 - o resubmission of the student's own earlier work without source references, and allowing this to pass for originally produced work for the purpose of the course, unless this is expressly permitted in the course or by the lecturer;
 - o 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;
 - o 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;
 - o submitting papers obtained from a commercial institution (such as an internet site offering excerpts or papers) or having submitted work written by someone else, whether or not in return for payment.
2. a. In all cases in which fraud or plagiarism is found or suspected, the examiner will inform the student and the Exam Board of this in writing.
 - b. The Exam Board will give the student the opportunity:
 - o to respond in writing;
 - o to be heard.
 3. The Exam Board 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 penalised by the Exam Board as follows:
 - a. In any event:
 - o invalidation of the submitted work
 - o a reprimand, which will be noted in OSIRIS.
 - b. In addition to – depending on the nature and scale of the fraud or plagiarism, and on the student's semester of studies – one or more of the following sanctions:
 - o removal from the course
 - o no longer being eligible for an honourable degree classification (*cum laude*) as referred to in art. 6.2
 - o exclusion from participation in assessments that are part of the course concerned for the current academic year, or for a period of 12 months
 - o complete exclusion from participation in all assessments 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 assessments for a period of 12 months.
 - d. In the case of extremely serious and/or repeated fraud or plagiarism, the Exam Board may recommend that the Executive Board permanently terminate the particular student's registration for the programme.
 5. If the Exam Board determines that there has been widespread or organised fraud, on a scale that would affect the assessment results in their entirety, the Exam Board will decide without delay that the assessment concerned is invalid and that all the participants must resit the entire assessment at short notice. The Exam Board will set the date on which the assessment must be retaken. This date will be no later than ten working days after the fraud was established, so that the participants can still benefit from their preparatory work for the assessment.

SECTION 6 – EXAMINATION

Art. 6.1 – Examination

1. When the student has fulfilled the requirements of the examination programme, after finishing the final semester (6th semester for nominal students), the Exam Board 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 Exam Board may conduct its own examination of the student's knowledge of one or more components or aspects of the degree programme, if and in so far as the results of the relevant assessments provide grounds 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 Exam Board has determined that the student has fulfilled the requirements of the examination programme. The student must be registered for the degree programme on the date on which the examination is registered.
4. The examination will be passed on the condition that all courses have been passed.
5. A further condition for passing the examination and receiving the degree certificate is that the student was registered for the degree programme during the period in which the assessments and the examination were taken. If the student does not fulfil this condition, the Executive Board may issue a statement of no objection to the passing of the examination and the issuing of the degree certificate, after the student has paid the tuition fees and administration charges owing for the 'missing' periods.
6. A student who has passed the examination and is therefore entitled to be awarded a certificate, may request that the Exam Board delay the granting of the certificate and the date of examination. Such a request must be submitted within ten working days after the student has been informed of the examination results, stating the date on which the student wishes to receive the certificate. The Exam Board will in any case grant the request in the academic year 2019-2020 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 abroad;
 - The examination date may be postponed once only, for the duration of a maximum of one academic year.

Art. 6.2 – Distinctions

- 1 Distinctions are based on the final GPA and will be awarded to the Bachelor's Degree examination if each of the following conditions has been fulfilled:
 - o exemptions that do not count towards the GPA have been obtained for not more than 60 credits
 - o the Exam Board has not taken the decision (as referred to in art. 5.14, paragraph 4 under b) stating that fraud/plagiarism has been determined and that the student therefore is not eligible for an honourable degree classification (cum laude)
 - o has passed the final examination of the Bachelor's Degree Programme within three years (3.5 years for students who fulfilled an official board position)
 - o The bachelor thesis should be graded at least A- and be completed on time, including any approved extensions
- 2 The following distinctions will be awarded with the bachelor degree:
 - o GPA 2.00 to 3.49 No qualification
 - o GPA 3.50 to 3.79 Cum laude
 - o GPA 3.80 to 3.89 Magna cum laude
 - o GPA 3.90 to 4.00 Summa cum laude
- 3 The Dean will review potentially equivocal cases to determine whether a higher distinction is in order; petitions for review cannot be made
- 4 Transitional provision: for students who were already enrolled in the programme before 2017-2018 (i.e. 2016-2017 ½ or earlier), the following distinctions are applicable:
 - o GPA 2.00 to 2.99 No qualification
 - o GPA 3.00 to 3.49 Honors
 - o GPA 3.50 to 3.79 Cum laude
 - o GPA 3.80 to 3.89 Magna cum laude
 - o GPA 3.90 to 4.00 Summa cum laude

Art. 6.3 – Degree

1. The 'Bachelor of Arts' or 'Bachelor of Science' degree will be awarded to the student who passes the examination.
2. The degree awarded will be noted on the degree certificate.
3. It is the student's responsibility to fulfill all requirements for the degree as outlined in art. 3

Art. 6.4 – Certificate and International Diploma Supplement

1. The Exam Board will award a certificate as proof that the examination was passed. One certificate will be issued for each degree programme, also if a student completes several programmes.
2. The Exam Board 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 degree 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 an explanation of the grading system, on the basis of alpha-numerical grades.
2. The weighted average grade represents the academic performance of the student on a scale of 0-4. It is calculated on the basis of the applicable alpha-numerical results for the courses the student has passed within the examination programme. Courses that have not been assessed alpha-numerically do not count towards the calculation. Weighting is on the basis of the credits per course.

SECTION 7 – STUDENT COUNSELLING

Art. 7.1 – Records of students' progress

1. The faculty must record the individual academic results of the students and make them available through Osiris Student.
2. A certified preliminary list of grades can be obtained at the Registrar's Office.

Art. 7.2 – Student counselling

1. The faculty will provide for the introduction and counselling of the students registered for the degree programme, which also includes orientating them regarding possible courses of study in and outside the degree programme.
2. Student counselling includes:
 - o an introduction in the first week of the first semester of the first academic year
 - o assignment of a tutor to all Bachelor's students who will introduce them to the study programme throughout the first semester and who is available for guidance for their further studies and in making choices during the Bachelor's programme;
 - o group and individual advice on possible courses of study in and outside the degree programme, partly with a view to professional opportunities after the Master's Degree Programme and on opportunities to enter the job market immediately after obtaining the Bachelor's Degree;
 - o group and individual advice on study skills, study planning and the choice of further studies after receiving the Bachelor's degree;
 - o referring and assisting students when they encounter difficulties during their studies;
 - o referring students who deregister from the degree programme before 1 February during the year of first registration to a more suitable degree programme;
 - o A portfolio can be used as an instrument for counselling on a 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 Learning Accommodations Agreement. Requests for a Learning Accommodations Agreement must be submitted to the Student Life Officer.

art. 7.4 – Good standing

1. General agreements
 - o To remain in good standing overall, students must fulfill the requirements of good academic standing and good social standing (cf. this ARR and Campus Life Rules and Guidelines).
 - o Students who disregard or violate standards of conduct derived from the rules and regulations in the Campus Life Rules and Guidelines may be – depending on the gravity of the situation – subject to a fine, social probation, or academic probation. This is in accordance with the *Reglement University College Utrecht*, art. 2.1., as approved by the Executive Board, on 29 June 2004.
 - o 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.
2. Requirements for good academic standing
 - o To remain in good academic standing students must observe the academic honour code and fulfill the following academic requirements:
 - o Earn 30 credits per semester, unless a course load reduction has been approved
 - o Pass all courses
 - o Maintain a 2.0 grade point average in any given semester and overall
 - o Earn no more than one D in any given semester or any two consecutive semesters
 - o Otherwise attain minimum standards of performance as listed in section 3.
3. Measures: Academic probation and termination of studies at UCU
 - o 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.

- o A student on academic probation is required to meet with their 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.
 - o A student on academic probation:
 - o will meet regularly with their tutor,
 - o may not take more than 30 credits,
 - o must make up for any credit shortage within two semesters of its occurrence
 - o 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 the outcome to the Dean.
 - o Students who fail to maintain good academic standing and are due 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.
 - o The Dean, on the basis of tutorial recommendations, may also require such students to change their course programme or to complete additional work. The Dean informs these students in writing as soon as decisions have been finalised.
 - o 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.
 - o The student will be informed in writing of the academic probation and/or decision that the student has to leave the college.
 - o 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.
 - o For appeals, see art. 8.6.
4. Shortage of credit
- o Any student who does not obtain 30 credits per semester has a credit shortage, except in case of previously granted requests for fewer credits.
 - o Any credit shortage must be made up within two semesters of its occurrence.
 - o A student entering their 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.

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 that clearly lead to an unreasonable outcome, a decision will be taken by the Dean or the Director of Education or on behalf of the Dean, after the Exam Board has expressed its view. If, on the basis of the law, the decision falls within the competence of the Exam Board, the Dean will send the request to the Exam Board to handle.

Art. 8.2 – Amendments

1. Amendments to these regulations will be laid down by the Dean, after consulting the degree programme advisory committee and the Faculty 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. Furthermore, an amendment may not have an adverse effect for students on a decision taken pursuant to these regulations by the Exam Board with respect to a particular student.

Art. 8.3 – Publication

The Dean will provide for the publication of these regulations, as well as each amendment, on the website.

Art. 8.4 – Effective date

These regulations take effect on 1 September 2019.

Art. 8.5 – Requests for exemptions

1. Requests for exemptions from all rules and regulations pertaining to the educational programme are to be made in writing to the Exam Board via the tutor. The Exam Board strives to handle all requests within ten working days.
2. Students may request reconsideration of previous decisions by the Exam Board based on new evidence.

Art. 8.6 – Final provisions

1. Changes in academic rules take effect at the beginning of each academic year.
2. All changes apply to all students, except for changes to requirements appearing in Art 3.5. 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.
3. The academic rules and regulations are published each year on the University College Utrecht student website.
4. Every member of the University College Utrecht community is responsible for knowing all academic rules and regulations.
5. Procedures can be found on the [UCU student website](#).

Art. 8.6 – Appeal

If the student wants to appeal a final decision by the Exam Board, they 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 and 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, they can contact the Executive Board of Utrecht University (*College van Bestuur*)

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