

**Education and Examination Regulations  
2021 - 2022**

of the

Bachelor's Degree Programmes

**Celtic Languages and Culture  
English Language and Culture  
History  
Linguistics  
Literary Studies  
Media and Culture  
Philosophy, Politics and Economics (PPE)**

within the Faculty of Humanities of Utrecht University

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

These regulations were adopted by the dean of the Faculty Humanities on March 11, 2021 with the approval of the Faculty Council on April 1, 2021.

## SECTION 1 – GENERAL PROVISIONS

### art. 1.1 – applicability of the Regulations

These Regulations apply to the academic year 2021-2022 and apply to the teaching provisions, the tests and the examination of the Bachelor's Degree Programmes Celtic Languages and Culture, History, Literary Studies, Media and Culture and PPE, hereinafter referred to as: the degree programme, and to all students who are registered for the degree programme and to those who request to be admitted to the degree programme.<sup>1</sup>

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

### art. 1.2 – definition of terms

In these regulations, the following terms mean:

- a. The Act: the Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek).
- b. Student: anyone who is registered at the university to take courses and/or to sit interim examinations and the examinations of the degree programme.
- c. Credit: unit expressed in EC, whereby a credit is equal to 28 hours of study.
- d. 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.
- e. Course: the entire teaching and assessment of a unit of study of the degree programme, included in the University Course Catalogue.
- f. Test: interim examination within the meaning of art. 7.10 of the Act.
- g. Examination: the final Bachelor's examination of the degree programme which is passed if all requirements of the entire Bachelor's Degree Programme have been fulfilled.
- h. University Course Catalogue: the register of the courses given by the University which is kept on the responsibility of the Executive Board.
- i. 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 and which are characterised by contact between the students themselves, either virtually or in real time and/or virtual contact with lecturers
- j. Portfolio: the aggregate of documents concerning the academic achievements of the student within the degree programme chosen the student.
- k. Educational Facilities Contract: the contract concluded between the Director of Studies (or another officer on behalf of the degree programme) and a student with a disability or chronic illness, which lays down the necessary and reasonable facilities to which the student is entitled.

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<sup>1</sup> The EER is ordained annually and is applicable to all students registered for the programme and students who apply to the programme. Should regulations change, the new regulations will apply to everyone, unless transition regulations (in Nederlandse OER: overgangsregeling) are applicable to a particular group of students. For the transition regulations (in Nederlandse OER: overgangsregeling, dus *transition regulations*) see Annex 7.

- l. International Diploma Supplement: the supplement to the Bachelor Degree certificate, containing an explanation of the nature and contents of the degree programme (partly in an international context).
  - m. Semester: the time period defined in the university's annual calendar. The academic year consists of two semesters: semester 1 (blocks 1 and 2) and semester 2 (blocks 3 and 4).
- The other terms have the meanings ascribed to them by the Act.

## SECTION 2 – PREVIOUS EDUCATION

### **For degree programmes to which all pre-university profiles grant admission:**

#### **art. 2.1 – admission**

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

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

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

Holders of a foreign diploma may only register<sup>2</sup>:

1. once it has been demonstrated that the requirement of adequate command of the English language at the level of the Dutch pre-university education (vwo) examination has been fulfilled.
2. once it has been demonstrated that the requirement of adequate command of the English language is fulfilled. Students require an English language proficiency level of C1 (according to the Common European Framework<sup>3</sup>) for listening and reading and B2 (according to the Common European Framework) for speaking and writing, which can be demonstrated by sitting one of the following tests:
  - IELTS (International English Language Testing System), academic module. The minimum required IELTS score (overall band) must be: 6.5 with at least 5.5 for the component 'writing'.
  - TOEFL (Test of English as a Foreign Language). The minimum required TOEFL score is 83 with 24 reading, 22 listening, 20 speaking, 17 writing (internet-based test).
  - Cambridge EFL (English as a Foreign Language) Examinations, with one of the following certificates:
    - Cambridge English Advanced (CAE). Minimum score: 169 total, 162 writing.
    - Cambridge English Proficiency (CPE). Minimum score: 180 total, 162 writing.

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

#### **art. 2.3 - entrance examination**

See the programme specific part of the EER.

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<sup>2</sup> Only for English taught programmes. For language requirements for Dutch taught programmes, see Dutch EER.

<sup>3</sup> [www.coe.int/t/dq4/linguistic/cadre1\\_en.asp](http://www.coe.int/t/dq4/linguistic/cadre1_en.asp)

## SECTION 3 – CONTENTS AND STRUCTURE OF THE DEGREE PROGRAMME

### **art. 3.1 – aim of the degree programme<sup>4</sup>**

See the programme specific part of the EER.

### **art. 3.2 – attendance mode**

See the programme specific part of the EER.

### **art. 3.3 – language in which the degree programme is taught**

See the programme specific part of the EER. The reasons behind the language policy chosen for the degree programme is given in appendix 8.

### **art. 3.4 – study load**

1. The programme has a study load of 180 EC.
2. The degree programme contains courses on an advanced level<sup>5</sup> with a minimum study load of 45 EC (in major and optional course profile together).

### **art. 3.5 – major**

See the programme specific part of the EER.

### **art. 3.6 – optional course profile minor**

1. The degree programme consists of an optional course profile, for which the student chooses courses with a total study load of at least 60 EC. Excepted from this rule is the PPE programme, which has an optional course profile of 45 EC.
2. At least 15 EC of the courses of the optional course profile must be at an intermediate level.
3. Excepting the PPE programme, the optional course profile (profileringsruimte) needs to consist of an elective subject cluster (profileringspakket) of 30 EC as included in the programme specific part of the EER of the relevant programme, and of 30 EC free choice from all courses on offer within and / or outside the Faculty of Humanities.
4. The courses eligible for choice are those included in the University Course Catalogue, unless the Board of Examiners is of the opinion that a replication of content exists in relation to courses already completed by the student. In the event that courses are replicated in terms of their content, either wholly or in part, the Board of Examiners may limit the contribution of these courses to the examination through deduction of credits in proportion to the overlap.
5. If the student chooses a cluster of related courses within the optional course profile, which is provided by a faculty and designated as a 'minor' (see [www.uu.nl/university/minors](http://www.uu.nl/university/minors)), this designation will be quoted on the certificate of the examination.

### **art. 3.7 – courses taken at another Dutch institution**

1. Courses provided by another Dutch university or a funded or designated Dutch institution for higher vocational education are also optional components as referred to in Article 3.6(3) with the approval of the Board of Examiners. The Board of Examiners will decide the level of these courses. The credits and marks awarded by the other Dutch institution will be taken over.
2. The Board of Examiners 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 Board of Examiners may limit

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<sup>5</sup> See art. 4.1

the contribution of these courses to the examination through deduction of credits in proportion to the overlap.

3. If the courses are offered by another Dutch institution via Kies-Op-Maat, following approval by the Board of Examiners the financial compensation determined by Kies-op-Maat per credit actually obtained will be payable by the degree programme administration to the institution giving the course.

### **art. 3.8 – courses taken at a foreign university**

1. Courses provided by a foreign university are also eligible for choice as referred to in Article 3.6(3) with the approval of the Board of Examiners. The Board of Examiners will decide whether these courses are at a sufficient academic level. The Board of Examiners 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 Board of Examiners 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 contributing courses taken abroad:
  - stating at what moment and in what 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 Board of Examiners by the start of their exchange
3. Conversion of credits achieved for courses taken abroad is as follows:
  - a. The credits will be taken over for courses provided by foreign universities within the European Union/European Economic Area that work with the European Credit Transfer System (ECTS) which have been approved by the Board of Examiners as regards their content and level. Contrary to this, the Board of Examiners may decide to award a different number of credits if it is established that the credits awarded abroad do not correspond to the study hours.
  - b. The credits will be converted for courses provided by foreign universities outside the European Union/European Economic Area that do not work with the European Credit Transfer System (ECTS) which have been approved by the Board of Examiners as regards their content and level, in accordance with the university-wide conversion table. See [www.uu.nl/credit-omrekeningtabel](http://www.uu.nl/credit-omrekeningtabel). The Board of Examiners 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. Foreign grades are converted into the alphanumerical results Pass/Fail. In addition, the original grades and assessment scale will be recorded in OSIRIS. Furthermore, the original results will be printed on the International Diploma Supplement referred to in Article 6.4, stating the information from Nuffic concerning the grading scales at foreign institutions (<https://www.nuffic.nl/onderwerpen/onderwijssystemen>).
  - b. The foreign university will determine where the cut-off score lies for a pass, and records in the transcript whether the student has passed.
  - c. The foreign results will not count towards the student's average final mark.

### **art. 3.8a - area with negative travel advice**

1. Study components that require the student to travel to areas abroad or to the Caribbean part of the Kingdom for which the Ministry of Foreign Affairs has issued a travel warning of classification red (do not travel) or orange (only necessary travel) during the period that the study component is to be followed cannot be included in the programme. This also applies if the Ministry of Foreign Affairs has issued a negative travel advice from the Netherlands.
2. On behalf of the Dean, the provisions of the first paragraph may be deviated from in exceptional circumstances. Permission may only be granted if
  - it concerns a compulsory part of the study
  - for which there is no alternative, and
  - it is necessary to follow this course, and
  - in the opinion of the UU, there are sufficient guarantees that health and safety will be safeguarded.



### **art. 3.9 – courses taken elsewhere**

1. For the degree certificate of the Bachelor's examination of the degree programme to be awarded, at least half of the degree programme must have been passed in courses provided by Utrecht University.
2. Courses passed elsewhere during the degree programme can only be incorporated in the student's examination programme with prior permission from the Board of Examiners.
3. Exemption can be granted for courses passed at an institution of higher education prior to the start of the Bachelor's Degree Programme only on the basis of art. 5.11.
4. Notwithstanding to paragraph 3, courses that:
  - have been passed prior to starting the Bachelor's programme
  - are included in the University Course Catalogue
  - may be contributed to the optional course profile or major at the discretion of the Board of Examinerswill not be recorded as exemptions, but recorded in OSIRIS under the course name and the original mark and stated on the International Diploma Supplement referred to in Article 6.4.

### **art. 3.10 – 'Vrij programma'**

Not applicable.

### **art. 3.11 – Humanities Honours programme**

International students can participate in the Humanities Honours programme in a specifically tailored English language track.

1. The Humanities Honours programme has a study load of 45 EC. This load consists of
  - 2 courses with a total study load of 15 EC in the major
  - and one course with a total study load of 15 EC in the optional course profile.All in all, the honours programme has the following components:
  - Extracurricular course "Terreinverkenning" in year 2 (7.5 EC)
  - Extracurricular honours-thesis in year 3 (7.5 EC)
  - Extracurricular activities in the form of the organization of seminars, discussion meetings, trips, etc., including the mentoring of new HP-students. These activities are reflected on in a portfolioThe composition of the programme is listed in Annex 5.
2. Participants in the Humanities Honours programme will obtain academic experience abroad in the form of excursions, study trips, summer schools, student conferences and/or international exchange programmes.
3. Participants in the Humanities Honours programme will build a portfolio, consisting of the honours course assignments and feedback, extracurricular activities and international experience reports and annual reports in which students reflect on their academic development.
4. Selection of candidates and admission to the programme is dedicated to the selection committee, consisting of the honours director and the designated departmental honours coordinators. The candidate will receive a notification of admission to or rejection from the honours programme. This notification will make mention of the procedure to appeal the decision to the Executive Board (College van Bestuur).
5. Enrolling in the honours programme is possible at the start of the first semester in the second year of the study programme.
6. In the selection procedure for admission to the honours programme the following criteria apply:
  - a. The Humanities Honours programme is only accessible to Humanities students at Utrecht University.
  - b. Participants need to have good academic qualifications, evidenced by pre-university exams and/or study results.
  - c. Participants have broad academic interests, evidenced by resume, motivation and/or relevant essay.
  - d. Participants show initiative and creativity in deepening and broadening academic insights and skills, evidenced by resume, motivation and/or relevant essay.

- e. Participants are prepared to perform team and organizational activities, evidenced by resume, motivation letter and/or report of extracurricular activities.
7. The participation of students in the Honours programme can be terminated after one year if interest, motivation, commitment and/or study results do not live up to expectations. At the end of each HHP year of study an evaluation of performance and development will take place. The honours portfolio should contain reports of participation of at least two extracurricular activities (at least one each year), as well as provide a reflection of the student's learning process. The honours director can decide to remove a student, but must take into account any special circumstances that may apply as described in article 7.4, ninth and tenth section, which have been reported by the student as soon reasonably can be expected.
8. Upon successful completion of the Humanities Honours programme the participant will receive a special certificate signed by the Humanities Honours Programme Director and the chair of the board of examiners of the by the student completed major.
9. The student's right to a certificate for the Humanities Honours programme will expire if the student takes longer than four years in finishing their bachelor programme. It is possible for the honours director to make an exemption when the student has a reasonable explanation for the delay. This explanation has to be reported in writing at the honours director, before July 1 of the fourth bachelor year.

#### **art. 3.12 –teaching provision in practice**

1. The number of contact hours for the degree programme (number of scheduled contact hours for the different courses and, in addition, the scheduled or standardised supervision time) comes to:
  - for year 1: 12 to 18 hours/ week
  - for year 2 and 3: the Utrecht University average is at least 12 hours/week
2. The University Course Catalogue, or when the Course Catalogue doesn't provide the information the course outline or Blackboard, give the following details relating to each course:
  - a. the learning objectives.
  - b. the timetables.
  - c. the scheduling of the contact hours.
  - d. when and where the course tests take place.
3. Students can view the timetables of the courses, tests and supplementary tests for which they are registered via MyTimetable.

#### **art. 3.13 –flexible study**

Not applicable.

## SECTION 4 – EDUCATION

### **art. 4.1 – courses**

1. For the components of the degree programme, courses are provided with a study load of 7.5 credits or a multiple of this.
2. All courses that can be part of the degree programme are included in the University Course Catalogue.
3. Courses are given at one of the following levels:
  1. introductory
  2. intermediate
  3. advanced

### **art. 4.2 – entry requirements of courses: previous education**

1. Certain courses have specific entry requirements. These courses are listed in the University Course Catalogue and on the student website. Notwithstanding the provisions of the first paragraph, the University Course Catalogue indicates which previous education is desired to be able to participate in and pass each course.

### **art. 4.3 – registration for courses**

Participation in a course is possible only if a student has registered for it in good time through OSIRIS Student. See: <https://students.uu.nl/en/practical-information/enrolment/course-registration>

### **art. 4.4 - participation in courses: priority rules**

1. Selection committees can be instated before the course registration period for courses with a limited capacity. Selection for courses with a limited capacity concerns primarily students who meet the priority rules for this course. Priority are mentioned in the University Course Catalogue. Students who do not receive priority by means of the above mentioned procedure will be appointed by lot or on grounds of substance.
2. The appointment procedure's time schedule will be published on the student website.
3. When the appointment procedure has finished, students will be informed of the results by email. If a student believes this result to be unjust, they can indicate this following the procedure stated in the email.
4. The appointment will be executed by the Director of Studies (or a delegated staff member) and the departmental monitor (or a replacement appointed by the student assessor). If desired, they can consult the academic advisor on the need for appointment.

### **art. 4.5 – compulsory attendance and obligation to fulfill the effort requirement**

1. All students are expected to participate actively in the course for which they are registered.
2. Besides the general requirement for the student to participate actively in the course, the additional requirements for each course are listed in the University Course Catalogue. In the course manual and/or well before the start of the course it will be specified which qualitative and quantitative requirements apply to the participation of the student and what the consequences are, should the student not comply with these requirements.
3. In the event of qualitatively or quantitatively inadequate participation, the course coordinator may exclude students from further participation in the course or part of it.

### **art. 4.6 – Early Exit: ending of courses for international students for the Christmas holiday**

Annex 4 shows the courses that international students can complete in block 2 before the study-free holiday at the end of December. This 'early exit' is applicable to exchange students who are expected at their home university in January. Students will receive a course load of 5 EC (instead

of 7.5 EC).The International Office keeps track of students to whom this may apply. The early exit option applies to all BA courses that are open to exchange students in block 2.

**art. 4.7 – evaluation of quality of the education**

See the programme specific part of the EER.

## SECTION 5 – TESTING

### art. 5.1 – general

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

### art. 5.2 – Board of Examiners

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

### art. 5.3 - scoring of BA Thesis

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

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<sup>6</sup> Also sometimes called 'Rules and Guidelines'.

#### **art. 5.4 – marks**

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

#### **art. 5.5 – resit exam: additional or substitute test**

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

#### **art. 5.6 – form of assessment**

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

#### **art. 5.7 – oral testing**

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

#### **art. 5.8 –testing provision in special cases**

1. If students need one (previously sat but not passed) course of 7.5 EC at most to pass the Bachelor's examination, and not making provision for an individual testing possibility would demonstrably result in a delay in studies of more than a semester, the students may request to be eligible for an individual test.
2. If not providing for an individual testing possibility would result in a 'special case of manifest unfairness', the Board of Examiners may decide to provide for such a test.
3. Requests for a special testing possibility must be submitted to the Board of Examiners as soon as possible, with evidence.
4. Article 5.5 is applicable by analogy to the individual testing possibility referred to in the first and second paragraph. This means that students who:
  - have missed the regular final examination or compulsory partial test of the course due to circumstances beyond their control, and
  - have given notice of absence beforehand, according to the procedure as stated on the students website, and
  - sit the test after all by way of an individual testing possibilitywill be given one opportunity to sit a supplementary or alternative test if they have been given an failing final mark of at least a four.

#### **art. 5.9 – time limit for marking tests**

1. The examiner must determine the mark as soon as possible after administering an oral test, provide the student with a written statement of the mark if possible and provide the faculty administration with the concerning data.
2. The examiner must mark a (written) test within 10 working days of the date on which it was taken, and supply the administration of the Faculty with the information necessary to issue the student with written or electronic proof of the mark.
3. If the mark is not available within this period time for reasons of force majeure, the examiner must communicate this to the student as soon as possible, indicating when the mark will be determined. Force majeure may only be registered in consultation with the Director of Studies
4. If the thesis is assessed by a third lecturer (see 5.3), a new marking period of 10 working days starts immediately after the first marking period. During the summer recess the second marking period may start later, but the final mark has to be administered in Osiris by 31 August. It is not possible to start a new marking period after the second period has expired.

#### **art. 5.10 – period of validity**

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

#### **art. 5.11 – right of inspection**

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

#### **Art. 5.12 – retention time for tests**

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

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

#### **art. 5.13 – exemption**

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

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

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

#### **art. 5.14 – obtaining more than one degree**

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

#### **art. 5.15 – fraud and plagiarism**

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

Fraud includes:

- cheating during tests. The person offering the opportunity to cheat is an accessory to fraud
- share answers with others while taking a test
- seeking the help of third parties during a test
- being in possession of (i.e. having/carrying) tools and resources during tests, such as pre-programmed calculators, mobile phones, smartwatch, smartglasses, books, course readers, notes, etc., consultation of which is not explicitly permitted
- having others carry out all or part of an assignment and passing this off as own work
- gaining access to questions or answers of an examination prior to the date or time that the test takes place
- perform (or try to perform) (technical) changes that undermine the (digital) testing system
- making up survey or interview answers or research data
- wrongly signing or having another 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 source references. Plagiarism includes the following:

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



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

2. a. In all cases in which fraud or plagiarism is found or suspected, the examiner will inform the student and the board of examiners of this in writing.
- b. The Board of Examiners will give the student the opportunity:
  - to respond to that in writing, within 10 working days
  - to be heard
3. The Board of Examiners will determine whether fraud or plagiarism has occurred and will inform the student of its decision in writing and of any sanctions in accordance with the stipulations of the fourth paragraph, stating the possibility of appeal to the Examination Appeals Board.
4. The Board of Examiners is authorized to impose sanctions. In doing so, the Board of Examiners shall ensure that the sanction is proportionate: the consequences of the sanction shall be in proportion to the degree and seriousness of the fraud or plagiarism committed.
5. One or more of the following sanctions may be imposed, depending on the nature and extent of the fraud or plagiarism committed, and the circumstances in which the fraud or plagiarism was committed, as well as the student's study phase:
  - invalidation of the paper or test submitted
  - reprimand, a note of which will be made in OSIRIS
  - removal from the course
  - no longer being eligible for a positive degree classification (cum laude) as referred to in article 6.2
  - exclusion from participation in tests belonging to the course concerned for the current academic year, or for a maximum period of 12 months
  - complete exclusion from participation in all tests for a maximum period of 12 months
6. In the case of extremely serious and/or repeated fraud or plagiarism, the Board of Examiners may recommend that the Executive Board permanently terminate the concerned student's registration for the programme.
7. If the Board of Examiners determines that there has been widespread or organised fraud and/or plagiarism, on a scale which would affect the test results in their entirety, the Board of Examiners will decide without delay that the test concerned is invalid and that all the participants must resit the whole test at short notice. The Board of Examiners will set the date on which the test 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 test.

## SECTION 6 – EXAMINATION

### art. 6.1 – examination

1. As soon as the student has fulfilled the requirements of the examination programme, the Board of Examiners will determine the result of the examination and award a degree certificate as referred to in art. 6.4.
2. Prior to determining the result of the examination, the Board of Examiners may conduct their own examination of the student's knowledge of one or more components or aspects of the degree programme, if and in so far as the results of the relevant tests give them reason to do so.
3. Assessment of the examinations file constitutes part of the final examination. The date of examination will be the last working day of the month in which the Board of Examiners has determined that the student has fulfilled the requirements of the examinations programme. The student must be registered for the degree programme on the date of the examination.
4. The examination will be passed on condition that all courses have been passed, the thesis should be archived in the thesis archive by the student as well. When the programme requires a portfolio (art. 7.5), the portfolio, as referred to in art. 7.5 has to have been graded as satisfactory.
5. A further condition for passing the examination and receiving the certificate is that the student was registered for the course during the period in which the tests and the examination were taken. If the student does not fulfil this condition, the Executive Board may issue a statement of no objection in relation to the passing of the examination and the issue of the certificate, after the student has paid the tuition fees and administration charges owing for the 'missing' periods.
6. A student who has passed an examination and is therefore entitled to be awarded a certificate, may request that the Board of Examiners delay the granting of the certificate and the date of examination. Such a request must be submitted within 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 Board of Examiners will in any case grant the request in the academic year 2020 - 2021 if the student:
  - plans to fulfil a management position for which Utrecht University has provided a board activities grant
  - plans to do a traineeship or take a course of a study programme abroad
  - is obliged to take courses required for admission to a Master's Degree ProgrammeThe examination dates may be postponed once only, for the duration of a maximum of thirteen months.

### art. 6.2 – cum laude classification

1. The 'cum laude' distinction will be awarded to the Bachelor's Degree examination if each of the following conditions has been fulfilled:
  - for 150 EC out of 180 EC a weighted average mark of at least 8.0 has been earned for the courses of the Bachelor's Degree Programme
  - the mark earned for the BA thesis is at least 8.5
  - exemptions that do not count have been obtained for not more than 60 EC
  - the Board of Examiners has not taken the decision (as referred to art. 5.14, paragraph 4 under b) stating that fraud/plagiarism has been ascertained and that the student therefore is not eligible for a positive degree classification (cum laude)
  - if the student has passed the final examination of the Bachelor's Degree Programme within four yearsAs a one-time exception, full-time students who started on 1 September 2017 are subject to a relaxation of the conditions regarding the number of years of study:
  - The period from September 2021 up to and including February 2022 is not included in the calculation of the number of years of study.
2. Results that have not been expressed in a mark will not be counted in the assessment of the degree classification.
3. The Board of Examiners may, on its own initiative or the initiative of a teacher, in individual cases make an exception to this rule, to the advantage of the student.
4. The cum laude classification will be stated on the degree certificate.

### **art. 6.3 – degree**

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

### **art. 6.4 – certificate and International Diploma Supplement**

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

### **art. 6.5 – honours**

If the honours programme as referred to in art. 3.11 has been passed, a separate certificate will be awarded on which this is stated.

### **art. 6.6 – Grading Tables**

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

The calculation of the Grading Table is on the basis of all valid passes, except alphanumerical results, not weighted according to study load, in the three most recent academic years, of students who were actively registered for a Bachelor's degree programme at Utrecht University.

## SECTION 7 – STUDENT COUNSELLING

### **art. 7.1 – student progress report**

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

### **art. 7.2 – academic advice and support**

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. Academic advice and support includes:
  - a mandatory matching process for prospective students before enrolment for a Bachelor's programme<sup>7</sup> with the purpose of guiding students in their choice of study to fit their ambition, expectations, and options
  - an introduction in the first week of the first semester of the first academic year
  - assignment of a tutor to all Bachelor's students who will introduce them to the study throughout the first semester and who is available for guidance for their further studies and in making choices during the Bachelor's phase
  - group and individual advice on possible courses of study in and outside the study programme, partly with a view to professional opportunities after the Master's Degree Programme and on opportunities to enter the labour market immediately after obtaining the Bachelor's Degree
  - group and individual advice on study skills, study planning and the choice of continuing study paths after receiving the Bachelor's degree
  - referring on and assisting students when they encounter difficulties during their studies;
  - referring students who deregister from the degree programme before 1 February of the year of first registration to a more suitable degree programme
  - an individual matching activity for those who are referred to the degree programme from another degree programme at Utrecht University during the course of the academic year
  - giving a urgent recommendation after the first semester and a binding recommendation after the second semester of the first year, based on all credits earned on their continuation of studies
3. A portfolio can be used as an instrument for counselling on future course of study.

### **art. 7.3 – disability and chronic illness**

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

### **art. 7.4 – (binding) recommendation on academic advancement**

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

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<sup>7</sup> with the exception of selective programmes and programmes subject to a quota.

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

#### **art. 7.5 – portfolio**

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

## SECTION 8 – TRANSITIONAL AND FINAL PROVISIONS

### **art. 8.1– safety net scheme**

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

### **art. 8.2 – amendments**

1. Amendments to these regulations will be laid down by the dean, after consulting the curriculum 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. Nor may an amendment have an adverse effect for students on a decision taken pursuant to these Regulations by the Board of Examiners with respect to a student.

### **art. 8.3 – publication**

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

### **art. 8.4 – effective date**

These Regulations take effect on 1 September 2021.

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## ANNEX

### 1. Compulsory courses major

See the programme specific part of the EER.

### 2. Electives major

See the programme specific part of the EER.

### 3. Units in optional course profile (profielingspakketten)

See the programme specific part of the EER.

### 4. Courses on offer for exchange students

See <https://www.uu.nl/en/education/exchange-students-humanities/course-information>

### 5. Honours

Composition of the Humanities Honours Programme:

#### Year 2

- HHP2V14001 Honours 'Terreinverkenning'. Introductory Course Humanities Honours Programme (extracurricular, blocks 1-2, 7.5 EC): reflection on the field of study
- Context Course 'Goed in Geesteswetenschappen' (block 2, 7.5 EC, within major): multidisciplinary study of the foundations, competences and approaches within the humanities
- HHP3V14001 Honours Research Seminar (blocks 3-4, 15 EC, optional course profile): course aiming at deepening honours research skills and international orientation of the students

#### Year 3

- Honoursthesis (Blocks 1-4, 15 EC, of which 7.5 extracurricular): Thesis with extra requirements in size, literature and research.

#### Portfolio (0 EC)

An integral unit of the Humanities Honours Programme is a portfolio, consisting of products and evaluations of honours courses, reports on extracurricular activities, reflections on academic development.

#### Extracurricular activities are:

- independent organization of discussion meetings, seminars, excursions
- presentations of honours course results in the honours conference at the end of each study year
- international experiences such as excursions, study trips, summer schools, international exchange programmes

### 6. Equivalent previous education

#### THE NETHERLANDS:

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

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

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

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

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

Higher professional education diploma in culture:

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

#### INTERNATIONAL BACCALAUREATE

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

#### SURINAM

Certificate pre-university education.

### 7. Transitional provisions

The Education and Examination Regulations 2021-2022 apply to all students who are registered for a Bachelor's programme at the Faculty of Humanities in the academic year 2021-2022. For students who started their studies at an earlier time, a transitional arrangement may apply to some clauses in the faculty part. You will find these arrangements below. For the transition regulations of the programme, see the programme specific part of that programme.

There are no transitional provisions.

### 8. Language of instruction

The language of instruction of the bachelor's programmes governed by this EER is English. These are internationally oriented study programmes, which aim to foster an international classroom in order to enhance the quality of the programme and the learning experience of their students. Research in the field generally makes use of English as the language of communication. Secondary literature is usually in English. The programme prepares the students for masters' programmes in English and for an international labour market. For the bachelor's programme English language and culture, moreover, English is the language of instruction in order to enable students to acquire the level of language proficiency that is specified in the intended learning outcomes of the degree programme.