

This document "Bachelor's Degree Programmes Education and Examination Regulations 2018-2019 of the faculty of Science" (EER) is a translation of the Dutch "Onderwijs- en examenregeling Bacheloropleidingen Undergraduate School Bètawetenschappen 2018-2019" (OER). No rights can be derived from this translation other than stipulated in the Dutch OER.

Education and Examination Regulations

Bachelor's Degree Programmes

Faculty of Science

2018 - 2019

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

These regulations were adopted by the dean of the Faculty of Science on July 10th 2018 with the approval of the Faculty Council on May 31 2018.

SECTION 1 – GENERAL PROVISIONS

art. 1.1 – applicability of the Regulations

These Regulations apply to the academic year 2018-2019 and apply to the education, the tests and the examination of the Bachelor's Degree Programmes of the Undergraduate School of Science: Biology, Pharmacie, Computer Science, Information Science, Physics and Astronomy, Chemistry and Mathematics, hereinafter referred to as: the Programme, and to all students who are registered for the Programme and to all those who request to be admitted to the Programme. If an article deals specifically with an individual Bachelor's programme, this can be found in Appendix A (Biology), Appendix B (Pharmacy), Appendix C (Computer Science), Appendix D (Information Science), Appendix E (Physics and Astronomy), Appendix F (Chemistry) and Appendix G (Mathematics).

The Programme is provided by the Undergraduate School of the faculty of Science, hereinafter referred to as: the Faculty.

art. 1.2 – definition of terms

In these regulations, the following terms mean:

- a. The Act: the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*);
- b. student: anyone who is registered at the university to take courses and/or to sit interim examinations and the examinations of the Programme;
- c. credit: unit expressed in ECTS, whereby a credit is equal to 28 hours of study;
- d. language code of conduct: the rules of conduct relating to education 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*)¹;
- e. study programme: the Bachelor's Degree Programme referred to in art. 1.1 of these Regulations, consisting of a coherent whole of units of study;
- f. course: the entire teaching and assessment of a unit of study of the Programme, included in the University Course Catalogue;
- g. major: a coherent set of courses that constitute the main direction of the program
- h. minor: a coherent set of courses with a magnitude of 30 EC, other than its own major
- i. Science Honours Academy: all the honors education of the Faculty of Science is part of the Science Honours Academy. The Science Honours Academy has an honors director.
- j. Honours education: The honors education in the Faculty of Science consists of the honors programmes of undergraduate school (see article 3.9.), the double Bachelor's degrees (see article 3.6.);
- k. Honours program: additionally and challenging, partly extra curricular, 45-credit programme for selected students;
- l. test: interim examination within the meaning of art. 7.10 of the Act;
- m. 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;
- n. University Course Catalogue: the register of the courses given by the University which is kept under the responsibility of the Executive Board;
- o. portfolio: the aggregate of documents concerning the academic achievements of the student within the study programme chosen by him/her;
- p. course coordinator: the teacher who is the contact for the course;
- q. course examiner: the teacher appointed by the Board of Examiners which is responsible for the examining of achieving the goals;
- r. Educational Facilities Contract: the contract concluded between the education director (or another officer on behalf of the study programme) and a disabled student, which lays down the necessary and reasonable facilities to which the student is entitled;
- s. International Diploma Supplement: the supplement to the Bachelor's Degree certificate, containing an explanation of the nature and contents of the study programme (partly in an international context)².
- t. Semester: a teaching period which is composed of two periods of ten weeks.

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

¹ See article 3.3

² For Chemistry a euro bachelor certificate will be awarded, which is the annex to the testimonial in which the European Chemistry Thematic Network agreed quality of education is guaranteed.

SECTION 2 – PREVIOUS EDUCATION

art. 2.1 – admission

- a. In addition to the diplomas referred to in the Act which grant admission, the holder of a diploma of the equivalent previous education referred to under 3 in the annex will be admitted to the study programme, provided the conditions referred to in paragraph 2 are fulfilled.
- b. Anyone who does not have a diploma with the pre-university profile (which immediately grants admission to the study programme; see annex A-G), but does have an equivalent diploma which grants admission on the basis of the Act or paragraph 1, may register for the study programme only after demonstrating that he³ has sufficient knowledge, at the level of the final pre-university education examination, of the following subjects of the required pre-university profile: see annex A-G
- c. Anyone who does not have a diploma with the pre-university education profile (which gives direct admission to the study programme), but who does have a first-year diploma awarded by a university of applied sciences (*'hogeschool'*), may register for the study programme only after demonstrating that he has sufficient knowledge, at the level of the pre-university education final examination, of the following subjects: see annex A-G
- d. Deficiencies in previous education in the subjects referred to in paragraph 2 must have been made up before the start of the study programme. The student can demonstrate this by having passed the relevant tests of Boswell Bèta or the Central Committees for Preliminary Examinations in Biology / Physics / Chemistry / Mathematics⁴. In special cases, the Board of Examiners can charge a university lecturer in the relevant subject with the administration of one or more tests.

For restricted-admission study programmes with selection

- e. Only candidates who on the grounds of the 'Regulations governing bachelor degree programmes with selection under a fixed quota' have received a statement of admission may register for the study programme.

art. 2.2 – language requirement for holders of a foreign diploma

Holders of a foreign diploma may only register:

- a. once the requirement of adequate command of the Dutch language has been satisfied through passing the state examination in Dutch as a Second Language, Programme 2, or the certificate in Dutch as a Second Language, '*Educatief Professioneel*' (formerly '*Profiel Academische Taalvaardigheid*') or '*Educatief Startbekwaam*' (formerly '*Profiel Taalvaardigheid Hoger Onderwijs*') and ⁵⁶
- b. 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.
Deficiencies in previous education in English must have been made up before the start of the study programme. The student must demonstrate this by having passed one of the following tests:
 - o IELTS (International English Language Testing System), academic module. The minimum required IELTS score (overall band) must be: 6.0 with at least 5.5 for the component 'writing'.
 - o TOEFL (Test of English as a Foreign Language). The minimum required TOEFL score is: 83 (internet-based test).
 - o Cambridge EFL (English as a Foreign Language) Examinations, with one of the following certificates:
 - Cambridge Certificate in Advanced English; minimum score: C;
 - Cambridge Certificate of Proficiency in English; minimum score: C.

³ For the sake of readability, 'he' is used in the text. Where it says 'he', of course, 'she' can also be read.

⁴ For Pharmacy, the prior education requirements must be met before August 1st.

⁵ Item a may not be required for a Bachelor's course in English

⁶ For students that are selected for the College of Pharmaceutical Sciences, only article 2.2.b applies.

art. 2.3 – entrance examination

The entrance examination referred to in art. 7.29 of the Act, concerns the following subjects at the level indicated: see annex A-G

SECTION 3 – CONTENTS AND STRUCTURE OF THE STUDY PROGRAMME

art. 3.1 – aim of the study programme

1. The programme aims to:
 - provide knowledge, skills and insight in the field of the major, and enable achievement of the exit requirements referred to in paragraph 2.
 - 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 one's own language;
 - application of specific knowledge of a field in a broader academic, philosophy of science and socio-cultural context;
 - standards of conduct applicable during studies and within the discipline.
 - prepare the student for further study.
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:
 - has knowledge of and insight into the field of the major;
 - has knowledge of and insight into the theoretical and methodological foundations of the major;
 - has general academic skills, particularly in relation to the major;
 - is able to apply knowledge and insight in a way that demonstrates a professional approach to his or her work or profession
 - can reformulate a practical question or problem in the field into a clear and investigable formulation of the problem; adequately put the terms contained in this into operation; study a subject from both theoretical and empirical angles, in their interrelationship; present the result in a coherent argument, closing with a clear, synthesising conclusion; use the results to answer the practical question or help to clarify and, if possible, solve the problem; form opinion partly based on weighing relevant social, academic or ethical aspects.
 - is able to communicate information, ideas and solutions to an audience composed of specialists or non-specialists.
 - has the learning skills necessary to enter a Master's Degree Programme.

art. 3.2 – attendance mode

This is a full-time study programme.

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

1. The study programme will be given in Dutch⁷.
2. Contrary to paragraph 1, one or more courses in the study programme may be given in English if non-Dutch speaking exchange students take the course and/or if the teacher (s) of the course do not master the Dutch language adequately. In addition, level 2 and 3 courses⁸ can be offered in English, in order to adequately prepare students for English-taught Master's programmes.

⁷ The study programme of the College of Pharmaceutical Sciences will be taught in English

⁸ See art. 4.1

art. 3.4 – credit load

1. The programme has a credit load of 180 credits.
2. The study programme contains courses at advanced level⁹ with a minimum credit load of 45 credits in the major.

art. 3.5 – major

1. The content and conditions associated with the major can be found in the program-specific Annexes A-G.
2. A thesis is included in the major, with a credit load of *at least 7.5 credits* (see annex A-G), whereby the student has the possibility to do a concluding project as proof of competency that combines the required knowledge, skills and attitudes.⁸

art. 3.6 – Double bachelor degree

See annex A-G

art. 3.7 – optional extension courses, minor

1. The study programme allows for optional extension courses, from which the student chooses courses with a total credit load of at least 45 credits¹⁰.
2. At least 15 credits of the courses of the optional extension courses must be at an intermediate level.
3. 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 addition, courses may be chosen – subject to approval by the Board of Examiners – provided by a university in or outside of the Netherlands or by a funded or designated Dutch higher vocational education institution. In such cases, the Board of Examiners will determine the level of these courses.
The Board of Examiners will withhold approval if, in its opinion, a replication of content exists in relation to courses already completed by the student. In the event that courses are replicated in terms of their content, either wholly or in part, the Board of Examiners may limit the contribution of these courses to the examination through deduction of credits in proportion to the overlap.
4. If the student chooses a related whole of courses which is provided by a faculty and indicated as a 'minor' (see www.uu.nl/university/minors), this indication will be quoted on the certificate of his or her examination.

art. 3.8 – components take elsewhere

1. The condition for gaining the degree certificate of the Bachelor's examination of the study programme is that at least half¹⁰ of the study programme has been passed in courses provided by Utrecht University.
2. Courses passed elsewhere during the study programme can only be incorporated in the student's examination programme with prior permission from the Board of Examiners.
3. Exemption can be granted for courses passed at an institution of higher education prior to the start of the Bachelor's Degree Programme only on the basis of art. 5.13.

art. 3.9 – Honours Programmes in the Science Honours Academy

1. The Honours programme has a study load of 45 credits. This is made up of courses with a total study load of 15 to 30 credits that are taken in the major subject. The Honours programme also provides for the extra-curricular activities with a total study load of 15 credits. *Part of the Honours programme is an Honours thesis with a study load of at least 7.5 credits.* The composition of the programme is set out in Annex A-G.

⁹ See art. 4.1

¹⁰ For double bachelors, the total credit load of extension courses differs and can be found in the appendices A-G
Model EER Bachelor's Degree Programme – 2018-2019

Each Honours student is expected to take active part in extra-curricular activities within the Honours community. Students gain international experience in the Honours programme.

2. The selection of candidates and admission to the programme is entrusted to the Programme Selection Committee of the individual honoursprogrammes. van de individuele honoursprogramma's .The candidate receives an admission or rejection decision in respect of the Honours programme. Reference is made in this decision to the possibility of lodging an objection with the education director.
3. Entry requirements into the Honours programme can be found in annex A-G.
4. At the end of each academic year, the progress of the students will be evaluated in the honours programme. The criteria used for evaluation are available at the Science Honours Academy website. Based on this evaluation the Educational Director shall decide whether or not the student may continue or stop the honours programme.

art. 3.10 – actual teaching structure

1. The number of contact hours for the study programme (number of scheduled contact hours for the different courses and, in addition, the scheduled or standardised supervision time) comes to at least 12 hours per week.
2. The University Course Catalogue gives (*alternative: the course directories give/the digital learning environment: Blackboard gives*) the following details relating to each course:
 - a. scheduling of the educational activities
 - b. timetables and scheduling of the hourly periods
 - c. scheduled contact time per course
 - d. when and where the course examinations and tests take place.
3. Students can see the timetables for the courses for which they are registered on Osiris Student. Students can also look on MyTimetable to see when and where the examinations and tests will take place for the courses for which they are registered.

art. 3.11 – Information

The student should regularly consult his university e-mail address and the digital learning environment. Information disseminated is assumed to be announced via email and the digital learning environment.

SECTION 4 – EDUCATION

art. 4.1 – courses

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

art. 4.2 – entry requirements of courses; previous education

Participation in courses of the major is possible only if the student meets the entry requirements. 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

1. Participation in a course is possible only if a student has registered for it in good time through OSIRIS Student. See: www.uu.nl/registration_periods.
2. Students can unsubscribe from a course via OSIRIS student until the change-days prior to the relevant block.

art. 4.4 – participation in courses; priority rules

1. The University Course Catalogue indicates the maximum number of students for whom a course is provided.
2. Admission to courses with a limited capacity will take place on the basis of predetermined and published admission criteria and priority rules, on the understanding that students registered for the study programme will have priority for the courses which are part of the required part of their major.

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

1. Each student is expected to participate actively in the course for which he is registered.
2. Besides the general requirement for the student to participate actively in the course, the additional requirements for each course are listed in the University Course Catalogue. Unless otherwise stated, the minimum requirement for each course is that a student participates in all required tests and meets all deadlines.
3. In the event of qualitatively or quantitatively inadequate participation, the course coordinator may exclude the student from further participation in the course or part of it.

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

Annex A-G shows the courses that international students can complete in period 2 before the study-free holiday at the end of December.

art. 4.7 – evaluation of quality of the education

1. The education director is responsible for monitoring the quality of the education. To this end the education director will ensure that an evaluation of the courses is made, as well as an evaluation at curriculum level. In this quality control of the courses he will draw on the advice and suggestions for improvement of the degree programme committees on promoting and safeguarding the quality of the course.
2. Students who have participated in the course will be informed of the results of the course evaluation.

SECTION 5 – ASSESSMENT

art. 5.1 – general

1. During the course, the student will be tested for academic training¹¹ and the extent to which the student has sufficiently achieved the learning objectives set.
2. The University Course Catalogue describes the achievements the student must make to pass the course and the criteria on which the student is assessed.
3. Each course includes multiple testing opportunities. There is a point not later than halfway through the duration of the course, at which the teacher evaluates the student's progress and informs him/her of this.
4. The testing of the student will be completed by the end of the course.
5. The testing procedure is described in the Regulations¹² of the Board of Examiners.

art. 5.2 – Board of Examiners

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

art. 5.3 – scoring of 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).
2. If the thesis is written by more students, each student will receive an individual assessment based on his/her explicit contribution.

¹¹ See art. 3.1.1

¹² Also sometimes called 'Rules and Guidelines'

art. 5.4 – marks

1. The examiner grades each student who is registered for the course.
2. A course is rated on a numerical scale, or if it is not useful with a sufficient (V) or insufficient (ONV).
3. Numerical marks
 - are expressed as a number on a scale of 1 to 10; the final assessment of a course is either pass or fail, expressed in numbers: respectively 6 or higher and 5 or lower.
 - smaller than or equal to 5 and equal to 6 are expressed with no more than 1 decimal
 - between 5 and 6 are not provided with decimals.
4. If the assessment is determined as a weighted average of partial results, partial results will not be rounded. The average is rounded to the 1 decimal in accordance to paragraph 3.
5. If an assessment is solely determined by group work, these assessments must be traceable per individual student.
6. Notwithstanding paragraph 1 non-numeric marks will be granted in the following cases:
 - a student who is registered for a course and has not participated in any or in all the test modules will be given an NC (Not Completed);
 - a student who is registered for a course and has not participated in enough of the test modules to be eligible for an additional test, will be given a NVD (Not Completed);
 - a student who is registered for a course and has not participated all of the test modules but who is eligible for an additional test, will be given a AANV (RESIT);
 - a student who has been granted exemption by the Board of Examiners will be given a EX (*Exemption*);
 - if the Board of Examiners establishes fraud, the student may be given an FR (*FRaud*) as the result.

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

1. If the student has fulfilled all obligations to perform to the best of his or her ability during the course, as long as the final (failing) mark is at least a unrounded four or AANV, he will be given a once-only opportunity to sit an additional or substitute test.
2. A student will not qualify for an additional or substitute test if he has been awarded a pass.
3. A student who has been unable to take one (part) test per course, due to circumstances beyond his/her control, will get the opportunity to do a re-sit, if the student has reported the situation as soon as can be expected. See annex A-G where you can report this. The student will hereafter not automatically qualify for re-sit referred to in paragraph 5.5.1
4. With a re-sit examination the whole course content can be examined.

art. 5.6 – type of test

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

art. 5.7 – oral testing

1. Only one person at a time may be tested orally, unless the Board of Examiners decides otherwise.
2. Oral tests will be administered in public, unless the Board of Examiners or the examiner in question decides otherwise in a special case, or the student objects to this.
3. An oral test is taken by two assessors appointed by the examiner, unless the Board of Examiners has determined otherwise.
4. The student is allowed at all times to ask the Board of Examiners for permission to take a confidential counselor to the oral test.

art. 5.8 – provision for testing 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 testing possibility

would demonstrably result in a delay in studies of more than a semester, the student may request to be eligible for an individual test.

2. If not providing for an individual testing possibility would result in a 'special case of manifest unfairness', the Board of Examiners may decide to provide for such a test.
3. Requests for a special testing possibility must be submitted to the Board of Examiners as soon as possible, with evidence.
4. Article 5.5 is applicable by analogy to the individual testing possibility referred to in the first and second paragraph. This means that the student who:
 - has missed the regular final examination of the course due to circumstances beyond his or her control, and
 - sits the test after all by way of an individual testing possibility,will be given the opportunity to sit a supplementary or alternative test if he has been given an unsatisfactory final mark of at least a four.

art. 5.9 – time limit for marking tests

1. De examiner stelt uiterlijk 10 werkdagen na afloop van de periode waarin de cursus verzorgd wordt, de beoordelingen vast en verschaft de administratie van de faculteit de gegevens.
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 his or her mark.
3. The examiner must determine the mark within one working day after administering an oral test, issue the student with a written statement of the mark and provide the administration of the faculty with the relevant information.
4. In the written explanation of the assessment of a test, the student will be informed of his or her right of inspection, referred to in art. 5.11, and of the possibility to appeal to the Examinations Appeals Board.

art. 5.10 – period of validity

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

art. 5.11 – right of inspection

1. For at least twenty working days after announcement of the result of a written test, the student will be allowed to inspect his or her marked work upon request.
At his or her request, a copy of that work will be provided at cost.
2. During the period referred to in the first paragraph, any interested party may inspect the questions and assignments of the test concerned, as well as, if possible, the standards on which the mark was based.
3. Test questions and assignments can be taken in again, after inspection or after the test has been taken.

Art. 5.12 – retention time for tests

1. 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.
2. The thesis referred to in article 3.5, fifth paragraph, along with the assessment of this will be kept (in paper or digital form) for a period of seven years after this assessment.

art. 5.13 – exemption

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

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

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 his or her knowledge, insight and skills is made impossible, in full or in part.**

Fraud includes:

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

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

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

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;
 - to be heard.
3. **The Board of Examiners will determine whether fraud or plagiarism has occurred and will inform the student of its decision in writing and of the sanctions in accordance with the stipulations of the fourth paragraph, stating the possibility of appeal to the Examination Appeals Board.**
4. **Fraud and plagiarism will be punished by the Board of Examiners as follows:**
 - a. **In any event:**
 - o **invalidation of the paper or examination submitted**

- a reprimand, a note of which will be made in OSIRIS.
 - b. In addition to – depending on the nature and scale of the fraud or plagiarism, and on the student's phase of study – one or more of the following sanctions:
 - removal from the course
 - no longer being eligible for a positive degree classification (cum laude) as referred to in art. 6.2
 - exclusion from participation in examinations or other forms of testing belonging to the course concerned for the current academic year, or for a period of 12 months
 - complete exclusion from participation in all examinations or other forms of testing for a period of 12 months.
 - c. In the event that the student has already received a reprimand:
 - complete exclusion from participation in all examinations or other forms of testing for a period of 12 months.
 - d. In the case of extremely serious and/or repeated fraud or plagiarism, the Board of Examiners may recommend that the Executive Board permanently terminate the concerned student's registration for the programme.
- 5. If the Board of Examiners determines that there has been widespread or organised fraud, on a scale which would affect the examination results in their entirety, the Board of Examiners will decide without delay that the examination concerned is invalid and that all the participants must resit the whole examination at short notice. The Board of Examiners will set the date on which the examination must be retaken. This date will be no later than two weeks after the fraud was established, so that the participants can still benefit from their preparatory work for the examination.

SECTION 6 – EXAMINATION

art. 6.1 – examination

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

art. 6.2 – cum laude classification

The 'cum laude' distinction will be awarded to the Bachelor's Degree examination if each of the following conditions has been fulfilled:

- a weighted average mark of at least the mark (see annex A-G) has been earned for the courses of the Bachelor's Degree Programme and a mark of at least (see annex A-G) has been earned for the bachelor thesis/bachelor research/software project
- in the course of the studies, not more than 1 course was repeated
- exemptions that do not count have been obtained for not more than 60 credits
- 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)
- has passed the final examination of the Bachelor's Degree Programme within four years.

art. 6.3 – degree

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

art. 6.4 – certificate and IDS

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

art. 6.5 – honours

If the honours programme as referred to in art. 3.9 has been passed, this is stated on the International Diploma supplement.

Art. 6.6 – Grading Tables

1. The International Diploma Supplement gives the student's weighted average final mark and an ECTS 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 ECTS 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 ECTS Grading Table is an institution-wide table for all Bachelor's degree programmes. This table uses a ten-point scale, where only the marks from six to ten are shown because only passes are shown in the Grading Table. The marks are expressed in whole or half-marks. The percentage given with the mark indicates how often this mark is awarded.
4. The calculation of the ECTS Grading Table is on the basis of:
 - 1) all valid passes, except alphanumerical results
 - 2) not weighted according to study load
 - 3) in the three most recent academic years
 - 4) of students who were actively registered for a Bachelor's degree programme at Utrecht University.

SECTION 7 – STUDENT COUNSELLING

art. 7.1 – records of students' progress

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

art. 7.2 – student counselling

1. The faculty will provide for the introduction and counselling of the students registered for the study programme, which also includes orientating them regarding possible courses of study in and outside the study programme.
2. **Student counselling includes:**
 - a mandatory matching process for prospective students before registration for a Bachelor's programme¹³ 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 programme¹⁴ 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 whether or not to continue their studies.
3. 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 Educational Facilities Contract. Requests to conclude a study contract must be submitted to the student counsellor.

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

1. **In the year of their first registration, students who registered for the study programme before 31 January will receive a written recommendation on the continuation of their studies.** This initial recommendation, which is based on the study results of the first semester recorded at that time, is not binding, but gives a warning in the event of insufficient progress of the studies, so that the student still has the possibility to improve his or her performance:
 - if the student has earned 0 or 7.5 credits after the first semester, the student will receive a negative recommendation.
 - if the student has earned 15 credits, the student will receive a doubtful recommendation.
 - if the student has earned 22.5 or 30 credits, the progress of studies will be assessed as positive.

¹³ with the exception of selective programmes and programmes subject to a quota

¹⁴ with the exception of selective programmes and programmes subject to a quota

2. Students who receive a negative recommendation or warning 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.
3. **At the end of the academic year, but not later than on 31 August, the student will receive a second written recommendation on the continuation of his or her 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 credits.** 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.
6. In departure from the fifth paragraph, the student who:
 - makes a request for deregistration before 1 February of the year of first registration, and
 - is registered after 1 February (for another study programme) at Utrecht University, and
 - has earned fewer than 45 credits,
 will receive a negative binding recommendation on continuation of the second Bachelor's Degree Programme
7. The recommendation on continuation of studies will be issued on behalf of the dean of the faculty of Science by the education director of the study programme.
8. Before a refusal recommendation is issued, the student will be given the possibility to be heard by or on behalf of the education director.
9. In considering whether to issue a refusal recommendation, the education director 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 education director in his or her considerations. Personal circumstances mean sickness, pregnancy, disability and chronic illness, special/serious family circumstances, top-class sport and management activities for a student organisation with full legal authority or in the context of the organisation and management of Utrecht University, the faculty or the study programme.
10. In considering whether to issue a refusal recommendation, if a student so requests, the education director 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 education director in his or her considerations. In addition, the education director may also take account of serious instances of unfairness in his or her assessment.
11. If on the basis of circumstances as referred to in paragraphs 9 and 10 no opinion can be given on the suitability or otherwise of the student, a refusal recommendation will not be issued and a recommendation on continuation of his or her studies as referred to in paragraph 3 will still 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 that next academic year; the credits already earned in the first academic year will not count.
12. No refusal recommendation can be issued if the student has passed all the tests relating to the courses in the first period of the degree programme with a combined study load of 60 credits.
13. An appeal can be instituted against a refusal decision within 6 weeks to the Examinations Appeals Board.

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 which clearly lead to an unreasonable outcome, a decision will be taken for or on behalf of the dean, after the Board of Examiners has expressed its view. If, on the basis of the law, the decision falls within the competence of the Board of Examiners, the dean will send the request to the Board of Examiners for it to handle.

art. 8.2 – amendments

1. Amendments to these regulations will be laid down by the dean, after consulting the Faculty Council or study programme council, in a separate resolution.
2. An amendment to these regulations will not concern the current academic year, unless this does not reasonably prejudice the interests of the students.
3. Furthermore, an amendment may not have an adverse effect for students on a decision taken pursuant to these Regulations by the Board of Examiners with respect to a student.

art. 8.3 – publication

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

art. 8.4 – effective date

These Regulations take effect on 1 September 2018.

art. 8.5 - Transitional arrangement

See annex A-G.

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Annexes:

H. Equivalent previous education

THE NETHERLANDS:

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

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

- Midwife diploma (awarded for example by the *Stichting Kweekschool voor Vroedvrouwen* in Amsterdam, the *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 study programmes:

- Orthoptics (*Nederlandse Academie voor Orthoptie* at the Faculty of Health Care of the *Hogeschool Midden-Nederland* in Utrecht)
- Oral Hygiene (the *Academie voor Mondhygiëne* at the Faculty of Health Care of the *Hogeschool Midden-Nederland* in 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* in Eindhoven)

Higher professional education diploma in culture:

- Diploma from the *Rijksacademie voor Beeldende Kunst* in 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.