

This document “Bachelor’s Degree Programmes Education and Examination Regulations 2022-2023 of the faculty of Science” (EER) is a translation of the Dutch “Onderwijs- en examenregeling Bacheloropleidingen Faculteit Bètawetenschappen 2022–2023” (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  
2022 - 2023**

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# INTRODUCTION

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, with the approval of the Faculty Council and the degree programme committees.

# SECTION 1 – GENERAL PROVISIONS

## Article 1.1 – applicability of the Regulations

These Regulations apply to the academic year 2022-2023 and apply to the education, the tests and the examination of the Bachelor's Degree Programmes of the Undergraduate School of Science: Biology, Pharmacy, Computer Science, Information Science, Molecular and Biophysical Life Sciences, 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 (Molecular and Biophysical Life Sciences), Appendix F (Physics and Astronomy), Appendix G (Chemistry) and Appendix H (Mathematics).

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

## Article 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 Article 7.2 sub c of the Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek)<sup>1</sup>;
- e. study programme: the Bachelor's Degree Programme referred to in Article

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<sup>1</sup> See article 3.3

- 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. education director: responsible for the organisation, content and quality of the education. Every Bachelor's Degree Programme of the Faculty of Science has an education director;
  - j. honours education: consists of the honours programmes of the Undergraduate School of the Faculty of Science (see Article 3.9);
  - k. Science Honours Academy: all the honours education of the Faculty of Science is part of the Science Honours Academy;
  - l. honours program: additionally and challenging, partly extracurricular, 45-credit programme for selected students;
  - m. test: interim examination within the meaning of Article 7.10 of the Act;
  - n. examination: the final bachelor's examination of the degree programme which is passed if the Board of Examiners has determined that all requirements of the entire Bachelor's Degree Programme have been fulfilled;
  - o. Examination programme: the total of courses approved by the Board of Examiners that leads to a bachelor's degree
  - p. University Course Catalogue: the register of the courses (OSIRIS) given by the University which is kept under the responsibility of the Executive Board;
  - q. contact hours:
    - hours of education in which the teacher is present, such as lectures, seminars, student counselling, internship counselling, practicals, tests and exams, and also counselling about future courses if the study programme has programmed this for all students;
    - other hours the study programme has programmed and that are characterized by contact between students, online or on location and/or contact with teachers;
  - r. portfolio: the aggregate of documents concerning the academic

achievements of the student within the study programme chosen by the student;

- s. course coordinator: the teacher who is the contact for the course;
- t. examiner: a teacher appointed by the Board of Examiners who is responsible for the examining of achieving the goals;
- u. Educational Facilities Contract: the contract concluded between the education director (or another officer on behalf of the study programme) and a student with a handicap or chronic disorder, which lays down the necessary and reasonable facilities to which the student is entitled;
- v. 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)<sup>2</sup>;
- w. Semester: the period recorded in the academic calendar. The academic year consists of two semesters: semester 1 (period 1+2) and semester 2 (period 3+4).

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

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<sup>2</sup> 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

### Article 2.1 – admission

1. In addition to the diplomas referred to in the Act which grant admission, holders of a diploma of the equivalent previous education referred to in the programme-specific annexes A-J will be admitted to the study programme, provided the conditions referred to in paragraph 2 are fulfilled.
2. Candidates who do not have a diploma with the pre-university set of courses (which immediately grants admission to the study programme; see programme-specific annexes A-J), but do 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 they have sufficient knowledge, at the level of the final pre-university education examination, of the following subjects of the required pre-university profile: see programme-specific annexes A-J. If it concerns a foreign diploma, the previous education is tested against the admission requirements, see annexes A-J.
3. Candidates who do not have a diploma with the pre-university education profile (which gives direct admission to the study programme), but who do have a first-year diploma awarded by a Dutch University of Applied Sciences (*'Hogeschool'*), may register for the study programme only after demonstrating that they have sufficient knowledge, at the level of the pre-university education final examination, of the following subjects: see programme-specific annexes A-J.
4. Deficiencies in previous education in the subjects referred to in paragraph 2 must have been made up before the start of the study programme. Candidates can demonstrate this by having passed the relevant tests of Boswell Bèta or the Central Committees for Preliminary Examinations in Biology / Physics / Chemistry / Mathematics. In special cases, the Board of Examiners can charge a university lecturer in the relevant subject with the administration of one or more tests.
5. For restricted-admission study programmes with selection
  - a. 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.

## **Article 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*' or '*Educatief Startbekwaam*'<sup>3</sup> and
- 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. Students must demonstrate this by having passed one of the following tests:

- a. 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'.
- b. TOEFL (Test of English as a Foreign Language). The minimum required TOEFL score is: 83 (internet-based test).
- c. 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.

## **Article 2.3 – entrance examination**

The entrance examination referred to in Article 7.29 of the Act, concerns the following subjects at the level indicated: see programme-specific annexes A-J.

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<sup>3</sup> For students of the programme Molecular and Biophysical Life Science and students selected for the College of Pharmaceutical Sciences only art. 2.2.b applies.

## **SECTION 3 – CONTENTS AND STRUCTURE OF THE STUDY PROGRAMME**

### **Article 3.1 – aim of the study programme**

1. The programme aims to:
  - a. provide knowledge, skills and insight in the field of the major, and enable achievement of the exit requirements referred to in paragraph 2.
  - b. provide an academic education. This means the development of competences (knowledge, skills and attitudes) concerning:
    - i. academic thought, actions and communication;
    - ii. use of relevant academic instruments;
    - iii. (academic) communication in the language of instruction of the programme;
    - iv. application of specific knowledge of a field in a broader academic, philosophy of science and socio-cultural context;
    - v. standards of conduct applicable during studies and within the discipline.
  - c. 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. Graduates:
  - a. have knowledge of and insight into the field of the major;
  - b. have knowledge of and insight into the theoretical and methodological foundations of the major;
  - c. have general academic skills, particularly academic skills in relation to the major;
  - d. are able to apply knowledge and insight in a way that demonstrates a professional approach to their work or profession;
  - e. 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.

- f. are able to communicate information, ideas and solutions to an audience composed of specialists and/or non-specialists.
  - g. have the learning skills necessary to enter further education (see also programme-specific annexes A-J).
3. The degree programme is structured in such a way that the student is able to acquire proficiency in the English language, such that upon completing the bachelor's degree programme he or she meets the English proficiency requirements for admission to a master's degree programme in the Netherlands.

## **Article 3.2 – attendance mode**

This is a full-time study programme.

## **Article 3.3 – language in which the study programme is given**

1. The study programme will be given in Dutch<sup>4</sup>.
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 (or did) not master the Dutch language adequately. In addition, level 2 and 3 courses<sup>5</sup> can be offered in English, in order to adequately prepare students for English-taught master's programmes

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<sup>4</sup> The study programmes of the College of Pharmaceutical Sciences and Molecular and Biophysical Life Sciences will be taught in English. In respectively annex B and K the reasoning for the choice for the language policy is represent.

<sup>5</sup> See Article 4.1

### **Article 3.4 – credit load**

1. The programme has a credit load of 180 credits.
2. The study programme contains courses at advanced level<sup>6</sup> with a minimum credit load of 45 credits in the major and optional extension courses combined (see programme-specific annexes A-J).

### **Article 3.5 – major**

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

### **Article 3.6 – double bachelor degree**

See programme-specific annexes A-J.

### **Article 3.7 – optional extension courses, minor**

1. The study programme allows for optional extension courses, of which the student chooses courses with a total credit load of at least 45 credits<sup>7</sup>.
2. At least 15 credits of the courses of the optional extension courses must be at an intermediate or advanced level.
3. The courses eligible for choice are those included in the University Course Catalogue or courses elsewhere (see Article 3.8 and 3.9), unless the Board of Examiners is of the opinion that a replication of content exists in relation to courses completed or courses to be completed by the student.

In the event that the content of courses overlap, either wholly or in part, the Board of Examiners may limit the contribution of these courses to the examination by subtracting credits in proportion to the overlap.

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<sup>6</sup> See art. 4.1

<sup>7</sup> For double bachelors, the total credit load of extension courses differs and can be found in the programme-specific annexes A-J

4. If the student chooses a related whole of courses which is provided by a faculty and indicated as a 'minor', this indication will be quoted on the International Diploma Supplement.

### **Article 3.8 – education followed at another Dutch institution**

1. For choice as meant in article 3.7, third paragraph, courses – under approval of the Board of Examiners – provided by other Dutch universities or by a funded or designated Dutch higher vocational education institution are eligible. In such cases, the Board of Examiners will determine the level of these courses. The credits and grades from the other Dutch institution are taken over.
2. The Board of Examiners will withhold approval if, in its opinion, the course is of insufficient academic level or a replication of content exists in relation to courses already completed by the student. In the event that the content of courses overlap, either wholly or in part, the Board of Examiners may limit the contribution of these courses to the examination by subtracting credits in proportion to the overlap.

### **Article 3.9a – courses followed at a foreign university**

1. For choice as meant in article 3.7, third paragraph, courses – under approval of the Board of Examiners – provided by foreign universities are eligible. 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 the content of courses overlap, either wholly or in part, the Board of Examiners may limit the contribution of these courses to the examination by subtracting credits in proportion to the overlap.
2. The study programme publishes the procedure concerning inserting foreign courses:
  - stating at what moment and in what manner students may apply for approval for courses taken abroad;
  - giving students the option to apply for approval at such a 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:

- The credits will be copied 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 regarding 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.
- 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 regarding their content and level, in accordance with the university-wide conversion table. See [www.uu.nl/credit-omrekentabel](http://www.uu.nl/credit-omrekentabel). 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:

- Foreign grades are converted into the alphanumerical results Sufficient (V) or Insufficient (OV); 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](#).
- The foreign university will determine where the cut-off score lies for a pass, and records in the transcript whether the student has passed.
- The foreign results will not count in the student's average final mark.
- The Board of Examiners will determine whether and how foreign results will count in determining whether the student has passed with distinction (*cum laude*).

## **Article 3.9b – Areas with negative travel advice**

1. On behalf of the dean, it can be decided that study components that require the student to travel to areas abroad or to the Caribbean territory 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) that applies to the period that the study component is to be taken, cannot be included in the degree programme. This also applies if the Ministry of Foreign Affairs has issued a negative advice for travel from the Netherlands.
2. On behalf of the dean, the provisions of the first paragraph may be deviated from in exceptional circumstances.
3. In the event that the travel advice classification changes to red or orange while the student is already present in the area abroad or in the Caribbean territory of the Kingdom:
  - a. the dean, having heard the International Office and the education director, considers whether it is justified to stay;
  - b. the dean, having heard the International Office and the education director, will take account of the local risks and the impact of travelling;
  - c. the dean, having heard the International Office and the education director, can advise the student to return to the Netherlands, while also examining whether the work already done on study components can be incorporated into the study programme;
  - d. the student can lodge an objection with the Executive Board on the recommendation to return to the Netherlands.
4. The student who does not follow the advice to return cannot include the study component in the degree programme, unless the dean decides to make an exception.

## **Article 3.10 – courses taken elsewhere**

1. The condition for gaining the degree certificate of the bachelor's examination of the study programme is that at least half<sup>10</sup> 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 Article 5.13.
4. Contrary to the third paragraph, courses that:
  - are passed prior to the start of the Bachelor's Degree,
  - and are incorporated in the University Course Catalogue,
  - and can be included in the optional course profile or Major in the opinion of the Board of Examiners,

will not be registered as exemption, but will be registered in OSIRIS with the course name and the initial grade and will be mentioned on the International Diploma Supplement, as meant in article 6.4.

## **Article 3.11 – 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. The composition of the programme is set out in programme-specific annexes A-J. Each Honours student is expected to take active part in extra-curricular activities within the Honours community, of which 7.5 ECTS should be interdisciplinary activities in the Science Honours Academy. Part of the Honours programme is an Honours thesis with a study load of at least 7.5 credits. Students gain international and/or interdisciplinary and/or societal 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 honours programmes. 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 programme-specific annexes A-J.
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.

### **Article 3.12 – actual teaching structure**

1. The number of contact hours for the study programme comes to an average at least 12 hours per week.
2. The University Course Catalogue or course guide in the digital learning environment gives the following details relating to each course:
  - the learning goals
  - entry requirements (see also Article 4.2)
  - the examiners, course coordinator, type of tests (see also Article 5.6), capacity, attendance obligation (see also Article 4.5), required prior knowledge (see also Article 4.2); assessment criteria;
  - scheduling of the contact time
3. The University course catalogue must be updated before the student registration period opens. Students can see the timetables for the courses, tests and resits for which they are registered on MyTimetable.

### **Article 3.13 – Information**

Students should regularly consult their university e-mail address and the digital learning environment. Information disseminated is assumed to be announced via email and that digital learning environment.

## SECTION 4 – EDUCATION

### Article 4.1 – courses

1. For the components of the study programme, courses are given with a credit load of 7,5 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:
  - introductory: 1
  - intermediate: 2
  - advanced: 3

### Article 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.

### Article 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. The registration for courses and programmes takes place in periods indicated by the Executive Board.
2. Students can unsubscribe from a course via OSIRIS-student until the change-days prior to the relevant period.

### Article 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,

followed by minor students, followed by other students. For all there is the reservation that they need to meet the admission requirements. For programme-specific information see programme-specific annexes A-J.

### **Article 4.5 – attendance obligation and obligation to perform to the best of one’s ability**

1. All students are expected to participate actively in the course for which they are registered.
2. Besides the general requirement for students 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 mentioned in the course.
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.

### **Article 4.6 – ending of courses for international students for the Christmas holiday**

Programme-specific annexes A-J shows the courses that international students can complete in period 2 before the study-free holiday at the end of December.

### **Article 4.7 – evaluation of quality of the education**

1. The education director is responsible for monitoring the quality of the education.
2. In this quality control of the courses the education director will draw on the advice and suggestions of the degree programme committees on promoting and safeguarding the quality of the course.
3. The education director ensures that the quality of the courses will be evaluated in one or multiple of the following manners:
  - a. interim evaluation in the course: during the course the students can provide feedback on aspects that could possibly be different or better;
  - b. course evaluations: at the end of the units, the participating

students are asked for their opinion on the quality of the contents, educational structure, study materials and testing.

4. The education director makes sure that students who have participated in the course will be informed of the results of the evaluation of the concerning course.
5. The education director makes sure that there is an evaluation at curriculum level on regularly basis. This is done in at least one of the following manners:
  - a. Curriculum evaluation: the students are asked to give their opinion about at least the quality of the content and didactic design of the curriculum altogether.
  - b. By means of the National Student Survey [Nationale Studenten Enquête – NSE] the students will be asked for their opinion on all aspects of the education and the facilities.

## SECTION 5 – ASSESSMENT

### Article 5.1 – general

1. During the course, the student will be tested for the set learning objectives and academic training<sup>8</sup>.
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 progress.
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>9</sup> of the Board of Examiners.

### Article 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

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<sup>8</sup> See Article 3.1.1

<sup>9</sup> Also sometimes called 'Rules and Guidelines'

be appointed as member or chair of the Board of Examiners. This will in any event include: the dean, vice-dean; a member of a departmental management/administrative team; the director/head/manager of a section and a member/chair of the Board of Studies of the Undergraduate School.

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.

See: <https://www.uu.nl/en/organisation/faculty-of-science/about-us/organisation/schools/undergraduate-school-of-science/organisation>.

### **Article 5.3 – scoring of final bachelor project**

1. The scoring of the final bachelor project 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 final bachelor project is written by more students, each student will receive an individual assessment based on his/her explicit contribution.

### **Article 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 with a sufficient (V) or insufficient (ONV).
3. Numerical marks:
  - Grades are given on a scale of 1 to 10; the final assessment of a course is either pass or fail, and a 6 or higher is considered a pass. The final assessment is determined by an examiner by the method that is published by the course and rounded as follows:

Mark equals or larger than	Until mark	Rounded mark
4,95	5,50	5
5,50	6,05	6

Other marks will be rounded using maximum 1 decimal: upwards if the first to be rounded off decimal equals 5 or more, downwards if the first to be rounded off decimal equals 4 or less.

- If the assessment is determined as a weighted average of partial results, partial results will not be rounded.
4. If an assessment is solely determined by group work, these assessments must be traceable per individual student.
  5. Notwithstanding paragraph 2 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*);

## Article 5.5 – resit: 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 or AANV, they will be given a once-only opportunity to do an additional or substitute test.
2. Students will not qualify for an additional or substitute test if they have 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 resit, if the student has reported the situation as soon as can be expected. See programme-specific annexes A-J where you can report this. The

student will hereafter not automatically qualify for an additional or substitute test referred to in paragraph 5.5.1

4. With an additional or substitute test the whole course content can be examined.

### **Article 5.6 – type of test**

1. Testing within a course is done in the manner stated in the University Course Catalogue, or in the course guide in the digital learning environment.
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.

### **Article 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 counsellor to the oral test.

### **Article 5.8 – provision for testing in special cases**

1. If students need 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 students may request the Board of Examiners 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:
  - a. have missed the regular final examination of the course due to circumstances beyond their or her control, and
  - b. sit the test after all, by way of an individual testing possibility,will be given the opportunity to sit a supplementary or alternative test if they have been given an unsatisfactory final mark of at least a four.

### **Article 5.9 – time limit for marking tests**

1. Within 10 working days after the period in which the course is provided, the relevant examiner will decide on a mark and will provide the faculty administration with the relevant information.
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. If the mark is not available within this period of time by force majeure causes, the examiner must inform the student, indicating when the mark will be determined. Force majeure may only be established in consultation with the education director.
4. In the written explanation of the assessment of a test, the student has the right of inspection, referred to in Article 5.11, and of the possibility to appeal to the Examinations Appeals Board.

### **Article 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 disorder.

3. Subtests that have been passed as part of a course that has not been passed overall will lose their validity after the end of the academic year in which they were passed (exemptions: see programme-specific annexes A-J).

### **Article 5.11 – right of inspection**

- a. 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. At their request, a copy of that work will be provided at cost.
- b. 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.
- c. Test questions and assignments can be taken in again, after inspection or after the test has been taken.

### **Article 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.

### **Article 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:

1. 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
2. has demonstrated through work or professional experience that he has sufficient knowledge and skills in relation to that course.

## Article 5.14 – fraud and plagiarism

1. Fraud and plagiarism are defined as an action or omission on the part of students which produces an incorrect representation of their own performance as regards their knowledge, skills and understanding, which may result in the examiner no longer being able to assess the knowledge or ability of the students in a proper and fair manner.
  - a. Fraud includes:
    - i. cheating during tests. The person offering the opportunity to cheat is an accessory to fraud;
    - ii. share answers with others while taking a test;
    - iii. seeking the help of third parties during a test;
    - iv. using tools and resources during tests, such as pre-programmed calculators, mobile phones, smartwatch, smartglasses, software, books, course readers, notes, etc., consultation of which is not explicitly permitted;
    - v. having others carry out all or part of an assignment and passing this off as own work;
    - vi. gaining access to questions or answers of a test prior to the date or time that the test takes place;
    - vii. perform (or try to perform) technical changes that undermine the online testing system;
    - viii. making up survey or interview answers or research data.
    - ix. wrongly signing or having another sign the attendance lists (student A signs for student B who is not present; both students commit fraud)
  - b. Plagiarism is defined as including data or sections of text from others / own work in a thesis or other paper without quoting the source. Plagiarism includes the following:
    - i. cutting and pasting text from digital sources such as encyclopaedias and digital publications without using quotation marks or referring to the source;
    - ii. cutting and pasting text from the internet without using quotation marks and referring to the source;
    - iii. using excerpts from printed material such as books, magazines,

- other publications and encyclopaedias without using quotation marks or referring to the source;
  - iv. using a translation of the abovementioned sources without using quotation marks and referring to the source;
  - v. 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;
  - vi. using visual, audio or test material from others without referring to the source and presenting this as own work;
  - vii. 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;
  - viii. 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;
  - ix. 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;
  - x. 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:
    - i. to respond to that in writing;
    - ii. 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 eventual 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:
  - a. invalidation of the paper or test submitted;
  - b. reprimand, a note of which will be made in OSIRIS.
  - c. removal from the course;
  - d. no longer being eligible for a positive degree classification (cum laude) as referred to in article 6.2;
  - e. exclusion from participation in tests belonging to the course concerned for the current academic year, or for a maximum period of 12 months;
  - f. 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, 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 examination 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

### Article 6.1 – examination

1. If 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 Article 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. The Board of Examiners will only conduct such an investigation if it establishes that there are certain facts or circumstances that lead it to the conclusion that the Board of Examiners cannot vouch for the student having obtained the exit qualifications for the course (as referred to in Art. 3.1 of the Education and Examination Regulations).
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 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. Students who have passed an examination and are 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 students have been

informed of the examination results, stating the date on which the students wish to receive the certificate. The Board of Examiners will in any case grant the request if students:

- plan to fulfil a management position for which Utrecht University has provided a board activities grant;
  - plan to do a traineeship or take a course abroad;
  - are obliged to take courses required for admission to a master's Degree Programme;
7. Postponement of the examination date is possible only once and for the duration of one academic year at the most. Postponement may only be granted for the duration of thirteen months for students who want to make use of tuition fee-board activities.

## **Article 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:
  - a. the unrounded weighted average mark of all courses followed for the Bachelor's Degree Programme and the bachelor thesis as defined in Article 3.5, meet the requirements described in the programme-specific annexes A-J.
  - b. in the course of the studies, not more than 1 course was repeated
  - c. exemptions have been obtained for not more than 60 credits
  - d. the Board of Examiners has not taken the decision (as referred to Article 5.14, section 5) stating that fraud/plagiarism has been ascertained and that the student therefore is not eligible for a positive degree classification (cum laude)
  - e. has passed the final examination of the Bachelor's Degree Programme within four years.
2. In exceptional cases, when not assigning a 'cum laude' classification would be a clearly unreasonable outcome, and the student has nearly met all criteria listed in this article, the Board of Examiners can decide to assign the designation anyway.

## **Article 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

### **Article 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.

### **Article 6.5 – honours**

If the honours programme as referred to in Article 3.11 has been passed, this is stated on the International Diploma Supplement and a Honours certificate will be provided.

### **Article 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 in all bachelor degree programmes.

4. The calculation of the ECTS Grading Table is based on 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

### Article 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 student desk of the faculty of Science.

### Article 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 and the job market.
2. Student counselling includes:
  - a mandatory matching process for prospective students before registration for a bachelor's programme<sup>10</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 subsequent study paths after receiving the bachelor's degree;

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<sup>10</sup> With the exception of selective programmes and programmes subject to a quota.

- referring on and assisting a student 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<sup>11</sup> 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.
  4. The degree programme must be a socially safe learning environment for its students. For questions, advice or complaints about a socially safe learning environment, the student can contact the academic adviser or confidential adviser.

### **Article 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 Provision. Requests for a provision are submitted to the academic adviser or via OSIRIS Student.

### **Article 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 period including resit, 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:

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<sup>11</sup> With the exception of selective programmes and programmes subject to a quota.

- if the student has earned 0 credits after the first semester, the student will receive a negative recommendation.
  - if the student has earned 7.5 credits, the student will receive a doubtful recommendation.
  - if the student has earned 15 credits, the progress of studies will be assessed as positive.
2. Students who receive a negative recommendation or warning as referred to in paragraph 1 will be invited to a meeting with the academic adviser 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 study year, but not later than on 31 August, the students will receive a second written recommendation on the continuation of their degree programme. Notwithstanding the provisions of paragraphs 9, 10 and 11, 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 from issuance.
  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 negative binding 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 negative binding 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 academic adviser 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 disorder, 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 negative binding 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 academic adviser 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 the assessment.
11. In case no judgement can be made based on circumstances described in paragraph 9 and 10, no judgement can be made about the (un)suitability of the student, no negative recommendation can be given, and the student will receive the recommendation as meant in paragraph 3 again at the end of the next study year. The student needs to gain the amount of credits meant in paragraph 3 in the next study year; thereby the credits already obtained in the first study year do not count.
12. No negative binding recommendation can be issued if the student has passed all the tests relating to the courses in the first year of the degree programme (see programme-specific annexes A-J) 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**

### **Article 8.1 – safety-net scheme**

In those cases not provided for in these regulations, or not provided for sufficiently clearly, the decision will be made:

- a. by the Board of Examiners if on the basis of Articles 7.3j, 7.11 and 7.12b of the Act or on the basis of Articles 3.6 to 3.10, 5.5 to 5.10, 5.13-5.14, 6.1-6.2 and 7.4 of these Education and Examination Regulations this falls within the competence of the Board of Examiners;
- b. in all other cases by the dean or an officer appointed for this purpose on behalf of the dean, after the Board of Examiners has expressed its view.

### **Article. 8.2 – hardship clause**

In accordance with the rules laid down in these Education and Examination Regulations, the Board of Examiners and Director of Education will decide, unless this would have manifestly unreasonable consequences for the student that due to special circumstances are disproportionate to the purposes to be served by the rule.

### **Article 8.3 – amendments**

1. Amendments to these regulations will be laid down by the dean, after consulting the Faculty Council and 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.

## **Article 8.4 – publication**

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

## **Article 8.5 – effective date**

These Regulations take effect on 1 September 2022.

## **Article 8.6 – transitional arrangement**

See programme-specific annexes A-J.

# ANNEXES

## Annex H. equivalent previous education

Equivalent programmes are:

### 1. 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*)

### 2. 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

### 3. International Bacculaureate

- Transcript of the Diploma of the international bacculaureate awarded by the International Bacculaureate Office in Geneva

### 4. Surinam

- Certificate pre-university education