

This document “Education and Examination Regulations for the Bachelor’s Degree Programmes 2024-2025 of the faculty of Science” (EER) is a translation of the Dutch “Onderwijs- en examenregeling Bacheloropleidingen Faculteit Bètawetenschappen 2024–2025” (OER). No rights can be derived from this translation other than stipulated in the Dutch OER.

# **Education and Examination Regulations for the Bachelor’s Degree Programmes**

## **Faculty of Science**

### **2024 - 2025**

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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 Education Committee on 23 April 2024.

# SECTION 1 – GENERAL PROVISIONS

## Article 1.1 – Applicability of the Regulations

These Regulations apply to the 2024-2025 academic year. They govern the education, assessments, and examinations of the Bachelor's degree programmes offered by 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 degree programme. These Regulations apply to all students enrolled in the degree programme and those who apply for admission.

Specific details pertaining to individual Bachelor's degree programme can be found in the following appendices: 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 degree programme is provided by the Undergraduate School of the Faculty of Science, hereinafter referred to as the Faculty.

## Article 1.2 – Definition of terms

For the purposes of this regulation, the following terms are defined as:

1. The Act: The Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*];
2. Student: anyone enrolled at the university to participate in courses and/or take the assessments and examinations of the degree programme;
3. Credit: a unit expressed in EC (European Credits), with one credit equating to 28 hours of study;
4. Language Policy: the rules concerning education and examinations in languages other than Dutch, determined by the Executive Board pursuant to Article 7.2 sub c of the Act<sup>1</sup>;
5. Degree programme: the Bachelor's degree programme referred to in

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<sup>1</sup> See Article 3.3

- Article 1.1 of these Regulations, identified by its specific CROHO label. The degree programme consists of a coherent set of course units;
6. Course: the coherent set of teaching and assessment for a course unit within the degree programme, as listed in the University Course Catalogue;
  7. Major: a coherent set of courses that constitute the primary focus of the degree programme;
  8. Minor: a coherent set of courses amounting to 30 EC, excluding those courses included in the major;
  9. Programme Director: responsible for the organisation, content, and quality of education. Each Bachelor's degree programme within the Faculty of Science has a Programme Director;
  10. Honours education: the honours programmes of the Undergraduate School of the Faculty of Science (see Article 3.13);
  11. Science Honours Academy: all honours education within the Faculty of Science, excluding the courses and the final Bachelor's project of the College of Pharmaceutical Sciences, is managed by the Science Honours Academy;
  12. Extracurricular course: a course designated as extracurricular in the University Course Catalogue;
  13. Honours programme: an additional challenging programme of 45 credits, partly extracurricular, for selected students;
  14. Test: an interim examination within the meaning of Article 7.10 of the Act;
  15. Examination: the final examination of the Bachelor's degree programme, which is considered passed if the Board of Examiners confirms that all requirements of the entire degree programme have been met;
  16. Examination programme: the total of courses approved by the Board of Examiners leading to the Bachelor's degree;
  17. University Course Catalogue: the registration system (OSIRIS Student) for courses offered at the university, which is the responsibility of the Executive Board;
  18. Portfolio: the complete set of documents concerning the student's academic achievements within the chosen degree programme;
  19. Course coordinator: the lecturer designated as the point of contact for the course;

20. Examiner: a lecturer appointed by the Board of Examiners responsible for the assessment in the course;
21. Educational Provisions Contract: the agreement between the Programme Director (and, in the case of assessment provisions, in consultation with the Board of Examiners) and the student with a disability or chronic illness, specifying the necessary and reasonable provisions the student is entitled to;
22. International Diploma Supplement: the appendix to the Bachelor's degree certificate, providing an explanation regarding the nature and content of the degree programme (including its international context)<sup>2</sup>;
23. Semester: the period defined in the university calendar. The academic year consists of two semesters: semester 1 (periods 1+2) and semester 2 (periods 3+4).

All other terms have the meaning ascribed to them by the Act.

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<sup>2</sup> For Chemistry, a 'Euro Bachelor's certificate' is awarded. This is an appendix to the certificate in guaranteeing the agreed-upon quality of education within the European Chemistry Thematic Network.



## SECTION 2 – PREVIOUS EDUCATION

### Article 2.1 – Admission

1. In addition to the diplomas referred to in the Act that grant admission to the degree programme, holders of a diploma from an equivalent pre-university education as listed in the **programme-specific appendices A-J** are eligible for admission, provided they meet the specified in paragraph 2.
2. Applicants who do not possess a diploma with the required pre-university education [*VWO*] profile (which grants direct admission to the degree programme; see the **programme-specific appendices A-J**), but hold an equivalent diploma granting access on the basis of the Act or paragraph 1, may only enrol in the degree programme after demonstrating sufficient knowledge at the VWO final examination level of the compulsory VWO profile listed in the subjects listed in the **programme-specific appendices A-J**. For international diplomas, prior education is assessed against the admission requirements outlined in the **programme-specific appendices A-J**.
3. Applicants who do not possess a diploma with the required pre-university education [*VWO*] profile (which grants direct admission to the degree programme), but have successfully passed the first-year examination at a University of Applied Sciences [*Hogeschool*], may only enrol in the degree programme after demonstrating sufficient knowledge at the VWO final examination level in the following subjects: see the **programme-specific appendices A-J**.
4. Deficiencies in prior education in the subjects referred to in paragraph 2 must be remedied before the start of the degree programme. This can be evidenced by successfully passing the relevant tests at Boswell Bèta or the Central Committees for Pre-University Preliminary Examinations in Biology / Physics / Chemistry / Mathematics. In exceptional cases, the Board of Examiners may authorise a lecturer at the university to administer one or more tests in the relevant subject.
5. For restricted-admission degree programmes with selection, only candidates who have received proof of admission based under the 'Regulations governing Bachelor's Degree Programmes with selection under a fixed quota' may enrol in the degree programme.

## Article 2.2 – Language requirements for international diplomas

Holders of an international diploma may only enrol:

1. After meeting the requirement for adequate proficiency in Dutch by successfully passing the State Examination in Dutch as a Second Language, Programme 2, or obtaining the Dutch as a Foreign Language, 'Educatief Professioneel' or 'Educatief Startbekwaam'<sup>3</sup> certificate; and
2. After demonstrating adequate proficiency in English at the level of the Dutch pre-university education [VWO] examination.

Deficiencies in the prior education in English must be remedied before the start of the degree programme. This must be evidenced by successfully passing one of the following tests<sup>4</sup>:

3. IELTS (International English Language Testing System), academic module. The minimum required IELTS score (overall band) is 6.0, with at least 5.5 for the 'writing' component.
4. TOEFL (Test of English as a Foreign Language). The minimum required TOEFL score is: 83 (internet-based test).
5. Cambridge EFL (English as a Foreign Language) Examinations, with one of the following certificates:
  - a. Cambridge English Advanced (CAE). Minimum score: 169 overall, 162 in writing.
  - b. Cambridge English Proficiency (CPE). Minimum score: 180 overall, 162 in writing.

## Article 2.3 – Entrance examination

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

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

<sup>4</sup> For students of the Molecular and Biophysical Life Sciences programme, the minimal language test scores as specified in Appendix E apply.

## **SECTION 3 – CONTENT AND STRUCTURE OF THE DEGREE PROGRAMME**

### **Article 3.1 – Aim of the degree programme**

1. The degree programme aims to:
  - a. Facilitate the acquisition of knowledge, skills, and insights in the field of the major, enabling the achievement of the final qualifications referred to in paragraph 2.
  - b. Provide academic training, encompassing the development of competences (knowledge, skills, and attitudes) concerning:
    - i. Academic thinking, acting, and communicating;
    - ii. Utilising relevant scientific tools;
    - iii. (Academic) communication in the languages of instruction of the degree programme;
    - iv. Applying specific knowledge of a field within a broader academic, philosophy of science, and societal/cultural context;
    - v. Adhering to behavioural norms applicable during studies and within academia.
  - c. Prepare the student for a further academic or professional career.

From the first year of their Bachelor's degree programme, students are introduced to the theory and practice of scientific research and other academic and/or career opportunities.

2. The graduate will have obtained the following final qualifications:
  - a. Has knowledge and understanding of the field of the major;
  - b. Have knowledge and understanding of the theoretical and methodological foundations of the major;
  - c. Possesses general academic skills, particularly those related to the major;
  - d. Can apply knowledge and understanding in a way that

- demonstrates a professional and ethical approach to their work or profession;
- e. Can reformulate a practical question or problem within the field into a clear and researchable problem statement; operationalise the concepts involved; study the topic both theoretically and empirically, in an integrated manner; present the results in a coherent argument concluding with a clear, synthesising conclusion; utilise the results to address the practical question or contribute to clarifying and, where possible, solving the problem; form an opinion based on relevant social, academic, or ethical aspects.
  - f. Is capable of conveying information, ideas, and solutions to an audience composed of specialists and/or non-specialists.
  - g. Possesses the learning skills and competencies necessary to pursue further education (see also the **programme-specific appendices A-J**).
3. The degree programme is structured to enable students to acquire English proficiency such that, upon completing the Bachelor's degree programme, they meet the English proficiency requirements for admission to a Master's degree programme in the Netherlands. Article 3.3 of the **programme-specific appendices A-J** outlines how the student can achieve the required entry level for the Master's degree programme in terms of English language proficiency.

## Article 3.2 – Attendance mode

The degree programme is offered on a full-time basis.

## Article 3.3 – Language of instruction

1. The degree programme is delivered in Dutch (+English): no more than one-third of the instruction is in English. A detailed explanation of the language policy can be found in the **programme-specific appendices A-J**.
  - a. Two exceptions to the above apply:
    - i. The Pharmacy degree programme is taught in Dutch (+English) and includes an English-language track: College of Pharmaceutical Sciences (100% of the courses in this track are in English).

- ii. The interdisciplinary Molecular and Biophysical Life Sciences degree programme is taught in English (100% of the courses in this programme are in English).
2. Notwithstanding paragraph 1, one or more courses may be taught in English if the exchange students enrolled in the course and/or the lecturers teaching the course do not possess Dutch language proficiency at level 4F. In addition, level 2 and 3 courses<sup>5</sup> may be offered in English to adequately prepare students for English-taught Master's programmes.

### **Article 3.4 – Promoting language proficiency**

Utrecht University is a bilingual university where Dutch and English coexist. To achieve the highest level of inclusivity, Utrecht University facilitates:

1. All staff and students<sup>6</sup> acquiring a high level of speaking and writing skills in the language of instruction of their degree programme (Dutch or English);
2. All staff and students<sup>7</sup> possessing at least an adequate level of proficiency in the other language, ensuring that language proficiency does not constitute a barrier to communication between staff and students and/or among these groups.

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<sup>5</sup> See Article 4.1

<sup>6</sup> With the exception of short-stay staff and exchange students.

## Article 3.5 – Credit load

1. The degree programme has a credit load of 180 credits.
2. The degree programme includes advanced-level<sup>7</sup> courses with a total credit load of 45 credits in the major and free elective space combined (see the **programme-specific appendices A-J**).

## Article 3.6 – Major

1. The content and conditions pertaining to the major can be found in the **programme-specific appendices A-J**.
2. The major includes a final Bachelor's project of at least 7.5 credits (see also the **programme-specific appendices A-J**), which serves as proof of competence demonstrating the required knowledge, skills, and attitudes.

## Article 3.7 – Dual Bachelor's degree programme

For details, see the **programme-specific appendices A-J**.

## Article 3.8 – Free elective space, Minor

1. The degree programme includes a free elective space, in which the student selects course with a total credit load of at least 45 credits<sup>8</sup>.
2. Courses in the free elective space must comprise at least 15 credits at an intermediate or advanced level.
3. The student may select electives from all courses listed in the University Course Catalogue, with the exception of extracurricular courses, or courses taken elsewhere (see Articles 3.9 and 3.10), unless the Board of Examiners deems there to be substantial content overlap with courses already completed or to be completed by the student. If there is significant content overlap, the Board of Examiners may adjust the credit allocation for these courses accordingly, reducing the credits proportionally. An extracurricular course may be included in the free elective space if approved by the Board of Examiners.

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<sup>7</sup> See art. 4.1

<sup>8</sup> For dual Bachelor's degree programmes, the credit load of the free elective space differs; see the programme-specific appendices A-J.

4. If the student selects a coherent set of courses, provided by a faculty and indicated as a 'minor', this indication will be noted on the International Diploma Supplement.

### **Article 3.9 – Courses taken at another Dutch institution**

1. Upon approval of the Board of Examiners, the electives referred to in Article 3.8, third paragraph may also include courses provided by other Dutch universities or publicly funded or recognised universities of applied sciences [*HBO*]. In such cases, the Board of Examiners determines the level of these courses. Credits and grades from the other Dutch institution will be transferred.
2. The Board of Examiners withholds approval if, in its judgment, the course is of insufficient academic level or if there is significant content overlap with courses previously completed by the student. If there is significant content overlap, the Board of Examiners may adjust the credit allocation for these courses accordingly, reducing the credits proportionally.

### **Article 3.10 – Courses taken at an international university**

1. Upon approval of the Board of Examiners, the courses referred to in Article 3.8, third paragraph may also include courses provided by international universities. The Board of Examiners determines whether these courses meet the required academic level. The Board of Examiners withholds approval if, in its judgment, there is significant content overlap with courses previously completed by the student. If there is significant content overlap, the Board of Examiners may adjust the credit allocation for these courses accordingly, reducing the credits proportionally.
2. The degree programme publishes the procedure for accrediting international courses on the [student website](#):
  - a. The procedure specifies when and how students can request approval for elective courses taken abroad;
  - b. Students can seek approval at a time that ensures they have confirmation from the Board of Examiners before the start of their exchange period.

3. Conversion of credits earned for courses taken abroad is as follows:
  - a. Credits for courses completed at international universities within the European Union/European Economic Area that make use of the European Credit Transfer System (ECTS) and that have been approved by the Board of Examiners in terms of content and level are recognised. Conversely, the Board of Examiners may award a different number of credits if it is established that the credits awarded abroad do not correspond to the credit load.
  - b. Credits for courses completed at international universities outside the European Union/European Economic Area that do not make use of the European Credit Transfer System (ECTS) and that have been approved by the Board of Examiners in terms of content and level, are converted in accordance with the university-wide credit conversion table. See <https://students.uu.nl/en/credit-conversion-table>. In exceptional cases, the Board of Examiners may deviate from this if there are valid reasons to do so.
4. Conversion of grades earned for international courses is as follows:
  - a. International grades are converted into the non-numeric grades of Pass (*P*) or Fail (*F*); in addition, the original grades will be recorded in OSIRIS Student. The original results will also be mentioned on the International Diploma Supplement referred to in Article 6.4, with a reference to [the information from Nuffic on grading scales at international institutions](#).
  - b. The international university determines the pass mark, and the transcript indicates whether the student has passed.
  - c. International results do not contribute to the student's final average grade.
  - d. The Board of Examiners decides if and how the international results will be considered when determining whether the student has earned the Cum Laude distinction.

### **Article 3.11 – Area with negative travel advice**



1. Degree programme components that require the student to travel abroad or to the Caribbean part of the Kingdom for which the Dutch Ministry of Foreign Affairs has issued a travel advice classified as red (do not travel) or orange (only essential travel) for the period that the study component will be followed, cannot be included in the degree programme. This also applies in cases where the Ministry of Foreign Affairs has issued a negative travel advice for leaving the Netherlands.
2. Upon the student's request, an exception to the provisions of the first paragraph may be granted by the Dean, having consulted the International Office and the Programme Director, under exceptional circumstances. Such deviation is only possible if the Executive Board has declared that there are sufficient guarantees to ensure the health and safety of the student concerned.
3. If the travel advice classification changes to red or orange while the student is already abroad or in the Caribbean part of the Kingdom, the Executive Board may advise the student to return to the Netherlands if, after considering the local risks and the impact of travel, it is deemed irresponsible to remain. It will also be assessed whether the work already completed on the study component can be included in the degree programme. Students who do not follow the urgent advice to return cannot include the study component in the degree programme unless an individual exemption as referred to in paragraph 4 has been granted.
4. Upon the student's request for an exemption regarding the urgent advice to return, an exception to the provisions of the third paragraph may be granted by the Dean, under exceptional circumstances. Exemption from the advice to return may be granted by the Dean, having consulted the International Office and the Programme Director. Such deviation is only possible if the Executive Board has declared that there are sufficient guarantees to ensure the health and safety of the student concerned.
5. The student may appeal to the Executive Board against the advice to return to the Netherlands.

### **Article 3.12 - Courses taken elsewhere**

1. A requirement for obtaining the Bachelor's degree certificate is that at least half<sup>10</sup> of the degree programme is completed through courses provided by Utrecht University.
2. Courses completed elsewhere during the degree programme may only be included in the student's examination programme with permission of the Board of Examiners.
3. Exemption for courses completed at higher education institutions prior to the start of the Bachelor's degree programme can only be granted based on Article 5.13.
4. Notwithstanding the third paragraph, courses that:
  - a. Were completed prior to the start of the Bachelor's degree programme; and
  - b. Are listed in the University Course Catalogue; and
  - c. In the opinion of the Board of Examiners, can be included in the free elective space or major,will not be registered as exemptions but recorded in OSIRIS Student with the course name and original grade and listed on the International Diploma Supplement, as referred to in Article 6.4.

### **Article 3.13 – Honours programmes in the Science Honours Academy**

1. The honours programmes have a study load of 45 credits. Of these, components with a total study load of 15 to 30 credits are followed within the major. The honours programme includes at least 15 credits for extracurricular activities. The composition of the programme is detailed in the **programme-specific appendices A-J**. Each honours student is expected to actively participate in extracurricular activities within the honours community, via 7.5 EC in interdisciplinary activities at the Science Honours Academy. Part of the honours programme is a thesis with a study load of at least 7.5 EC. Students gain international and/or interdisciplinary and/or societal experience through the honours programme.
2. The selection of candidates and admission to the honours programme is entrusted to the selection committees of the individual honours programmes. The candidate receives an admission or rejection decision

regarding the honours programme. In case of rejection, the candidate is informed of the possibility to appeal to the Programme Director.

3. The entrance requirements for the honours programme are detailed in the **programme-specific appendices A-J**.
4. At the end of each academic year, the progress of the students in the honours programme is evaluated. The criteria used for evaluation are outlined in the relevant honours handbook. Based on this evaluation, the Programme Director will decide whether the student may continue or must discontinue the honours programme. The student may appeal against this decision to the Honours Director.

### **Article 3.14 – Actual educational structure**

1. All courses are scheduled according to the university's academic calendar (annual schedule consisting of four teaching periods) and the university's timeslot model (timetable stating the fixed weekly timeslots for the courses).
2. In principle, the students in a fulltime programme study 35 to 40 hours per week. This study time consists of scheduled teaching hours and self-study. The number of teaching hours for the programme averages at least 12 hours per week. The remaining hours are for self-study.
3. Teaching hours are defined as: scheduled teaching activities (online or on-site) where the lecturer organises interaction and monitors the activity, involving knowledge transfer or working on specific assignments and cases, individually or in groups.

Teaching hours may include:

- a. Synchronous activities, meaning teaching that occurs at a prescribed time with the lecturer and students together, either on-site or online (where the Programme Director or lecturer determines whether the activity is on-site or online).
- b. Asynchronous structured activities, organised in such a way that the students must:
  - i. Within a specific prescribed period (e.g., within 24 hours prior to the work group);
  - ii. Be actively engaged;
  - iii. In such a way that the lecturer can monitor the activity; and
  - iv. Can facilitate interaction.
4. In the actual organisation of the teaching activities, the Programme Director

ensures sufficient opportunities for on-site meetings for students.

5. The University Course Catalogue provides information for each course, including:
  - a. The learning objectives;
  - b. The entry requirements (see also Article 4.2);
  - c. The examiners, course coordinator, assessment methods (see also Article 5.6), weighting factors, effort obligation (see also Article 4.5), and assumed prior knowledge (see also Article 4.2);
  - d. The timeslots for synchronous teaching hours.
6. The University Course Catalogue must be updated before the student registration period opens.
7. The Programme Director is responsible for the timely publication of teaching schedules and the dates for assessments and resits/supplementary tests. Students can view the schedules for teaching, assessments, and supplementary tests for which they are registered via MyTimetable.

### **Article 3.15 – Information**

Students are required to regularly check their university e-mail and the digital learning environment used during the course. Information distributed via email and/or the digital learning environment is assumed to be known.

## **SECTION 4 – EDUCATION**

### **Article 4.1 – Courses**

1. The courses of the degree programme have a credit load of 7.5 credits or a multiple thereof.
2. All courses that can be part of the degree programme are listed in the University Course Catalogue.
3. A course is offered at one of the following levels:
  - a. Introductory: 1
  - b. Intermediate: 2
  - c. Advanced: 3

### **Article 4.2 – Course entry requirements; Prior knowledge**

A student may only participate in a course if they meet the entry requirements. The entry requirements and assumed prior knowledge for each course are specified in the University Course Catalogue.

### **Article 4.3 – Course registration**

1. A student may only participate in a course after timely registration via OSIRIS Student. Registration for courses and programmes takes place during the periods determined by the Executive Board.
2. A students can withdraw via OSIRIS Student up to and including the late registration days preceding the relevant period.

### **Article 4.4 – Course participation; Priority rules**

Admission to courses with limited capacity is based on predetermined admission criteria and priority rules. Enrolled students have priority for the courses that are part of their major, followed by students who have chosen the course as part of a minor, followed by other students, all subject to meeting the remaining admission requirements. For programme-specific information see the **programme-specific appendices A-J**.

## **Article 4.5 – Effort obligation**

1. All students are expected to actively participate in the course in which they are enrolled.
2. In addition to the general requirement for active participation in courses, specific requirements per course are described in the University Course Catalogue. Unless otherwise specified there, the minimum requirement is that a student participates in all assessment components and meets all course deadlines.
3. If the effort obligation is not met, the course coordinator may exclude students from further participation in the course or part of it.

## **Article 4.6 – Completion of courses before the Christmas break (for international students)**

The **programme-specific appendices A-J** list the courses that international students can complete in period 2 before the Christmas break.

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

1. The Programme Director is responsible for monitoring the quality of teaching.
2. In the context of quality assurance in education, the Programme Director considers the advice and suggestions of the Education Committee to promote and ensure the quality of the programme.
3. The Programme Director ensures that the quality of the courses is evaluated in one or more of the following ways:
  - a. Mid-term course evaluations: students can provide feedback on aspects that could be improved or changed;
  - b. Course evaluations: at the end of course components, the participating students are asked for their feedback on at least the quality of the course and the assessment.
4. The Programme Director ensures that students who have participated in a course are informed of the outcomes of the specific course evaluation.
5. The Programme Director ensures that regular evaluations at the curriculum level take place. These are conducted in at least one of the

following forms:

- a. Curriculum evaluation: students are asked for their feedback on at least the quality of the content and didactic design of the curriculum as a whole;
- b. National Student Survey [*Nationale Studenten Enquête – NSE*]: students are asked for their feedback on all aspects of teaching and facilities.

## SECTION 5 – ASSESSMENT

### Article 5.1 – General

1. During the course, students are assessed on the specified learning objectives and academic development<sup>9</sup>.
2. The University Course Catalogue sets out the requirements that students must meet to successfully complete the course, including the assessment methods and the relevant weighting factors.
3. Each course includes multiple assessment moments. No later than mid-course, there will be an evaluation where the lecturer assesses and provides feedback on the student's progress.
4. The student assessment is completed by the end of the course.
5. The procedures for assessment are described in the Regulations<sup>10</sup> of the Board of Examiners.

### Article 5.2 – Board of Examiners

1. The Dean establishes a Board of Examiners for each degree programme or group of programmes and ensures that the Board functions independently and competently.
2. The Dean appoints the chair and members of the Board of Examiners for a term of three years based on their expertise in the relevant degree programmes or assessment field, ensuring:
  - a. At least one member is external to the relevant degree programme or group of programmes.
  - b. At least one member is a lecturer in the relevant degree programme or group of degree programmes.

Re-appointment is possible. Prior to making re-appointments, the Dean consults the members of the relevant Board of Examiners.

3. No individual holding a management position with financial responsibility or (partial) managerial responsibility for a degree programme can be appointed as a member or chair of the Board of Examiners. This includes,

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<sup>9</sup> See Article 3.1.1

<sup>10</sup> Also called 'Rules and Guidelines'



but is not limited to: the Dean, Vice-Dean, member of a departmental management/board team, Programme Director, director/head/manager of a department, and member/chair of the Board of Studies of the Undergraduate School.

4. Membership of the Board of Examiners terminates upon the expiry of the appointment term. In addition, the Dean may grant resignation requests from the chair and members. The Dean may also dismiss the chair and members if they no longer meet the requirements stated in paragraphs 2 or 3 of this article, or if it is found that they are not adequately performing their statutory duties.
5. The Dean notifies the students and lecturers of the composition of the Board of Examiners. See: <https://www.uu.nl/en/organisation/faculty-of-science/about-us/organisation/schools/undergraduate-school-of-science/organisation>.

### **Article 5.3 – Assessment of final Bachelor’s project**

1. The assessment of the final Bachelor’s project, as referred to in Article 3.6, paragraph 2, is conducted by at least two examiners (the relevant supervisor and a second assessor).
2. If the final Bachelor’s project is written in groups, each student receives an individual assessment based on their explicit contribution.

### **Article 5.4 – Course assessment**

1. The examiner of a course provides a grade for each student enrolled in the course.
2. The student’s work is assessed on a numerical scale or with the judgment Pass (P) or Fail (F).
3. Numerical grades:
  - a. Grades are awarded on a scale from 1 to 10. The final grade for a course is either Pass or Fail; with a grade of 6 or higher being a pass. The final grade is determined by the examiner according to the method published for the course and is then rounded as follows:

Grade $\geq$	to grade	Rounding
4.95	5.50	5
5.50	6.05	6

Other grades are rounded to a maximum of one decimal place: rounded up if the first decimal place to be rounded is 5 or higher, and rounded down if the first decimal place to be rounded is 4 or lower.

- b. If the grade is determined as a weighted average of component results, those component results are not rounded.
4. If a grade is solely determined by group work, individual assessments must be traceable for each student.
5. Notwithstanding paragraph 2, the following non-numerical grades are awarded in the following cases:
  - a. A student who is enrolled in a course but has not participated in any assessment components receives an ND (**N**iet **D**eelgenomen; not participated);
  - b. A student who has participated in too few assessment components to qualify for a supplementary test or has not met the requirements for all assessment components and is not entitled to a supplementary test, receives an NVD (**N**iet **V**oldaan; not completed);
  - c. A student who has participated in too few assessment components to determine a grade or has not met the requirements for all assessment components but is still entitled to a supplementary test, receives an AANV (**A**ANVullend; supplementary test);
  - d. A student who has been granted an exemption by the Board of Examiners receives an VR (**V**Rijstelling; exemption);

## Article 5.5 – Resit: supplementary or replacement test

1. Students who have met all effort obligations during the course are given the once-only opportunity to take a supplementary or replacement test if they receive a final grade of at least 4 or an SUPPL.
2. Students are not eligible for supplementary or replacement tests if they have been awarded a pass.

3. A student who, due to extenuating circumstances, has been unable to take a maximum of one (partial) assessment per course may take a supplementary or replacement test, provided the student has reported the extenuating circumstances as soon as reasonably possible. See the **programme-specific appendices A-J** on how to report such circumstances. The student thereafter will not automatically be entitled to a supplementary or replacement test as referred to in paragraph 1.
4. The supplementary or replacement tests as referred to in paragraphs 1 and 3 may cover the entire course content.

## **Article 5.6 – Assessment methods**

1. Assessments within a course are conducted in the manner specified in the University Course Catalogue.
2. Upon request, the Board of Examiners may permit an assessment to be conducted in a manner different from that specified in the first paragraph.

## **Article 5.7 – Oral testing**

1. Only one person at a time may be orally tested unless the Board of Examiners decides otherwise.
2. An oral test is conducted by two assessors appointed by the examiner, unless otherwise specified by the Board of Examiners.
3. Students are at all times permitted to ask the Board of Examiners for permission to have a confidential counsellor accompany them during the oral test.

## **Article 5.8 – Special test provisions**

1. Requests for special test provisions must be submitted to the Board of Examiners as soon as possible, with supporting documentation.
2. If not granting an individual test provision would lead to a 'particularly significant case of unfairness', the Board of Examiners may decide to grant a test provision.
3. If the student requires a maximum of one previously attempted but not successfully completed course of up to 7.5 credits to pass the Bachelor's

examination, and if not granting an individual test provision demonstrably leads to a delay in their studies of more than one semester, the student may request the Board of Examiners to consider providing an individual test provision.

4. Article 5.5 is applicable by analogy to the (individual) test provision referred to in the first paragraph. This means that the Board of Examiners can offer students who:
  - a. Have missed the regular (partial) test of the course due to extenuating circumstances; and
  - b. Have taken the test as a special provision,the opportunity to take a supplementary or replacement test if they receive a final mark of at least 4.

### **Article 5.9 – Deadline for marking tests**

1. The examiner determines the grades and provides the faculty administration with the data no later than 10 working days after the end of the course period.
2. The examiner determines the result of a written or otherwise conducted test within 10 working days after the test has taken place and notifies the student of the result in writing or electronically.
3. If the result cannot be determined within this timeframe due to extenuating circumstances, the examiner must inform the student. An indication of when the result will be determined should be provided. Extenuating circumstance can only be confirmed in consultation with the Programme Director.
4. The student has the right to inspect their work as referred to in Article 5.11, as well as the right to appeal to the Examinations Appeals Board.

### **Article 5.10 – Period of validity**

1. The period of validity for completed courses is indefinite. However, the Board of Examiners may require a supplementary or replacement test for a course if the test was taken more than five years ago and the assessed knowledge, insight, or skills are demonstrably outdated.
2. The five-year period referred to in paragraph 1 is extended by the number of months of financial support the student received from the Profiling

Fund [*Profileringsfonds - financial support for students*] as referred to in paragraph 2a of the Higher Education and Research Act and the period of extension of the performance grant due to disability or chronic illness.

3. Partial tests completed within a course that has not been successfully passed expire at the end of the academic year in which they were completed (for exemptions: see the **programme-specific appendices A-J**).

## **Article 5.11 – Right of inspection**

1. Within twenty working days after the announcement of the result of a written test, the student may, upon request and in a manner determined by the course coordinator, inspect their assessed work. A copy of the work will also be provided at cost price upon request.
2. During the period referred to in the first paragraph, the student may inspect the questions and assignments of the relevant test, as well as, where possible, the criteria used for the assessment.
3. Test questions and assignments may be collected after the test or after inspection.

## **Article 5.12 – Retention period for tests**

1. Assignments, answers, and assessed work from written tests are retained (in hard copy or digital form) for two years after the assessment.
2. The final bachelor's project referred to in Article 3.6, second paragraph, and its assessment are retained (in hard copy or digital form) for seven years after the assessment.

## **Article 5.13 – Exemption**

At the student's request and following consultation with the relevant examiner, the Board of Examiners may grant the student exemption from a course in the Bachelor's degree programme if the student:

1. Has completed a course of equivalent content and level from a university or university of applied sciences [*HBO*] prior to the start of the Bachelor's degree programme;
2. Demonstrates sufficient knowledge and skills related to the relevant

course through work or professional experience.

## **Article 5.14 – Fraud and plagiarism**

1. Fraud and plagiarism are defined as actions or omissions by the student that result in an incorrect representation of their own achievements in terms of knowledge, skills, and insight, which may lead to the examiner being unable to assess the student's abilities accurately and fairly.

a. Fraud includes but is not limited to:

- i. Cheating during a test. Anyone facilitating cheating is considered an accomplice to the fraud;
- ii. Sharing answers with others during a test;
- iii. Seeking the assistance of third parties (not the lecturer) during a test;
- iv. Using unauthorised aids (pre-programmed calculators, mobile phones, smartwatches, smart glasses, software, books, syllabi, notes, etc.) during a test;
- v. Having (parts of) an assignment completed by others and presenting it as one's own work;
- vi. Using software to generate (parts of) an assignment and presenting it as one's own work, unless explicitly permitted in the course;
- vii. Obtaining the questions, assignments, or answers for a test before the scheduled date or time;
- viii. Making or attempting to make technical changes that undermine the online test system;
- ix. Fabricating survey or interview responses or research data;
- x. Improperly signing or having the sign the attendance list.

b. Plagiarism occurs when a student copies data or text from others or from their own previous work in a thesis or other piece of work without proper citation. This includes, but is not limited to:

- i. Copying and pasting text from digital sources such as encyclopaedias and digital journals without quotation marks and citation;
- ii. Copying and pasting text from the internet without quotation marks

or

- citation;
  - iii. Copying text from printed material such as books, journals, and encyclopaedias without quotation marks or citation;
  - iv. Including translations of the abovementioned texts without quotation marks and citation;
  - v. Paraphrasing the abovementioned texts without adequate citation; paraphrases must be clearly marked (by explicitly connecting the text to the original author in the text or footnote) to avoid the impression that it is the student's own idea;
  - vi. Copying images, audio, or test materials from others without citation and presenting them as their own work;
  - vii. Resubmitting previously completed own work without citation and presenting it as new original work for the course, unless explicitly allowed in the course or by the lecturer;
  - viii. Copying work from other students and presenting it as their own. If this is done with the other student's, the latter is an accomplice to plagiarism;
  - ix. Submitting work acquired from a commercial institution (such as website offering extracts or papers) or work written by someone else, whether for payment or not;
  - x. In collaborative work, if one author commits plagiarism, the other authors are considered accomplices if they could or should have known that plagiarism occurred.
- 2.
- a. If fraud or plagiarism is detected or suspected, the examiner will notify the student and the Board of Examiners in writing.
  - b. The Board of Examiners will provide the student with the opportunity to:
    - i. Respond in writing; and
    - ii. Be heard.
3. The Board of Examiners determines whether fraud or plagiarism has occurred and will notify the student of its decision and any sanctions in writing, as outlined in the fourth paragraph, including information on the appeal process with the Examination Appeals Board.

4. The Board of Examiners is authorised to impose sanctions. The Board ensures that the sanctions are proportional: the impact of the sanctions is in proportion to the extent and severity of the fraud or plagiarism.
5. One or more of the following sanctions may be imposed depending on the nature and extent of the fraud or plagiarism, the circumstances in which it occurred, and the student's academic stage:
  - a. Invalidating the submitted assignment or test;
  - b. Reprimand, recorded in OSIRIS Student.
  - c. If applicable: exclusion from further assessments of the relevant course;
  - d. Ineligibility for a positive distinction (Cum Laude) as referred to in Article 6.2;
  - e. Exclusion from participating in assessments of the relevant course for the current academic year, or for a period of up to 12 months;
  - f. Complete exclusion from all assessments for a period of up to 12 months.
6. In cases of extremely serious and/or repeated fraud or plagiarism, the Board of Examiners may recommend to the Executive Board that the student's enrolment in the degree programme be terminated permanently.
7. If the Board of Examiners determines that large-scale or organised fraud is taking place, which could affect the results of the test as a whole, the Board of Examiners will promptly declare the test invalid and require all participants to retake the entire test at short notice. The Board of Examiners will set a date for the resit, which will be no more than ten working days after the fraud is detected, allowing participants to benefit from their preparation for the test.



## SECTION 6 – EXAMINATION

### Article 6.1 – Examination

1. The Board of Examiners determines the result of the examination and awards the degree certificate as referred to in Article 6.4 if the student has met the requirements of the examination programme.
2. Before determining the result of the examination, the Board of Examiners may investigate the student's knowledge of one or more components or aspects of the degree programme. The Board of Examiners will only conduct such an investigation if it establishes that there are facts or circumstances leading it to conclude that it cannot vouch for the student's achievement of the final qualifications of the programme (as referred to in Article 3.1).
3. Assessment of the examination dossier is part of the final examination. The date of examination is the last working day of the month in which the Board of Examiners has determined that the student has met the requirements of the examination programme. The student must be enrolled in the degree programme on the date the examination is taken.
4. To pass the examination, it is required that the required courses have been completed with a passing grade.
5. To pass the examination and to issue the degree certificate, it is also required that the student was enrolled in the degree programme during the period in which the tests and examination were taken. If the student does not meet this requirement, the Executive Board may issue a declaration of no objection concerning the passing of the examination and the issuance of the certificate after the student has paid the tuition fees and administrative costs for the 'missing' periods.
6. Students who have passed the examination and are entitled to receive a degree certificate may request the Board of Examiners **to postpone** the awarding of the certificate and **the examination date as referred to in paragraph three**. This request must be submitted within ten working days after the student has been informed of the examination result. In this request students must indicate when they wish to receive the certificate. The Board of Examiners will grant the request in any case when the student:

- a. Is going to hold a board position for which a grant for participating in management/board activities from Utrecht University is available;
  - b. Is going to complete an internship or course abroad;
  - c. Needs to complete courses required for admission to the Master's degree programme.
7. Postponement of the examination date is only possible once for a maximum duration of one academic year. Only for students who wish to make use of tuition-free board positions, a postponement of up to thirteen months can be granted.

## **Article 6.2 – Cum Laude distinction**

1. The Cum Laude distinction is awarded for the Bachelor's degree examination if the following conditions are met:
  - a. The unrounded weighted average of all courses taken as part of the Bachelor's degree programme and the final Bachelor's project as referred to in Article 3.6 meets the requirements described in the **programme-specific appendices A-J**;
  - b. A maximum of one course has been retaken during the course of study;
  - c. A maximum of 60 credits have been exempted;
  - d. The Board of Examiners has not taken a decision (as referred to Article 5.14, paragraph 5) stating that due to established fraud/plagiarism the student is no longer eligible for a positive distinction (Cum Laude);
  - e. The Bachelor's final examination has been completed within four years.
2. If not awarding the Cum Laude distinction would result in a 'particularly significant case of unfairness', the Board of Examiners may decide to award the Cum Laude distinction.

## **Article 6.3 – Degree**

1. The student who has successfully passed the examination is awarded the degree of Bachelor of Science.
2. The awarded degree is recorded on the examination certificate.

## **Article 6.4 – Certificate and International Diploma Supplement**

1. The Board of Examiners issues a certificate as proof that the examination has been passed. One certificate is issued per degree programme, even if a student completes multiple programmes.
2. The Board of Examiners attaches the International Diploma Supplement (in English) to the certificate, providing (an international) context into the nature and content of the completed degree programme.

## **Article 6.5 – Honours certificate**

If the honours programme as referred to in Article 3.13 has been successfully completed, this is recorded on the International Diploma Supplement and an honours certificate is issued.

## **Article 6.6 – ECTS Grading Table**

1. The International Diploma Supplement includes the student's weighted average grade and the ECTS Grading Table.
2. The weighted average grade reflects the student's academic performance on a scale of 1 to 10. It is calculated based on the valid numerical results for the courses completed within the examination programme. Courses that are not numerically graded are not included in the calculation. The weighting is based on the credits per course.
3. The ECTS Grading Table provides international teaching institutions and employers with an understanding of the grading culture of Utrecht University. Based on the Grading Table, they can convert the grades to their own grading system. The ECTS Grading Table is a university-wide table for all Bachelor's degree programmes. This table uses a ten-point scale, of which only the grades 6 to 10 are shown as only passes are visible in the Grading Table. The grades are expressed only in whole or half-numbers. For each grade, a percentage indicates how often it is awarded across Bachelor's degree programmes.
4. The calculation of the ECTS Grading Table is based on all valid passes (except alphanumeric results), not weighted by credit load, from the three

most recent academic years, for students who were actively enrolled in a Bachelor's degree programme at Utrecht University.

## **SECTION 7 – ACADEMIC ADVICE AND SUPPORT**

### **Article 7.1 – Student information system**

1. The faculty records the individual final course results of the students and makes these available through OSIRIS Student.
2. A certified student progress dossier can be obtained from the Student Desk of the Faculty of Science.

### **Article 7.2 – Academic advice and support**

1. The faculty is responsible for the introduction and academic advice of students enrolled in the degree programme, including their orientation towards possible study paths within and outside the degree programme and the job market.
2. Academic advice includes:
  - a. A mandatory matching process for prospective students prior to enrolment in a Bachelor's degree programme<sup>11</sup>, aimed at guiding students in choosing a programme that fits their ambitions, expectations, and capabilities;
  - b. An introduction in the first week of the first semester of the first academic year;
  - c. The assignment of a tutor to all Bachelor's students who introduces them to their degree programme during the first semester and is available for guidance throughout their studies and in making choices during the Bachelor's phase;
  - d. Group and individual advice on possible study paths within and outside the degree programme, also considering career opportunities after the Master's degree programme and the possibilities of entering the job market directly after obtaining the Bachelor's degree;
  - e. Group and individual advice on study skills, study planning, and the

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<sup>11</sup> With the exception of selective programmes and restricted-admission programmes.

- choice of the follow-up trajectory after the Bachelor's degree;
- f. Providing referral and assistance for difficulties experienced by a student during their studies;
  - g. Providing referral to a more suitable programme for students who withdraw from the degree programme before 1 February of the year of their first enrolment;
  - h. An individual matching activity for students who are referred to the degree programme<sup>12</sup> from another degree programme at Utrecht University during the academic year.
  - i. Giving a strong recommendation after the first semester and a binding recommendation after the second semester of the first year based on all credits earned in the first year about whether to continue the study.
3. A portfolio can be used as an instrument for of study and career guidance.
  4. The degree programme must provide 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 are given the opportunity to take courses and sit examinations in the manner detailed in the Educational Provision Contract. Requests for a provision should be submitted via OSIRIS Student.

### **Article 7.4 – (Binding) recommendation on continuation of studies**

1. In the first year of enrolment, students enrolled in the degree programme receive a written recommendation regarding the continuation of their studies by 31 January. This preliminary recommendation, based on the study results from the first period, including resits, is not binding but serves as a warning in case of insufficient study progress, giving the student the opportunity to improve their performance:
  - a. If the student has earned 0 credits, they are advised to seriously

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<sup>12</sup> With the exception of selective programmes and restricted-admission programmes.

- reconsider their choice of studies.
- b. If the student has earned 7.5 credits, they are advised to critically review and improve their study methods.
    - c. If the student has earned 15 credits, they are advised to continue their studies.
  2. Students who have earned 0 or 7.5 credits are invited for a meeting with the academic adviser.
  3. At the end of the academic year, but not later than 31 August, students receive a second written recommendation regarding the continuation of their degree programme. Subject to the provisions of paragraphs 9, 10 and 11, a binding rejection is attached to this recommendation when the student has earned fewer than 45 credits. The rejection is valid for a period of four academic years from the date of issue.
  4. When determining the number of credits earned as referred to in paragraphs 1 and 3, all credits earned in the first academic year are counted, with the exception of credits from exemptions and results from partial tests; these do not count.
  5. A student who requests to withdraw before 1 February of the first year of enrolment will not receive the second recommendation referred to in paragraph 3. If the student re-enrols in a subsequent academic year, the recommendation on continuation of studies as referred to in paragraph 3 will be issued in that subsequent academic year.
  6. In deviation from the fifth paragraph, the student who:
    - a. Requested to withdraw before 1 February of the first year of enrolment; and
    - b. Has been enrolled at Utrecht University after 1 February; and
    - c. Has earned fewer than 45 credits,**will** receive a negative binding recommendation on the continuation of the second Bachelor's degree programme.
  7. The recommendation on continuation of studies is issued by the Programme Director of the degree programme on behalf of the Dean of the Faculty of Science.
  8. Before a negative binding recommendation is issued, the student is given the opportunity to be heard by or on behalf of the Programme Director.
  9. In considering whether to issue a negative binding recommendation, the

Programme Director will take into account, upon the student's request, their personal circumstances. Only personal circumstances reported to the academic adviser as soon as reasonably possible after their occurrence will be considered by the Programme Director. Personal circumstances include illness, pregnancy, disability and chronic illness, exceptional/serious family circumstances, elite sports, and board activities for a student organisation with full legal capacity or within the framework of the organisation and management of Utrecht University, the Faculty, or the degree programme.

10. In considering whether to issue a negative binding recommendation, the Programme Director will take into account, upon the student's request, other extenuating circumstances than those mentioned in the preceding paragraph. Only extenuating circumstances reported to the academic adviser as soon as soon as reasonably possible after their occurrence will be considered by the Programme Director. In addition, the Programme Director can take account inequities of a serious nature.
11. If, due to the circumstance mentioned in paragraphs 9 and 10, it is not possible to make a judgment about the student's suitability, the negative binding recommendation will be deferred, and the student will receive the recommendation referred to in paragraph 3 at the end of the subsequent academic year. The student must obtain the number of credits referred to in paragraph 3 in the subsequent academic year; the credits already obtained in the first academic year do not count.
12. A negative binding recommendation cannot be issued if the student has passed all tests of the courses in the first year of the degree programme (see the **programme-specific appendices A-J**) with a total study load of 60 credits.
13. An appeal against a decision of refusal can be lodged with the Examinations Appeals Board within 6 weeks.



## **SECTION 8 – TRANSITIONAL AND FINAL PROVISIONS**

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

In cases not provided for by or not clearly addressed by these Regulations, the decision shall be made by:

1. The Board of Examiners if the decision falls within its competence as specified by Articles 7.3j, 7.11 and 7.12b of the Act or these Education and Examination Regulations;
2. The Dean or an authorised representative on behalf of the Dean, in all other cases, after consulting with the Board of Examiners.

### **Article. 8.2 – Hardship clause**

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

### **Article 8.3 – Amendments**

1. Amendments to these Regulations are decided by the Dean, following consultation with the Education Committee and Faculty Council.
2. Amendments to these Regulations do not apply to the current academic year unless it is reasonably ensured that the students' interests are not adversely affected.
3. Furthermore, an amendment may not, to the disadvantage of students, influence a decision made about a student by the Board of Examiners under these Regulations.

### **Article 8.4 – Publication**

The Dean is responsible for the publication of these Regulations, as well as any

amendments, via the internet.

### **Article 8.5 – Effective date**

These Regulations shall take effect on 1 September 2024.

### **Article 8.6 – Transitional arrangement**

See the **programme-specific appendices A-J**.

