

**Education and Examination Regulations (EER)
Bachelor's Degree Programme in Law
2023/2024**

**Undergraduate School of Law
(Department of Law)
Utrecht University**

The Education and Examination Regulations contain the programme-specific rights and obligations of both students and Utrecht University. The (general university-wide) Student Statute contains the rights and obligations applicable to all students.

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Section 1 – General provisions

Art. 1.1 – Applicability of the Regulations

1. These Regulations apply to the academic year 2023/2024 and apply to the education, the tests and the examination of the Bachelor's degree Programme in Law of Utrecht University (hereinafter referred to as the degree programme) and to all those who are registered for the degree programme or for a course of the degree programme. The provisions on admission to the degree programme are also applicable to those applying for admission. The degree programme is provided by the Undergraduate School of Law (the Department of Law) within the Faculty of Law, Economics and Governance, hereinafter referred to as: the Department.
2. To students, who for the first time registered for a degree programme in the 2015/2016 academic year or later, the Education and Examination Regulations of the year in which the student registered for the relevant degree programme for the first time, is applicable.

Art. 1.2 – Definition of terms

In these Regulations, the following terms mean:

- a. The Act: the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*);
- b. Student: anyone who is registered at the university to take courses and/or to sit the tests and the examinations of the degree programme;
- c. He/him/his: this is not intended as an indication of gender, but refers to the person referred to earlier in the relevant article (usually the student);
- d. Credit: unit expressed in terms of ECTS, whereby one credit is equal to 28 hours of study;
- e. Degree programme: the Bachelor's degree Programme as referred to in Art. 1.1 of these Regulations, consisting of a coherent whole of units of study;
- f. Course: the whole of education and tests of a unit of study of the degree programme, as referred to in the University Course Catalogue;
- g. Non-legal course: a course that is not regarded as legal by the department (in the University Course Catalogue). With regard to courses taken outside the department, the Board of Examiners decides whether these are to be considered legal or non-legal;
- h. Test: interim examination as referred to in Article 7.10 of the Act;
- i. Examination: the final examination of the Bachelor's degree programme that is passed if all obligations of the entire Bachelor's degree Programme have been fulfilled;
- j. University Course Catalogue: the register of the courses given by the University, which is kept under the responsibility of the Executive Board;
- k. Contact hours: contact hours are considered to be:
 - hours spent in class where a lecturer is present, such as lectures and tutorials, student support, traineeship supervision, tests and examinations, as well as career support in so far as the degree programme schedules these for all students;
 - other structured hours scheduled by the degree programme and which are characterised by contact between the students themselves, either online or on location and/or online contact with lecturers;
- l. Educational facility: the facility offered by the Director of Education (in the case of educational facilities) and/or the Board of Examiners (in the case of testing facilities) to a student with a disability or chronic illness, which lays down the necessary and reasonable facilities to which the student is entitled;
- m. International Diploma Supplement (IDS): the annex to the Bachelor's Degree Certificate, which includes an explanation of the nature and contents of the degree programme (partly in an international context);
- n. Course coordinator: the examiner who is the course coordinator according to the University Course Catalogue and therefore is ultimately responsible for the particular course;
- o. University academic calendar: the period determined by the Executive Board as the structure of the academic year;
- p. Semester: part of the academic year of which the commencement and final date are determined by the university academic calendar;
- q. Course period: part of the academic year, either one semester, or a part of a semester, the commencement and final date of which are determined by the university academic calendar;
- r. Director of Education: the member of the board of the Department of Law appointed by the Dean who is in charge of the management of the Undergraduate School of Law under which the degree programme falls;

- s. Board of Examiners: the Board of Examiners of the Bachelor's degree programmes of the department.

The other terms have the meaning as provided for by the Act.

Art. 1.3 – Internet and e-mail

1. A student is expected to have basic computer skills, including internet and e-mail skills.
2. Computer and Internet usage is necessary for completing the degree programme.
3. Material that is provided in digital form can be regarded as comprising part of the compulsory material for a test.
4. The student shall regularly check their university e-mail address, the website of the department and the digital learning environment. Information that is distributed via e-mail, the digital learning environment or the website is regarded as being known.

Section 3 – Contents and structure of the degree programme

Art. 3.13 – Actual teaching structure

1. The number of contact hours¹ for the degree programme amounts to:
 - for year 1: on average, at least 12 hours per week;
 - for year 2: on average, at least 8 hours per week;
 - for year 3: on average, at least 8 hours per week.
2. The University Course Catalogue, Blackboard and/or MyTimetable give the following details relating to each course:
 - a. the learning objectives;
 - b. the timetables;
 - c. the scheduling of the contact hours;
 - d. where and when the tests and supplementary tests of the courses will take place.
3. Students can view the timetables of the courses, tests and supplementary exams for which they are registered via MyTimetable.

¹ In the actual teaching structure, the aim is to realise a mix of the types of contact hours as described in Article 1.2

Section 4 – Education

Art. 4.1 – Courses

1. The degree programme provides courses with a study load of 7.5 credits (ECTS) or a multitude hereof.
2. Apart from the provisions in Art. 3.9, all courses that can be part of the degree programme are included in the University Course Catalogue.
3. A course is taught at one of the following levels:
 - introductory: 1;
 - intermediate: 2;
 - advanced: 3.

Art. 4.2 – Entry requirements courses; prior knowledge

1. Participation in the graduation assessment is possible only after having obtained at least 120 credits (ECTS) of the degree programme, including all courses of the first year of the degree programme.
2. Participation in courses at level 2 requires that the level 1 courses of the degree programme have been passed or that there is sufficient previous knowledge at the level of these courses.
3. Participation in courses at level 3 requires that the level 1 courses of year 1 have been obtained, and prior knowledge of the other courses at level 2 is presumed.
4. Notwithstanding the provisions in the previous paragraphs, the University Course Catalogue indicates per course what prior knowledge is required to participate successfully. Additionally, each course can obligate specific entry- and prior knowledge requirements.

Art. 4.3 – Registration for courses

A student can only participate in a course after having registered on time via OSIRIS-student. See: <https://students.uu.nl/en/practical-information/enrolment/course-registration>.

Art. 4.4 – Participation in courses; rules of precedence

1. Except for the mandatory courses of the major, the Director of Education can determine a maximum number of participants for a course.
2. Admission to the courses with a maximum number of participants takes place based on criteria to be included in the University Course Catalogue.
3. Apart from the provisions referred to in par. 2, the Director of Education can determine supplementary rules of precedence per course.

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

1. Each student is expected to participate actively in the course for which they are registered.
2. Besides the general requirement for the student to participate actively in the course, the additional requirements for each course are listed in the University Course Catalogue.
3. In the event of qualitatively or quantitatively inadequate participation, the course coordinator may exclude the student from further participation in the course or a part thereof.
4. The provisions in the previous article also imply that students who do not meet the requirements of the course description may be excluded by the course coordinator from participation in the course, including the tests.

Art. 4.6 – Completion of courses for international students before Christmas break

This Article comprises the courses that international students may complete in period 2 before the Christmas break:

RGBUSB013 Legal Ethics (7.5 ECTS).

Section 5 – Testing

Art. 5.1 – General

1. During the course, the student will be tested for academic development and the extent to which they have sufficiently achieved the learning objectives set. The testing of the student's knowledge and skills will be concluded at the end of the course.
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 has various testing moments. At the latest halfway through the course there is a moment where the teacher assesses the student's progress and informs them hereof.
4. The testing of the of the student's knowledge and skills will be completed by the end of the course.
5. The testing procedure is described in the Regulations of the Board of Examiners.

Art. 5.2 – Board of Examiners

1. For each degree programme or group of programmes, the Dean will establish a Board of Examiners and will put in place guarantees that this Board of Examiners 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 based on their expertise in the field of the programme(s) in question or the field of examining, whereby:
 - at least one member comes from outside the degree programme or group of study programmes concerned, and
 - at least one member is a lecturer in the degree programme or group of degreeReappointment is possible. Before making any appointment, the Dean will consult the concerning members of the Board of Examiners.
3. Persons holding a management position with financial responsibility or (partial) administrative responsibility for a programme of study may not be appointed as a member or chair of the Board of Examiners. This will in any event include: the Dean, vice-Dean, the Director/Head/Manager of a department², any member of a departmental management/administrative team, the Director/Head/Manager of a section, any member of a management or administration team of a section, any member/chair of the Board of Studies of the Graduate School or the Undergraduate School and the Director of Education.
4. Membership of the Board of Examiners will terminate upon expiry of the period of appointment. In addition, the Dean will discharge the chair and the members from their duties at their request. The chair and the members will also be dismissed by the Dean if 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 if they fail to perform their statutory duties adequately.
5. The Dean will make the composition of the Board(s) of Examiners known to the students and teaching staff.
6. The Board of Examiners may include more detailed rules on its tasks and responsibilities in the official Regulations of the Board of Examiners, including provisions on the appointment of examiners.

Art. 5.3 – Marks

1. Marks are awarded on a scale of 1 to 10.
2. The final mark of a course is either pass or fail. In the case of courses with one test, a pass is awarded when the unrounded final mark is at least 6. The mark of 5 as the final mark for a course with one test is not provided with decimals. In the case of courses with several sub-tests, a pass is awarded when the unrounded weighted final mark is at least 5.5. The Regulations of the Board of Examiners hold further provisions with respect to the assessment of a course and the rounding off of a final result of a course.
3. Alphanumeric results as a final mark of a course are awarded in the following cases:
 - a student who is registered for a course and has not participated in any or in all of the test modules will be given an NC (Not Completed); for the test module(s) the student did not participate in, they will be given an NP (Not Participated);
 - if the student has complied with the conditions of a course, but has not received a mark for it, they may be given a P (Pass) as the result;

² In the School of Law this is the Department chair.

- if the student has not complied with the conditions of a course that they do not receive a mark for, they can be given an F (Fail) as the result;
- a student who has been granted exemption by the Board of Examiners will be given an EX (Exemption).

Art. 5.4 – Force majeure, make-up exam

1. A student who has been unable to participate in a maximum of one sub-test per course due to demonstrable circumstances outside of their control may sit a make-up exam, if they notified the Student Information Desk Law (*Studiepunt Rechten*) prior to taking the test.³ If the latter has not been possible, the student shall inform of the circumstances outside of their control as soon as possible. This student then is no longer eligible to take a supplementary or a replacement exam in accordance with Article 5.5.
2. The course coordinator determines the form of the make-up exam and whether the student may participate in it.
3. The make-up exam is a test in which the entire course material can be examined.

Art. 5.5 – Resit: supplementary and replacement exams

1. If a student has fulfilled all obligations to perform to the best of their ability during the course, as long as the final (failing) mark is at least 4.0 (rounded in OSIRIS), they will be given a once-only opportunity to take a resit exam consisting of a supplementary exam or a replacement exam.
2. A student who has passed a course does not qualify for a supplementary or a replacement exam.
3. A student who has passed a sub-test also does not qualify for a supplementary or a replacement exam.
4. The course coordinator decides whether the test will be a supplementary or a replacement exam and, subject to the provisions of paragraph 1, whether the student may take the test. The course coordinator also decides on the form and the content of the test.
5. The supplementary or replacement exam is an individual test, whereby the entire course material can be tested.
 - a. In case of a replacement exam students take an entirely new test, which is comparable to the sub-test to be replaced or a part thereof.
 - b. A supplementary exam enables students to resit a failed sub-test by making a supplementary assignment or by implementing an improvement on the basis of feedback or otherwise.
6. If the supplementary or replacement exam is 'satisfactory', the final mark for the relevant course will be determined by the weighted average of the satisfactory mark (6) of the supplementary or replacement exam and the original mark(s) of the other sub-test(s). If the supplementary or replacement test is 'unsatisfactory', the original final mark remains unaltered.
7. If a student was awarded unsatisfactory marks for all or several sub-tests, the course coordinator decides for which one(s) of those sub-tests a supplementary or replacement exam must be taken. If a resit of a sub-test cannot result in the award of a pass for the course, students may take a resit test, where the entire course material is tested.
8. The examiner decides whether the graduation assessment will be eligible for a supplementary or replacement test. No make-up possibility is provided for a supplementary or replacement exam.

Art. 5.6 – Type of test

1. Testing within a course is done in the manner stated in the University Course Catalogue.
2. At a student's request, the Board of Examiners may allow a test to be administered otherwise than as stipulated in the first paragraph.
3. Testing within a course, except for the graduation assessment and the Bachelor's traineeship courses, is done by means of at least two test modules or several subtests.
4. The testing of the graduation assessment project referred to in Articles 3.5 par. 4 and 3.11 is conducted by at least two lecturers (the supervisor and a second assessor); at least one of the lecturers must be an examiner.
5. For all courses the requirement applies that, to obtain a final grade, the student must have received an assessment for all mandatory test modules.

³ A digital form is available to this end.

6. A centrally held written sub-test in principle lasts two hours. At the request of the course coordinator, the Director of Education may grant permission to extend the duration of the test.

Art. 5.7 – Oral exams

1. Oral exams 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.
2. In principle, an oral examination is administered by two examiners.

Art. 5.8 Individual testing provision

1. If not providing for an individual testing provision would result in a 'special case of manifest unfairness', the Board of Examiners may decide to grant an individual testing provision.
2. Requests for a special provision to sit a test must be submitted by the student to the Board of Examiners as soon as possible, with evidence.

Art. 5.10 – Time limit for marking tests and notification

1. The examiner determines the mark as quickly as possible after administering an oral exam provides the student, if possible, with a written statement of the mark, and submits the relevant data to the administrative office of the department.
2. The examiner marks a (written) test within ten working days of the date on which it was administered and sees to the immediate notification of the mark.
3. If the mark is not available within this period for reasons of force majeure, the examiner must communicate this to the student, indicating when the mark will be determined. Force majeure may only be established in consultation with the Director of Education.
4. The student is informed of their right of inspection referred to in Article 5.12, and of the possibility to appeal to the Examinations Appeals Board.

Art. 5.11 – Period of validity

1. The term of validity of courses passed is unlimited. Contrary to this, the Board of Examiners may, for a course that was passed more than six years ago, impose one or more tests for the purpose of updating knowledge, understanding and/or skills, if the knowledge, understanding and/or skills acquired in the course have become demonstratively out of date.
2. Sub-tests 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.

Art. 5.12 – Right of inspection

1. For twenty working days after the announcement of the result of a written test in OSIRIS, students will be allowed to inspect the marked work upon request at a time and in a manner determined by the course coordinator.
2. During the period referred to in the first paragraph, the student may inspect the questions and assignments of the test concerned, as well as, if possible, the standards on which the mark was based.
3. The course coordinator can determine that the test questions and other assignments are collected again after the taking of the test or the inspection of the marked work.
4. The Board of Examiners Regulations contain more detailed provisions on the right of inspection and a subsequent discussion.

Art. 5.13 – Retention period 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 graduation assessment referred to in Article 3.5, par. 4 and the assessment thereof will be kept (in paper or digital form) for a period of seven years after this assessment.

Art. 5.15 – Fraud and plagiarism

1. Fraud and plagiarism are defined as an action or omission on the part of the student, 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 student in a proper and fair manner.

Fraud includes:

- cheating during tests. The person offering the opportunity to cheat is an accessory to fraud;

- sharing answers with others while taking a test;
- seeking the help of third parties during a test;
- being in possession of (i.e., having/carrying) tools and resources during tests, such as pre-programmed calculators, mobile phones, smart watches, smart glasses, books, course readers, notes, etc., consultation of which is not explicitly permitted. The Board of Examiners may include in the Board of Examiners Regulations more detailed rules on tools and resources permitted during tests and on the acceptability of notes in legislation volumes and case law volumes that may be consulted during the test;
- having others carry out all or part of an assignment and passing this off as own work;
- gaining access to questions, assignments or answers of the test prior to the date or time that the test in question takes place;
- performing (or trying to perform) technical changes that undermine the online testing system;
- making up survey or interview answers or research data;
- wrongly signing or having another sign the attendance lists.

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

- cutting and pasting text from digital sources such as encyclopaedias and digital publications without using quotation marks and referring to the source;
 - cutting and pasting text from the internet without using quotation marks and referring to the source;
 - using excerpts from printed material such as books, magazines, other publications and encyclopaedias without using quotation marks and referring to the source;
 - using a translation of the abovementioned texts without using quotation marks and referring to the source;
 - paraphrasing of the abovementioned texts without giving a (clear) reference: paraphrasing must be marked as such (by explicitly linking the text with the original author, either in text or a footnote), whereby the impression is not created that the ideas expressed are those of the student;
 - using visual, audio or test material from others without referring to the source and presenting this as own work;
 - resubmission of the student's own earlier work without source references, and allowing this to pass for work originally produced for the purpose of the course, unless this is expressly permitted in the course or by the lecturer;
 - using the work of other students and passing this off as own work. If this happens with the permission of the other student, they are also guilty of being an accessory to plagiarism;
 - if, in a joint paper, one of the authors commits plagiarism, the other authors are also guilty of being an accessory to plagiarism, if they could or should have known that the other was committing plagiarism;
 - submitting papers obtained from a commercial institution (such as an internet site offering excerpts or papers) or having such written by someone else, whether or not in return for payment.
2. a. In all cases in which fraud or plagiarism is found or suspected, the examiner will inform the student and the Board of Examiners of this in writing.
 - b. The Board of Examiners will give the student the opportunity:
 - to respond in writing;
 - to be heard.
 3. The Board of Examiners will determine whether fraud or plagiarism has occurred and will inform the student of its decision in writing and of the possible 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 authorised to impose sanctions. In doing so, the Board of Examiners shall ensure that the sanction is proportionate: the consequences of the sanction shall be in proportion to the degree and seriousness of the fraud or plagiarism committed.
 5. One or more of the following sanctions may be imposed, depending on the nature and extent of the fraud or plagiarism committed, and the circumstances in which the fraud or plagiarism was committed, as well as the student's study phase:
 - invalidation of the paper or test submitted;
 - reprimand, a note of which will be made in OSIRIS;
 - removal from the course;
 - no longer being eligible for a positive degree classification (cum laude) as referred to in

Article 6.2;

- exclusion from participation in tests belonging to the course concerned for the current academic year, or for a maximum period of twelve months;
 - complete exclusion from participation in all tests for a maximum period of twelve 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 test must be retaken. This date will be no later than ten working days after the fraud was established, so that the participants can still benefit from their preparatory work for the test.

Art. 5.16 – Plagiarism control

1. With respect to the control of plagiarism in assignments written by the student, such as papers, the thesis etc., electronic submission thereof, with or without the use of plagiarism detectors, may be made obligatory by the examiner of the course. If a student does not submit their work electronically or does not submit it on time, these may be graded with an 'unsatisfactory' grade.
2. By submitting a piece of work, the student is providing permission, in the broadest sense of the word, for a plagiarism control via a plagiarism detection system of the department's choosing, or uploading of the piece in databases, insofar as this is necessary for future plagiarism controls.
3. If in a given course, it is determined to publish a piece, the student retains the right to refuse to have the work used publicly, except with respect to the plagiarism controls as outlined in paragraphs 1 and 2 of this Article.

Section 7 – Academic advice and support

Art. 7.1 – Student information system

1. The department must register 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 Information Desk for Law (*Studiepunt Rechten*).
After choosing a track, students are expected to inform the department of their choice of a Bachelor's track. After this has been registered in OSIRIS, students can monitor their progress within this track in OSIRIS.

Art. 7.2 – Academic advice and support

1. The Faculty provides for the introduction and the academic advice and support of registered students of the degree programme, partially for the benefit of the binding recommendation on the continuation of studies (*bindend studieadvies*) and for their orientation on possible study tracks within and outside the degree programme.
2. Academic advice and support comprises:
 - an obligatory matching programme for prospective students, prior to their registration for the Bachelor's degree programme, with the aim of advising students as regards their choice of degree programme that fits in with their ambition, expectations and possibilities;
 - an introduction in the first week of the first semester of the first year of study;
 - the assignment of a tutor to all Bachelor's degree students, who introduces them to their programme in the first semester and who is available for counselling during the remainder of the study and in case choices need to be made during the Bachelor's phase.
 - group and individual counselling on possible study tracks within and outside the degree programme, whilst taking into consideration the career opportunities after the Master's degree programme and on the possibility of directly entering the labour market after obtaining one's Bachelor's degree;
 - group and individual counselling on study skills, study planning and choice of the next stage after the Bachelor's degree;
 - offering courses on study methods and study skills;
 - offering referrals and help in case of difficulties encountered by students during their study;
 - giving an urgent advice after the first semester and a binding recommendation after the second semester of the first year, based on all credits (ECTS) obtained in the first year, regarding either the continuation or discontinuation of one's studies.

Article 7.3 – Disability and chronic illness

Students with a disability or chronic illness will be offered the possibility to take courses and sit examinations in the manner as stated in the Educational Facility Requests for a provision are submitted by students to the student counsellor via OSIRIS-student.

Section 8 – Final provisions

Art. 8.4 – 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, 3h, 7.11 and 7.12b of the Act or on the basis of Articles 3.6 to 3.9, 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 a staff member appointed for this purpose on behalf of the Dean, after the Board of Examiners has expressed its view.

Art. 8.5 Hardship clause

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

Art. 8.6 – Amendments

1. The Dean will lay down amendments to these Regulations in a separate resolution, after consulting the Education Committee and the Faculty Council.
2. An amendment to these Regulations does not apply to the current academic year, unless it is reasonable to assume that it will not harm the interests of the student.
3. Furthermore, an amendment may not have an adverse effect for students on any other decision taken pursuant to these Regulations by the Board of Examiners with respect to a student.

Art. 8.7 – Publication

The Dean will provide for the publication of these Regulations, as well as any amendments, on the Internet.

Art. 8.8 – Effective date

These Regulations take effect on September 1, 2023.

The Board of the Faculty of Law, Economics and Governance of Utrecht University has adopted these Regulations on June 20, 2023, with the approval of the Faculty Council on June 6, 2023, and of the Education Committee of the Department on April 4, 2023.