

Education and Examination Regulations (EER)
Bachelor's Degree Programme in Law
2019/2020

**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 2019/2020 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. 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 in the academic year 2015/2016 or later register for a degree programme for the first time, the degree programme of the Education and Examination Regulations of the year in which the student registered for the relevant degree programme for the first time, will be applicable.
3. To students who prior to the academic year 2015/2016 had a full registration for the degree programme, the transitional provision of Art. 8.1 of these Regulations applies.

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 legal or non-legal;
- h. Test: interim examination as referred to in Article 7.10 of the Act;
- i. Examination: the final Bachelor's examination of the 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 taken to mean:
 - hours spent in class where a lecturer is physically present, such as lectures and tutorials, student counselling, traineeship supervision, tests and examinations, as well as career support in so far as the degree programme schedules these for all students;
 - other structured hours scheduled by the degree programme and which are characterised by contact between the students themselves, either virtually or in real time and/or virtual contact with lecturers;
- l. Educational Facilities Contract: the contract concluded by the Education Director (or another officer on behalf of the degree programme) and the 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. Education Director: 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 email

1. A student is expected to have basic computer skills, including working with the Internet and e-mail.
2. Computer and Internet use is necessary for completing the programme.
3. Material that is provided in digital form can be regarded as comprising part of the compulsory material for a test.
4. A student shall regularly check his or her university email address, the website of the department and the digital learning environment. Information that is distributed via email, 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 course 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 see both the timetables for the courses for which they are registered and when and where the examinations and tests will take place for the courses for which they are registered on OSIRIS-student and in 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 seven and a half credits (ECTS) or a multiple hereof.
2. Apart from that mentioned in Art. 3.9, all courses that may 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; previous knowledge

1. Participation in the graduation project 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 the 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 the courses at level 3 requires that the level 1 courses of year 1 have been obtained, and previous 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 previous knowledge is required in order to participate successfully. Per course specific entry requirements and requirements as regards previous knowledge may be stipulated.

Art. 4.3 – Registration for courses

1. A student can only participate in a course after having registered for it in good 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. With the exception of the mandatory courses of the major, the Education Director may lay down 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 Education Director may lay down 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 he or she is registered.
2. Besides the general requirement for the student to participate actively in the course, the additional requirements for each course are listed in the University Course Catalogue.
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:

RGBUSBR013 Legal Ethics (7.5 ECTS).

Section 5 – Testing

Art. 5.1 – General

1. During the course, the student will be tested for academic schooling and the extent to which the student has sufficiently achieved the learning objectives set.
2. The University Course Catalogue describes the achievements the student must make to pass the course, and the criteria on which the student is assessed.
3. Each course 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 him hereof.
4. The testing of the student 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 sufficient 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 degree programmes concerned.

Re-appointments are possible. Before making such an appointment, the Dean will consult the members of the Board of Examiners concerned.

3. Persons holding a management position with financial responsibility or (partial) administrative responsibility for a programme of study may not be appointed as 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, a member of a departmental management/administrative team, the Director/Head/Manager of a section, any member of a management or administration team, a member/chair of the Board of Studies of the Graduate School or the Undergraduate School and the Education Director.
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 powers in the Board of Examiners Regulations, including provisions on the appointment of examiners.

Art. 5.3 – Marks

1. Marks are awarded on a scale of 1 to 10. The final assessment of a course is either pass or fail, expressed in numbers: 6 or higher and 5 or lower, respectively.
The number 5 is not provided with decimals.
The Board of Examiners Regulations hold further provisions with respect to the assessment of a course and the rounding off of marks.
2. Alphanumeric results as a final assessment 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 test module(s) will be given an NC (Not Completed); for the test module(s) the student did not participate in, he will be given an NP (Not Participated);
 - if the student has complied with a course, but has not received a mark for it, he may be given a P (Pass) as the result
 - if the student has not completed a course but does not receive a mark for it, the student can be given an F (Fail) as the result
 - a student who has been granted exemption by the Board of Examiners will be given an EX (Exemption);

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

Art. 5.4 – Force majeure, catch-up test

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

Art. 5.5 – Additional or substitute test

1. If a student has fulfilled all obligations to perform to the best of his ability during the course, as long as the final (failing) mark is at least a four, he will be given a once-only opportunity:
 - a. for a course with test modules to sit a supplementary test ("additional test"), or
 - b. for a course with only one test to sit an alternative test ("substitute test")⁴.
2. A student does not qualify for an additional or substitute test if he or she has been awarded a pass.
3. The course coordinator determines the form of the additional test and of the substitute test and decides, subject to the provisions of paragraph 1, whether the student may take the additional or substitute test.
4. The additional test is an individual test, in which the entire material for the course can be examined. The additional test is graded with a 'satisfactory' or 'unsatisfactory' grade. If the make-up test is 'satisfactory', the final grade for the course is a 6. If the make-up test is 'unsatisfactory', then the original final grade remains unaltered.
5. The substitute test is an individual test, in which the entire course material is tested. The substitute test is assessed with a grade on a scale of 1 to 10, which is also the final grade.
6. No catch-up opportunity is provided for students who have not participated in the additional or substitute test, unless the failure to provide an individual testing opportunity would result in a 'special case of manifest unfairness'. Requests for an individual testing opportunity on this ground must be submitted to the Board of Examiners as soon as possible, with evidence.

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, with the exception of the courses Graduation project and Bachelor's traineeship, is done by means of at least two test modules.
4. The testing of the Graduation project referred to in article 3.5 par. 4 and article 3.11 is done by at least two examiners (the supervisor and a second assessor).
5. For all courses the requirement applies that, in order to obtain a final grade, the student must have received an assessment for all mandatory test modules.
6. A centrally held test module in principle lasts two hours. At the request of the course coordinator, the Education Director may grant permission to extend the duration of the test.

Art. 5.7 – Oral testing

1. Oral tests will be administered in public, unless the Board of Examiners or the examiner in question decides otherwise in a special case, or the student objects to this.
2. In principle, an oral test is administered by two examiners.

Art. 5.9 – Time limit for marking tests

1. The examiner must determine the mark as quickly as possible after administering an oral test, provide the student if possible, with a written statement of the mark and submit the relevant data to the administrative office of the Faculty.

³ A digital form is available to this end.

⁴ This scheme, on account of its specific character, is not applicable to the course Graduation Project; students who did not pass the course Graduation project must take the course Graduation Project again in a subsequent teaching period.

2. The examiner must mark a written test, or a test held in another way within 10 working days of the date on which it was administered and supply the administration of the department with the information necessary to issue the student written or electronic proof of his or her mark.
3. If the mark is not available within this period of time 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 Education Director.
4. The written statement of the mark achieved must inform the student of the right of inspection referred to in Article 5.11 and of the possibility to appeal to the Examinations Appeals Board.

Art. 5.10 – Period of validity

1. The term of validity of courses passed is unlimited. Contrary to this, the Board of Examiners may, for a course that was passed more than six years ago, impose (a) test(s) 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. Partial tests and assignments which were passed will lose their validity if the course within which they were taken was not passed.

Art. 5.11 – Right of inspection

1. For twenty working days after the announcement of the result of a written test in OSIRIS, the student will be allowed to inspect his or her 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, any interested party may inspect the questions and assignments of the test concerned, as well as, if possible, the standards on which the mark was based.
3. The course coordinator can determine that the test questions and other assignments shall be collected again after the taking of the test or the inspection of the graded work.
4. The Board of Examiners Regulations may contain more detailed provisions on the right of inspection and on subsequent discussion.

Art. 5.12 – Storage time tests

1. The assignments, their completion by the student 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 work referred to in article 3.5, par. 4 and the assessment of this will be kept (in paper or digital form) for a period of seven years after this assessment.

Art. 5.14 – Fraud and plagiarism

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

Fraud includes:

- cheating during tests. The person offering the opportunity to cheat is an accessory to fraud;
- being in possession of (i.e. having/carrying) tools and resources during tests, such as pre-programmed calculators, mobile phones, 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;
- 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, the latter is 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 to that in writing;
 - to be heard.
 3. The Board of Examiners will determine whether fraud or plagiarism has occurred and will inform the student of its decision in writing and of the sanctions in accordance with the stipulations of the fourth paragraph, stating the possibility of appeal to the Examination Appeals Board.
 4. Fraud and plagiarism will be punished by the Board of Examiners as follows:
 - a. In any event:
 - invalidation of the paper or the test submitted;
 - a reprimand, a note of which will be made in OSIRIS.
 - b. In addition, depending on the nature and scale of the fraud or plagiarism and on the student's phase of study, one or more of the following sanctions:
 - removal from the course;
 - no longer being eligible for a positive degree classification (cum laude) as referred to in Article 6.2;
 - exclusion from participation in tests belonging to the course concerned for the current academic year, or for a period of 12 months;
 - complete exclusion from participation in all tests for a period of 12 months.
 - c. In the event that the student has already received a reprimand:
 - complete exclusion from participation in all tests for a period of 12 months.
 - d. In the case of extremely serious and/or repeated fraud or plagiarism, the Board of Examiners may recommend that the Executive Board permanently terminate the concerned student's registration for the programme.
 5. If the Board of Examiners determines that there has been widespread or organised fraud, on a scale which would affect the 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. 5.15 – 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 his or her work electronically or does not submit it on time, the piece 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 – Student counselling

Art. 7.1 – Records of students' progress

1. The department must record the individual study results of the students and make them available through Osiris-student.
2. A certified student progress file can be obtained at the Student Information Desk for Law (*Studiepunt Rechten*).
3. After choosing a track, students are expected to inform the Department of their choice of a Bachelor's track. After the registration hereof in OSIRIS students can monitor their progress for this track in OSIRIS.

Art. 7.2 – Student counselling

1. The Faculty must provide for the introduction and the counselling of the students who are registered for the degree programme, also for the benefit of the binding recommendation on the continuation of studies (*bindend studieadvies*) and of their orientation on possible study tracks inside and outside the degree programme.
2. Student counselling comprises:
 - an obligatory matching process for prospective students, prior to their registration for the Bachelor's degree programme, with the aim of counselling students as regards their choice of an education 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 award to all bachelor's degree students of a tutor, who introduces them to their study in the first semester and who is available for counselling during the rest of the study and in case choices need to be made during the bachelor's phase.
 - group and individual counselling on possible study tracks inside and outside the degree programme, also with a view to 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 the 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, with regard to either 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 the tests in the manner as laid down in the Education Facilities Contract. Requests to conclude an Education Facilities Contracts must be submitted to the student counsellor.

Section 8 – Transitional and final provisions

Art. 8.4 – Safety-net scheme

In those cases, not provided for by this clause, or not provided for sufficiently clearly, or which clearly lead to an unreasonable outcome, a decision will be taken by or on behalf of the Dean, after the Board of Examiners has expressed its view. If based on the Act, the decision falls within the competence of the Board of Examiners, the Dean will send the request to the Board of Examiners for it to handle.

Art. 8.5 – Amendments

1. The Dean will lay down amendments to these Regulations in a separate resolution, after consulting the degree programme advisory 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. 8.6 – Publication

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

Art. 8.7 – Effective date

These Regulations take effect on 1st September 2019

The Board of the Faculty of Law, Economics and Governance of Utrecht University has adopted these Regulations on June 4, 2019 with the approval of the Faculty Council of May 23, 2019 and of the degree programme advisory committee of the Department of April 9, 2019.

